

Bureau of Motor Vehicles Vehicles Services



PROCEDURES MANUAL

11.25.19.V11

PREFACE

11.25.19.V11

**BUREAU OF MOTOR VEHICLES
VEHICLE SERVICES
DIRECTOR'S MEMO**

The Maine Bureau of Motor Vehicles is pleased to offer its revised Motor Vehicle Procedures Manual. The purpose of this manual is to explain Maine vehicle registration, titling and other related procedures, in order to assist in the correct preparation of registrations and other related documents. This manual is intended primarily for BMV staff, municipal registration agents, and for others who may prepare motor vehicle-related documents. The manual also may assist policy makers as well as the general public in understanding and appreciating Maine motor vehicle-related laws and BMV procedures.

This revised manual has been organized into chapters with each chapter consisting of a major subject area, such as vehicle registration, motor carrier services, or titles. This organization is intended to make it easier for the user to find complete information. In general, each chapter should be self-contained and complete. Not all chapters will be of interest to every user. This manual also is intended to be distributed electronically, primarily as a download from BMV's website. Users may want to use this document electronically as well, and it has been set up to make electronic searching as easy as possible. Parts or all of the manual may be printed locally as needed.

You are encouraged to use this manual to answer your motor vehicle related questions. However, if you need additional information or clarification do not hesitate to contact the Bureau of Motor Vehicles at 207-624-9000 or <http://www.maine.gov/sos/bmv/index.html>

Sincerely,

A handwritten signature in black ink that reads "Stephen Ashcroft". The signature is written in a cursive style and is followed by a horizontal line.

Stephen P. Ashcroft
Director, Vehicle Services Division
Maine Bureau of Motor Vehicles

TELEPHONE NUMBERS FOR USE BY MUNICIPAL OFFICES

Main Number: (207) 624-9000

Dial the main number and enter the appropriate extension

Administrative Services	52155
Audit Services (Direct Dial)	624-9349
Division of Enforcement, Anti-Theft and Regulations...	52144
Dealer Licensing	52143
Law Enforcement Helpdesk (Direct Dial).....	624-9298
Titles	52141
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Accidents	52110
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Office of the Deputy (Direct Dial)	624-9003
Stock Room/Supplies	624-9030
Stock Room Fax	624-9035

**MOTOR VEHICLE BRANCH OFFICE
TELEPHONE LIST**

Walk-in service for customers 8:00 AM to 4:30 PM Monday thru Friday
Telephone access is available from 8:00 AM to 4:30 PM

<u>Branch Office</u>	<u>Public Telephone</u>
Augusta 19 Anthony Avenue Augusta, ME 04330	287-3330
Bangor 1129 Union St. Suite 9 Bangor Airport Mall Bangor, ME 04401	942-1319
Calais 23 Washington Street Suite 2 Calais, ME 04619	454-2175
Caribou 14 Access Highway Suite 2 Caribou, ME 04736	492-9141
Ellsworth 22 School Street Ellsworth, ME 04605	667-9363
Kennebunk 63 Portland Road Kennebunk, ME 04043	985-4890
Lewiston 36 Mollison Way Suite 1 Lewiston, ME 04240	753-7750
Portland 125 Presumpscot Street Portland, ME 04103	822-6400

**MOTOR VEHICLE BRANCH OFFICE
TELEPHONE LIST
continued**

Walk-in service for customers 8:00 AM to 4:30 PM Monday thru Friday
Telephone access is available from 8:00 AM to 4:30 PM

<u>Branch Office</u>	<u>Public Telephone</u>
Rockland 360 Old County Road Suite 1 Rockland, ME 04841	596-2255
Rumford 65 Lincoln Avenue Rumford, ME 04276	369-9921
Scarborough 200 Expedition Drive Suite G Scarborough, ME 04074	883-2596
Springvale 456 Main Street Springvale, ME 04083	490-1261
Topsham 125B Main Street Topsham, ME 04086	725-6520

INTRODUCTION

The purpose of this manual is to define, establish, and explain the procedures for registering all types and classes of vehicles. When appropriate, detailed explanation of Motor Vehicles policy is included to clarify how certain vehicles may be registered.

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Chapter 1

**Registration
Plates**

11.25.19.V11

STATE OF MAINE

BUREAU OF MOTOR VEHICLES

PLATE CHART











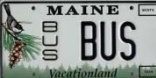



































 <p>Agriculture Commercial AC</p>	 <p>Agriculture Farm AF</p>	 <p>Agriculture Specialty AG</p>	 <p>Antique Auto AQ</p>
 <p>Antique Motorcycle MQ</p>	 <p>Apportioned AP</p>	 <p>Autocycle AU</p>	 <p>Barbara Bush Children's Hospital BH</p>
 <p>Black Bears Specialty BB</p>	 <p>Breast Cancer Specialty BC</p>	 <p>Buses BU</p>	 <p>Combination CM</p>
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 <p>Custom Vehicle CV</p>	 <p>Disability DX</p>	 <p>Disability Motor Home WX</p>	 <p>Disability Motorcycle MX</p>

PLATE CHART

(continued)

 Disability Special Veteran (old plate; being phased out) DS	 Disabled Veteran Amputee Veteran ~ Loss of Both Legs or Lower Extremities or 100% Disabled DV	 Disabled Veteran Motorcycle XV	 Disabled Veteran Parking VX
 Disability Special Veteran DS			
 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)	 Lobster Specialty LB	 Lobster Commercial Specialty LC	 Low-Speed Vehicle LS
 Legislative (House)			

**PLATE CHART
(continued)**

 Municipal Motorcycle MM	 National Guard PC	 Passenger & Passenger Short Term Rental PC	 Pearl Harbor Survivor PS
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 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		

AGRICULTURE SPECIALITY PLATES



REFERENCE:

Title 29-A, Section 456-F, Agriculture Education Registration Plate

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec456-F.html>

DEFINITION:

The Secretary of State, upon proper application and payment of fees, may issue a registration and a set of Agriculture specialty plates in lieu of standard Passenger plates, Commercial plates, or Farm plates.

SPECIAL REQUIREMENTS:

There is a \$20.00 fee due at time of new registration and a \$15.00 fee at time of re-registration. The Agriculture specialty plate classes are assigned a unique numbering sequence containing three numeric characters, a dash, and three alpha characters.

Example: 101-AAA

Agriculture standard passenger plates are issued for vehicles up to 10,000 lbs.

COMMENTS:

If processing a plate correction during the middle of a registration year, Municipal Offices may charge an additional \$1.00 processing fee to be retained by the municipality.

Vanity Agriculture specialty plates are available for the annual fee of \$25.00, in addition to applicable specialty plate fee. The maximum character allowed is six, plus one space or dash. Vanity plates issued in this class of plates cannot duplicate a vanity plate issued in any other class code. Low digit plates are not issued in this class of specialty plate.

NOTE:

\$10.00 of the annual Agriculture specialty plate fee is credited to the Maine Agriculture in the Classroom Council.

NOTE:

When a Specialty Plate is put on a new registration (NROP), the Specialty Plate fee is \$20.00 once again.

Do not charge the specialty plate fee if the registration is a transfer of the same plate class.

**AGRICULTURE SPECIALTY PLATES
PASSENGER**



PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Agriculture Specialty Plates
Vanity Plate	Yes: Max of 6 characters, plus one space or one dash \$25.00 annual fee
Class Code	AG
Specialty Plate Fee	\$20.00: New Registration \$15.00: Re-registration
Registration Fee	\$35.00: If r.v.w is less than or equal to 6,000 lbs. \$37.00: If r.v.w is 6,001-10,000 lbs.
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

AGRICULTURE SPECIALTY COMMERCIAL REGISTRATION



NOTE:

The Commercial Agriculture specialty plate cannot be issued in lieu of Commercial Truck-Tractor plates on a truck-tractor configuration. Commercial Agriculture plates are available through the BMV Main Office and the BMV Branch Offices only.

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Agriculture Commercial Specialty Plates
Vanity Plate	Yes: Max of 6 characters, plus one space or one dash \$25.00 annual fee
Class Code	AC
Specialty Plate Fee	\$20.00: New Registration \$15.00: Re-registration
Registration Fee	Fee based on r.v.w Use Schedule of Truck Fees (MV-60) top section
Style Code	Refer to Vehicle Style Code Chart: Commercial Section, in Appendix
Title Required	Yes, if vehicle year is 1995 or newer
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	BMV Main Office or any BMV Branch Office only
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	Yes
Axles	Yes
Tires	Yes
Fuel	Yes
DOT Requirements	Yes: If used in intrastate commerce and greater than 26,000 lbs. r.v.w. or Yes: If used in interstate commerce and greater than 10,000 lbs. r.v.w.

AGRICULTURE SPECIALTY FARM PLATES



NOTE:

The Farm Agriculture specialty plates are available through the BMV Main Office and the BMV Branch Offices only.

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Agriculture Farm Specialty Plates
Vanity Plate	Yes: Max of 6 characters, plus one space or one dash \$25.00 annual fee
Class Code	AF
Specialty Plate Fee	\$20.00: New Registration \$15.00: Re-registration
Registration Fee	Fee based on r.v.w Use Schedule of Truck Fees (MV-60) [lower section]
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart: Commerical Section, in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes; optional partial inspection
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	BMV Main Office or any BMV Branch Office only
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	Yes
Axles	Yes
Tires	Yes
Fuel	Yes
DOT Requirements	Yes: If used in intrastate commerce and greater than 26,000 lbs. r.v.w. or Yes: If used in interstate commerce and greater than 10,000 lbs. r.v.w.

**ALL-TERRAIN VEHICLES (ATV)
UTILITY-TERRAIN VEHICLES (UTV)
UTILITY VEHICLES (UV)**



REFERENCE:

Title 12, Section 13001, subsection 3, All-terrain Vehicle or ATV
<http://www.mainelegislature.org/legis/statutes/12/title12sec13001.html>

Title 29-A, Section 101, subsection 42 Motor Vehicle
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

Title 29-A, Section 501, subsection 8 Special Permit
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec501.html>

DEFINITIONS:

All-terrain vehicle or ATV. “All-terrain vehicle” or “ATV” means a motor-driven, off-road vehicle capable of cross-country travel on land, snow, ice, marsh, swampland or other natural terrain. “All-terrain vehicle” or “ATV” includes, but is not limited to a multi-track, multi-wheel or low-pressure tire vehicle; mini-truck; a motorcycle or related 2-wheel, 3-wheel or belt-driven vehicle; an amphibious machine; or other means of transportation deriving motive power from a source other than muscle or wind. For purposes of this subpart, “All-terrain vehicle” or “ATV” does not include an automobile as defined in Title 29-A, Section 101, subsection 7; an electric personal assistive mobility device as defined in Title 29-A, Section 101, subsection 22-A; a truck as defined in Title 29-A, Section 101, subsection 88; a snowmobile; an airmobile; a construction or logging vehicle used in performance of its common functions; a farm vehicle used for farming purposes; or a vehicle used exclusively for emergency, military, law enforcement or fire control purposes.

Utility-terrain vehicle or UTV. A “utility-terrain vehicle” or “UTV” is a small vehicle like an ATV (all-terrain vehicle), but with more truck-like features for working instead of recreation. These vehicles (UTV) **cannot be registered for public road use.**

COMMENTS:

All-terrain and off-road vehicles are required by law to be registered with the Department of Inland Fisheries and Wildlife, unless exempt. Applicants should be referred to that agency for registration. These vehicles are issued stickers to be placed on the front and back of the vehicle.

The BMV Main Office does receive requests to register recreational and other off-road vehicles that are not designed or manufactured for highway use. These include, but are not limited to, 3 and 4 wheeled all-terrain vehicles and other ATV’s. **These vehicles are NOT designed for operation on highways; therefore, cannot be registered as a motor vehicle.**

**ALL-TERRAIN VEHICLES (ATV)
UTILITY-TERRAIN VEHICLES (UTV)
UTILITY VEHICLES (UV)
continued**

Title 29-A, Section 501, subsection 8, allows the Secretary of State to issue, upon application and payment of a \$4.00 fee, an Occasional Crossing Use Permit authorizing the limited operation on the highway. The operation of an ATV displaying an Occasional Crossing Use Permit is limited to its use for agricultural purposes in connection with the operation of a farm and shall be restricted to operation from or to a farm lot and between farm lots, used for farm purposes by the ATV owner.

If the ATV is used for farming purposes, refer to the Occasional Crossing Use Permit section in this manual for processing information.

Information pertaining to “Off-Road Vehicle” may be found in this manual. Please refer to the Table of Contents to locate “Off-Road Vehicle”.

ANTIQUÉ AUTO PLATES



REFERENCE:

Title 29-A, Section 101, subsections 3 & 4, Antique Auto & Antique Motorcycle
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

Title 29-A, Section 457, Hobbyist Registration Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec457.html>

DEFINITION:

An automobile or truck manufactured on or after model year 1916, which is over 25 years old, which is equipped with an engine manufactured either at the same time as the vehicle or to the specifications of the original engine of the vehicle, which is substantially maintained in original or restored condition; which is not used as its owner's primary mode of transportation of passengers or goods and is not a reconstructed vehicle; primarily for use in exhibitions, club activities, parades, or other functions of public interest. Antique auto is not a reconstructed vehicle.

COMMENTS:

Any type of class of motor vehicle that meets the above definition may be registered as an Antique Auto. This includes motorcycles and trucks. Vehicles registered as Antique Autos normally are assigned an Antique Auto plate; however, an original Antique plate may be used, as long as the regular plate fee is paid. Use Application of vanity plates (MV-45) when applying for an Antique Vanity plate. (Refer to "VANITY PLATES" section of the manual for further information.)

If a person comes into possession of a set of Maine registration plates which were **issued the same year as their antique motor vehicle was manufactured, they may put these plates on their vehicle.** They must have both the front and rear plates and the plates must conspicuously bear the year of manufacture. This vehicle must still be registered and regular Antique Auto plates obtained. The registration will indicate the regular Antique Auto plate number. The regular Antique Auto plates and registration must be carried in the vehicle.

SPECIAL REQUIREMENTS:

When registering a vehicle as an Antique Auto in Maine for the first time, the applicant must complete an Antique Auto Affidavit (MV-65). **Registrant must garage or maintain the vehicle in the State of Maine.** The Antique Auto Affidavit is not required to be completed for registration renewals.

Trucks are now included in this plate category. The fee is \$30.00, regardless of the vehicle's weight or combination of weight. A load is permissible as long as the antique truck is being used in a parade or club activity for "non-commercial" use. The driver is exempt from obtaining a commercial driver's license, however; must possess a Class C operator's license.

ANTIQUE AUTO PLATES **continued**

A vehicle registered as an antique vehicle pursuant to Section 457 may pull a trailer or semi-trailer when being used for exhibitions, club activities, parades or other functions of public interest.

Motor Homes may **not** to be registered with Antique Auto plates.

PRIMARY VEHICLE INFORMATION:

In general, the registrant of an antique auto must provide the plate number of their primary vehicle they use for transportation. However, we have encountered a few instances where the registrant attempting to register an antique vehicle legitimately does not have a primary vehicle registered in Maine. We can make exceptions under the following circumstances:

1. The registrant states that they rely primarily on public transportation as their primary mode of transportation.
2. The registrant states they live 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.
4. A business wishes to register with an antique auto plate. The business has to have a primary vehicle registered. Obtain the plate number of the business' primary vehicle.

In these circumstances, make a notation of an exemption on the MV-65, and have the registrant initial the note, along with signing the MV-65.

DETERMINING ELIGIBILITY:

Please process all vehicles that are over 25 years old (model year) using the following example as your guide. A vehicle model year 1992 is considered 25 years old based on a count starting with the current model year going backward; if the current year is 2019, then 2019 is considered year 1 ending with 1995 being year 25. A vehicle model year 1992 is therefore eligible for Antique class plates this year because it is considered over 25 years old.

ANTIQUÉ AUTO PLATES
continued

ANTIQUÉ AUTO ELIGIBILITY	
Calendar Year	First Model Year Eligible
2017	1992
2018	1993
2019	1994
2020	1995
2021	1996
2022	1997
2023	1998
2024	1999
2025	2000
2026	2001
2027	2002

ANTIQUE AUTO PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Antique Auto Plates
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee
Class Code	AQ
Registration Fee	\$30.00
Title Required	No
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	No
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

ANTIQUE MOTORCYCLE PLATES



REFERENCE:

Title 29-A, Section 101, subsections 3 & 4, Antique Motorcycle

<http://www.mainelegislature.org/legis/statutes/29-a/title29-Asec101.html>

Title 29-A, Section 457, Hobbyist Registration Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec457.html>

DEFINITION:

“Antique Motorcycle” means a motorcycle or a 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, which is maintained primarily for the use in exhibitions, club activities, parades or other functions of public interest and which is not used as its owner’s primary mode of transportation of passengers or goods. If a moped is an antique, and is only going to be used in parades, club activities, or occasional rides, it may be registered as an Antique Motorcycle for the \$15.00 registration fee.

COMMENTS:

Antique Motorcycles normally are assigned an Antique Motorcycle plate; however, an Antique Motorcycle vanity plate may be used, if desired. The word “ANTIQUE” appears on the bottom of an antique vanity plate and the regular annual plate fee must be paid. Use Application for Vanity Plates (MV-45) when applying for an Antique Motorcycle vanity plate. **(Refer to “Vanity Plates” section of this manual for further information.)**

If a person comes into possession of a Maine registration plate, which was issued the same year as their antique motorcycle was manufactured; they may display this plate on the motorcycle. The plate must conspicuously bear the year of manufacture. This vehicle must still be registered, and a regular Antique Motorcycle plate obtained. The registration will indicate the regular Antique Motorcycle plate number. The regular Antique Motorcycle plate and registration must be carried in the vehicle.

SPECIAL REQUIREMENTS:

When registering the motorcycle as an Antique in Maine for the first time, the applicant must complete an Antique Auto Affidavit (MV-65). **Registrant must garage or maintain the vehicle in the State of Maine.**

ANTIQUÉ MOTORCYCLE PLATES
continued

The following actions should be taken when applying for a Warranty Title:

1. An inspection will be conducted to determine that the Vehicle Identification Number of the unit has not been altered or tampered with and that the vehicle is not stolen.
2. A determination will be made that there are no outstanding liens or encumbrances against the vehicle. This condition may entail inquiries to other states as dictated by the circumstances.
3. An inspection of the vehicle will be conducted to determine that it falls within the definition of "Antique Motorcycle" as set forth in the statute.
4. A determination will be made that the unit is registered as an Antique Motorcycle or is unregistered and that the applicant is a resident of the State of Maine and owner of the vehicle.

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Antique Motorcycle Plate
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee
Class Code	MQ
Registration Fee	\$15.00
Title Required	No
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	No
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Single
Gross Weight	No
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

ANTIQUÉ MOTORCYCLE PLATES
continued
Affidavit for Antique Auto, Custom Vehicle, Horseless Carriage, and Street
Rod
(MV-65)



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 §2103.

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. 32149 TTY Users Call Maine Relay 711

ANTIQUÉ MOTORCYCLE PLATES
continued
(MVT-34)
(Accompanies Application for Maine Certificate of Title)



SECRETARY OF STATE BUREAU OF MOTOR VEHICLES

**AFFIDAVIT OF OWNER OF AN ANTIQUE AUTO,
ANTIQUÉ MOTORCYCLE, CLASSIC VEHICLE, OR HORSELESS CARRIAGE**
(To accompany application for Maine Certificate of Title)

I hereby certify that I am a resident of _____, in the County of _____,
City or Town County
in the State of Maine and that I am the owner of a _____,
Year Make Vehicle Identification Number

I further certify there are no liens or encumbrances against this vehicle.

I certify that this vehicle is:

() An **Antique Auto** defined in 29A, M.R.S.A., §101, subsection 3, as 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 maintained in original or restored condition, and used primarily for exhibitions, club activities, parades or events of public interest or for occasional use as a personal vehicle. **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 or a vehicle that has undergone a change in some of the component parts of the vehicle.

() An **Antique Motorcycle** defined in 29A, M.R.S.A., § 101, subsection 4, as any motorcycle or a motor-driven cycle that is over 25 years old, equipped with an engine manufactured either at the same time as the vehicle or to the specifications of the original engine of the vehicle, maintained primarily for use in exhibitions, club activities, parades or other functions of public interest, and not used as its owner's primary mode of transportation of passengers or goods.

() A **Classic Vehicle** defined in 29A, M.R.S.A., § 101, subsection 15, as a motor vehicle that is at least 16 years old but less than 26 years old that the Secretary of State determines is of significance to vehicle collectors because of its make, model and condition and is valued at more than \$5,000.

() A **Horseless Carriage** defined in 29A M.R.S.A., Section 101, subsection 28, as any motor vehicle made before model year 1916, which is equipped with an engine manufactured either at the same time as the vehicle or to the specifications of the original engine of the vehicle, which is maintained primarily for use in exhibitions, club activities, parades and other functions of public interest, which is not used as its owner's primary mode of transportation of passengers or goods but may be used for occasional use as a personal vehicle.

Printed Name of Owner

Signature of Owner

NOTARIZATION REQUIRED

Personally appeared the above named _____ and made an oath that the statements on the foregoing application are true.

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

Notary Public for _____ County, Maine.

Signature of Notary or Attorney

← **INSTRUCTIONS AND MAILING ADDRESS ON REVERSE** →

*101 Hospital Street, #29 State House Station, Augusta, ME 04333-0029 Tel. (207) 624-9000 Ext. 52139
Fax: (207) 624-9239 TTY Uses call Maine Relay 711*

ANTIQUÉ MOTORCYCLE PLATES
continued
Reverse side of the (MVT-34) = (MVT-35)
(MVT-35)

**INSTRUCTIONS FOR WARRANTY CERTIFICATES OF TITLE FOR ANTIQUE AUTOS,
ANTIQUÉ MOTORCYCLES, CLASSIC VEHICLES, AND HORSELESS CARRIAGES**

A Maine resident owner of an antique auto, antique motorcycle, classic vehicle, or horseless carriage who desires a warranty certificate of title should:

1. File an application for Certificate of Title (Form MVT-2).
2. Pay the \$40.00 fee (make checks or money orders payable to: Secretary of State).
3. Submit any and all evidence of past and present ownership; i.e., bills of sale, registration certificates, title certificates, etc.
4. Complete the notarized affidavit on the front of this form certifying the following:
 - A. The owner is a resident of Maine.
 - B. The vehicle falls within the definition of an antique auto, antique motorcycle, classic vehicle, or horseless carriage.
 - C. There are no liens or encumbrances against the vehicle.
5. Submit two photographs of the vehicle. One photograph must show the front and left side. The second photograph must show the rear and right side of the vehicle.

Upon receipt of the material requested above, a Maine Motor Vehicle Detective will be assigned to physically inspect the vehicle.

The Secretary of State will issue a warranty certificate of title when satisfied that:

1. The Vehicle Identification Number has not been altered or tampered with.
2. The vehicle is not stolen.
3. There are no liens or encumbrances against the vehicle.
4. The vehicle falls within the definition of antique auto, antique motorcycle, classic vehicle or horseless carriage.
5. The applicant is a resident of the State of Maine.
6. The applicant is the owner of the vehicle.

*101 Hospital Street, #29 State House Station, Augusta, ME 04333-0029 Tel. (207) 624-9000 Ext. 52139
Fax: (207) 624-9239 TTY Uses call Maine Relay 711*

MVT-34 Rev. 01-2013

AUTOCYCLE PLATES



Effective December 1, 2019

REFERENCE:

Title 29-A, Section 101, subsection 6-C, Autocycle.

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

DEFINITION:

An Autocycle is defined as a 3-wheeled motorcycle that has a steering wheel or handlebars, floor pedals for automotive-style controls and seating that does not require the operator to straddle or sit astride a seat and that:

- A. Meets the general motorcycle inspection standards, except those standards that do not apply due to the design of the vehicle, and any other inspection standards set by the Chief of the State Police;
- B. Meets or exceeds the Federal Motor Safety Standards under 49 Code of Federal Regulations, Part 571 applicable to motorcycles; and
- C. Is equipped with:
 1. Safety belts for all occupants;
 2. A roll bar, roll hoops or an enclosed cab; and
 3. Brakes on at least 2 main wheels.

SPECIAL REQUIREMENTS:

Autocycles subject to a motorcycle inspection and have a mandatory March expiration. First time registration, the registration fee and excise tax are prorated to the mandatory March expiration.

COMMENTS:

An autocycle may be operated by a person who possesses a valid license of any class, or an instruction permit.

Autocycles with an engine displacement of less than 300 cubic centimeters are exempt from the title requirements.

Any autocycles that are used as a rental, the registration fee remains at \$21.00 for a motorcycle. The registration fee is **not** doubled like a rental vehicle, but **JB filing is required**.

AUTOCYCLE PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Autocycle Plates
Vanity Plate	Yes: Max of 7 characters \$25.00 annual fee
Class Code	AU
Registration Fee	\$21.00
Title Required	Yes, if 300 cc or greater
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Mandatory March 31 annual expiration date
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	BMV Branch Office only
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Combination Month/Year
Gross Weight	No
Axles	No
Tires	Yes
Fuel	Yes
DOT Requirements	N/A

BARBARA BUSH CHILDREN'S HOSPITAL SPECIALTY PLATES



REFERENCE:

Title 29-A Section 456-H, Barbara Bush Children's Hospital Registration Plate
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec456-H.html>

DEFINITION:

The Secretary of State, upon proper application and payment of fees, may issue a registration and a set of Barbara Bush Children's Hospital specialty plates for vehicles with a registered vehicle weight of up to 26,000 lbs.

SPECIAL REQUIREMENTS:

There is a \$20.00 fee due at time of new registration and a \$15.00 fee at time of re-registration. The Barbara Bush Children's Hospital specialty plate is assigned a unique numbering sequence containing three numeric characters, a dash, and three alpha characters.

Example: 101-AMA

COMMENTS:

If processing a plate correction during the middle of a registration year, Municipal Offices may charge an additional \$1.00 processing fee to be retained by the municipality.

When processing a \$35.00 registration, please use the passenger-type style codes. When processing a \$37.00 registration, please use the passenger-type style codes and **indicate the RVW**.

When processing a registration with an RVW of 10,001-26,000 lbs., use the commercial style codes and **indicate the RVW**.

NOTES:

When an existing Specialty Plate is put on a new registration (NROP), the Specialty Plate fee is \$20 once again.

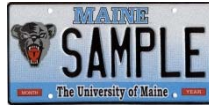
No fees are charged if the registration is a transfer, and the credit and plates are **both** used on the vehicle.

\$10.00 of the annual The Barbara Bush Children's Hospital specialty plate fee is credited to support ongoing pediatric programs.

BARBARA BUSH CHILDREN'S HOSPITAL SPECIALTY PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	The Barbara Bush Children's Hospital Specialty Plates
Vanity Plate	Yes: Max of 6 characters, plus one space or one dash \$25.00 annual fee
Class Code	BH
Specialty Plate Fee	\$20.00: New Registration \$15.00: Re-registration
Registration Fee	\$35.00: If r.v.w is less than or equal to 6,000 lbs. \$37.00: If r.v.w is 6,001-10,000 lbs. Use Schedule of Truck Fees (MV-60) (commercial section) if r.v.w. is 10,001-26,000 lbs.
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-26,000 lbs.
Axles	No: if r.v.w. is less than or equal to 10,000 lbs. Yes: If r.v.w is 10,001-26,000 lbs.
Tires	No: if r.v.w. is less than or equal to 10,000 lbs. Yes: If r.v.w is 10,001-26,000 lbs.
Fuel	Yes
DOT Requirements	N/A

BLACK BEAR SPECIALTY PLATES



REFERENCE:

Title 29-A, Section 456-B, Maine Black Bear Registration Plates
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec456-B.html>

DEFINITION:

The Secretary of State, upon proper application and payment of fees, may issue a registration and a set of Maine Black Bear specialty plates in lieu of regular registration plates.

SPECIAL REQUIREMENTS:

There is a \$20.00 fee due at time of new registration and a \$15.00 fee at time of re-registration. The Black Bear specialty plate class is assigned a unique numbering sequence containing three numeric characters, a dash, and three alpha characters,

Example: 100-ACA

COMMENTS:

If processing a plate correction during the middle of a registration year, Municipal Offices may charge an additional \$1.00 processing fee to be retained by the municipality.

Vanity Black Bear specialty plates are available for the annual fee of \$25.00, in addition to applicable specialty plate fee. Vanity plates issued in this class of plates cannot duplicate a vanity plate issued in any other class code. Low digit plates are not issued in this class of specialty plate.

NOTE:

\$10.00 of the specialty plate fee is credited to the Maine Black Bears Scholarship Fund, established in Title 20-A, Section 10971.

This specialty plate **does not** replace the current University of Maine System plate, class code UM.

When processing a \$35.00 registration, please use the passenger type style codes.

When processing a \$37.00 registration, please use the passenger type style codes and **indicate the r.v.w.**

BLACK BEAR SPECIALTY PLATES
continued

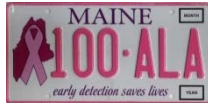
PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Black Bear Specialty Plates
Vanity Plate	Yes: Max of 6 characters, plus one space or one dash \$25.00 annual fee
Class Code	BB
Specialty Plate Fee	\$20.00: New Registration \$15.00: Re-registration
Registration Fee	\$35.00: If r.v.w is less than or equal to 6,000 lbs. \$37.00: If r.v.w is 6,001-10,000 lbs.
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

NOTE:

When a Specialty Plate is put on a new registration (NROP), the Specialty Plate fee is \$20.00 once again.

No specialty plate fees are charged if the registration is a transfer, and the credit and plates are **both** used on the vehicle.

BREAST CANCER SPECIALTY PLATES



REFERENCE:

Title 29-A, Section 456-E, Breast Cancer Support Services Registration Plate
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec456-E.html>

DEFINITION:

The Secretary of State, upon proper application and payment of fees, may issue a registration and a set of Breast Cancer Support Services specialty plates for vehicles with a registered vehicle weight of maximum 26,000 lbs.

SPECIAL REQUIREMENTS:

There is a \$20.00 fee due at time of new registration and a \$15.00 fee at time of re-registration. The Breast Cancer specialty plate class is assigned a unique numbering sequence containing three numeric characters, a dash, and three alpha characters.

Example: 101-AAA

COMMENTS:

If processing a plate correction during the middle of a registration year, Municipal Offices may charge an additional \$1.00 processing fee to be retained by the municipality.

Vanity Breast Cancer specialty plates are available for the annual fee of \$25.00, in addition to applicable specialty plate fee. Vanity plates issued in this class of plates cannot duplicate a vanity plate issued in any other class code. Low digit plates are not issued in this class of specialty plate.

NOTE:

\$10.00 of the annual Breast Cancer specialty plate fee is credited to the Breast Cancer Services Special Program Fund.

When processing a \$35.00 registration, please use the passenger type style codes.

When processing a \$37.00 registration, please use the passenger type style codes and **indicate the r.v.w.**

BREAST CANCER SPECIALTY PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Breast Cancer Specialty Plates
Vanity Plate	Yes: Max of 6 characters, plus one space or one dash \$25.00 annual fee
Class Code	BC
Specialty Plate Fee	\$20.00: New Registration \$15.00: Re-registration
Registration Fee	\$35.00: If r.v.w is less than or equal to 6,000 lbs. \$37.00: If r.v.w is 6,001-10,000 lbs.
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

NOTE:

When a Specialty Plate is put on a new registration (NROP), the Specialty Plate fee is \$20.00 once again.

No specialty plate fees are charged if the registration is a transfer, and the credit and plates are **both** used on the vehicle.

BUS PLATES



REFERENCES:

Title 29-A, Section 101, subsection 11, Bus

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

Title 29-A, Section 501, Fees for Registration; Motor Vehicles

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec501.html>

Title 29-A, Section 2301, Definitions

<http://legislature.maine.gov/statutes/29-A/title29-Asec2301.html>

Title 29-A, Section 2302, subsection 3, Other Purposes

<http://legislature.maine.gov/statutes/29-A/title29-Asec2302.html>

Title 29-A, Section 556, Exemptions

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec556.html>

DEFINITION:

A motor vehicle designed for carrying more than 15 passengers including the operator and used for the transportation of passengers.

Exception: 15 or less passengers, including the operator, if a multi-functional school activity bus.

“School Bus” includes every motor vehicle with a carrying capacity of 10 or more passengers, whether publicly or privately owned, which is used to transport school children to and from school activities when such transportation is approved by the appropriate school authorities; and to and from municipally-operated activities or activities of a non-profit corporation or association when such transportation is approved by the appropriate school authorities. This definition shall not include private motor vehicles used to transport members of the owner’s household.

COMMENTS:

School buses, except those registered with Municipal plates, receive Bus plates. Please contact the BMV Main Office, Municipal and Agent Services, (207) 624-9000, ext. 52163 for further processing information. Any vehicle used solely as a school bus (transporting children to and from school) pays a regular registration fee of \$35 and proof of insurance must be filed on Form JB Insurance Certificate (MV-214).

Charter Buses used in interstate commerce must be registered in the International Registration Plan. **Effective January 1, 2016.**

BUS PLATES

continued

If the bus is used **for hire (compensation)**, proof of insurance **must** be filed and a double registration fee must be paid. To verify proof of insurance, please call Motor Carrier Services, Operating Authority Unit at (207) 624-9000 Ext. 52131.

School buses operated by private school administrative units or private contractors must furnish a Form JB Insurance Certificate (MV-214) to BMV.




Occasionally people convert a bus to another type of vehicle. When this happens, the vehicle may be registered in one of the following ways:

- 1.** Buses converted to and used as living quarters must be registered as Motor Homes and be issued Motor Home plates.
- 2.** If the owner removes the passenger seats and uses the vehicle to transport cargo, to carry equipment and supplies to a work site, or it is being used as a mobile sales room, it must be assigned a Commercial plate. The vehicle must be registered with enough gross weight to cover the vehicle and the load.
- 3.** A school bus permanently converted wholly to other purposes must be painted a color other than the national school bus glossy yellow and have the words "school bus", school bus signal lights and stop arms removed.
- 4.** Please be advised that we are not qualified to determine if a customer's bus must look like a school bus. There are many state and federal laws that must be considered before that decision is made. If a customer asks you if they are required to have a yellow bus with flashing lights and a stop arm, etc., please advise them to call the Department of Education at (207) 624-6622 and ask for the Director of School Transportation. This person will advise them of the proper bus requirements.

BUS PLATES
continued

SPECIAL REQUIREMENTS:

One of the following style codes must be indicated in the “style” box on all bus registrations.

		Buses
26	School Type Buses	
	Other 2 Axle Buses	27
	3 Axle Buses	37
-----	All Other Buses	47

Style 26 is any bus that is a school bus or originally was a school bus.

Style 27 is any two axle bus that never was a school bus.

BUS PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Bus Plates
Vanity Plate	No
Class Code	BU
Registration Fee	\$35.00 or \$70.00: If used for hire (receives compensation)
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes Note: For school buses and buses for hire: Form JB Insurance Certificate (MV-214) is required
First Registration	BMV Branch Office only
Re-registration	BMV Branch only, If used for hire (receives compensation) and required to pay \$70.00 registration fee Any Municipal Office, if school bus Note: Municipality must contact BMV Main Office first to verify insurance coverage
Stickers	Double
Gross Weight	No
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	Yes: If used in either intrastate or interstate commerce and greater than 10,000 lbs. r.v.w.

BUS PLATES

continued

NOTE:

The law now only distinguishes a bus as a vehicle that carries more than 15 passengers, so that is how we determine the difference for Bus or Hire plate issuance. Carriers of more than 15 passengers, including the operator, will display Bus plates and carriers of 15 passengers, including the operator, or fewer will display Hire plates. Refer to **HIRE VEHICLES** in this manual for further information.

A school bus is the exception to the above rule, as they may operate with State or Municipal Plates, if applicable.

White water rafting, church and camp vehicles may be re-registered by any Municipal Office. The fee is \$35.00 and they are exempt from providing a completed Form JB Insurance Certificate (MV-214).

For individuals under contract, please refer to Combination plates.

BUS PLATES continued

Form JB Insurance Certificate (MV-214)



STATE OF MAINE INSURANCE CERTIFICATE FOR-HIRE PASSENGER VEHICLE (To be filed with Maine Secretary of State)

CARRIER INFORMATION

This is to certify that <small>(Legal Name of Passenger Carrier)</small>	D/B/A
DOB <i>(for individual)</i>	FEIN <i>(for corporations)</i>
of <small>(Physical Address of Passenger Carrier ~ required)</small>	
<small>(Mailing Address of Passenger Carrier ~ required)</small>	

SECONDARY ADDRESSES OF CARRIER

1)	<small>(Physical Address of Passenger Carrier)</small>
2)	<small>(Physical Address of Passenger Carrier)</small>
3)	<small>(Physical Address of Passenger Carrier)</small>

INSURANCE COMPANY INFORMATION

Has been issued a Policy of Insurance/Bond from	<small>(Name of Insurance Company ~ required)</small>
of	<small>(Address of Insurance Company ~ required)</small>
to provide coverage as described in the insurance coverage information section below.	

INSURANCE COVERAGE INFORMATION

<input type="checkbox"/> Primary insurance and the insurer shall not be liable for amounts in excess of \$	for each accident.
<input type="checkbox"/> Excess insurance and the insurer shall be liable for amounts in excess of the underlying limit of \$	for each accident but not in excess of \$
<input type="checkbox"/> Single insurance policy or bond not in excess of \$	per accident.
This policy is in effect as: <input type="checkbox"/> an individual policy <input type="checkbox"/> a blanket policy (All vehicles owned, operated or leased by the carrier)	
Policy Effective From:	To: Policy No.

VEHICLE INFORMATION

Vehicle Year ¹ :	Vehicle Use: (Please check one)	Ambulance <input type="checkbox"/>
Vehicle Make ¹ :	<input type="checkbox"/> 1-3 Passengers* <input type="checkbox"/>	Charter Bus - 16-30 Passengers* <input type="checkbox"/>
Serial Number ¹ :	<small>(Used for student transportation)</small> <input type="checkbox"/>	Charter Bus - 31 + Passengers* <input type="checkbox"/>
	<input type="checkbox"/> 4-7 Passengers* <input type="checkbox"/>	School Bus - up to 30 Passengers* <input type="checkbox"/>
	<small>(Used for student transportation)</small> <input type="checkbox"/>	School Bus - 31 + Passengers* <input type="checkbox"/>
	<input type="checkbox"/> 8-15 Passengers* <input type="checkbox"/>	Transit Bus - Any Passengers* <input type="checkbox"/>
		Rental Vehicle <input type="checkbox"/>

¹ Complete this information if an individual policy *behind drivers seat

Terms: The insurance policy must meet the minimum requirements defined in M.R.S.A. Title 29-A, Section 1611. Termination of this policy must be submitted in writing providing a 30-day notice to the Secretary of State.

Disclosure: This statement is made in accordance with the Federal Privacy Act of 1974, Section 7(b). Providing your social security number or federal employer identification number is mandatory and is required by state and federal law or rule to receive motor carrier credentials. Your social security number or FEIN will be used solely for identification purposes and will be kept confidential.

Signature: _____
(Authorized Agent for Insurance Co)

COMBINATION PLATES



REFERENCE:

Title 29-A, Section 101, subsection 15-A, Combination Vehicle

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

DEFINITION:

Combinations are automobiles used interchangeably for the conveyance of passengers or property. The logo "Combination" replaces "Vacationland" logo.

COMMENTS:

This plate may be issued on passenger-type automobiles, (which include pickup trucks registered for 10,000 lbs. or less), utility vehicles and vans. **This plate is not to be issued to passenger-type automobiles (which include pickup trucks), utility vehicles and vans registered for more than 10,000 lbs.**

The statute regarding combination plates gives municipalities a mechanism to recognize this plate, if they so wish, as far as allowing this type of vehicle commercial parking and loading zone privileges. All parking ordinances are governed by the municipality. A person displaying a combination plate who wishes to use commercial parking or loading facilities should contact the municipal authorities to ascertain if they will recognize the combination registration for purposes of commercial parking and loading zone use.

The Combination plate also will be issued to individuals transporting students to school, if under contract with the school district involving compensation. Form JB Insurance Certificate (MV-214) must be verified through Motor Carrier Services by calling (207) 624-9000 ext. 52131.

COMBINATION PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Combination Plates
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee
Class Code	CM
Registration Fee	\$35 for rvw up to 6,000 lbs. \$37 for rvw 6,001-10,000 lbs.
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes Note: For transportation of school children, JB Insurance Certificate (MV-214) is required
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No, if 6,000 lbs. or less Yes, if 6,001 lbs. or more
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

COMMEMORATIVE PLATES

REFERENCE:

Title 29-A, Section 454, Commemorative Registration Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec454.html>

DEFINITION:

Commemorative plates are issued to celebrate a centennial, bicentennial or sesquicentennial. The plate must be reflective, commemorative and simulate a motor vehicle registration plate. This plate may be designed, distributed and sold by a State, County or Municipal Government or subdivision with authorization from the Secretary of State.

SPECIAL REQUIREMENTS:

To obtain permission to make, sell and display a commemorative plate, the State, County or Municipal Officers must write a letter requesting authorization, addressed and mailed to:

**ATTN: DIRECTOR OF VEHICLE SERVICES SECTION
BUREAU OF MOTOR VEHICLES
29 STATE HOUSE STATION
AUGUSTA ME 04333-0029**

The letter should state what the plate is in celebration of that it has met their approval and include a sample of the design of said commemorative plate. The request must be submitted in enough time for approval prior to displaying the plate at the beginning of the year of celebration. The municipal government is responsible for the design, manufacture and distribution of the commemorative plates.

A letter will then be sent to the officials of the county or municipality stating the design has/has not been approved. A copy of the letter will be sent to the State Police and County Sheriffs' Departments.

COMMENTS:

A commemorative plate may be used in place of the front plate on any motor vehicle, **except a truck tractor**, from January 1st to December 31st of the celebrated year.

This plate may be used on any vehicle registered in this state or operating in this state, regardless of where it is registered, with the exception of truck tractors.

CONSERVATION PLATES



REFERENCE:

Title 29-A Section 455, Environmental Registration Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec455.html>

DEFINITION:

The Secretary of State, upon proper application and payment of fees, may issue a registration and a set of conservation registration plates to any vehicle otherwise eligible for passenger-type plates.

SPECIAL REQUIREMENTS:

There is a \$20.00 fee due at time of new registration and a \$15.00 fee at time of re-registration.

COMMENTS:

If processing a plate correction during the middle of a registration year, Municipal Offices may charge an additional \$1.00 processing fee to be retained by the municipality.

Vanity conservation registration plates are available for the annual fee of \$25.00 in addition to the \$20.00 new registration fee.

NOTE:

This plate is not to be issued to vehicles registered for more than 10,000 lbs. r.v.w. Refer to the Conservation Commercial (CC) plate section.

CONSERVATION PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Conservation Specialty Plates
Vanity Plate	Yes: Max of 5 characters, including any space or dash \$25.00 annual fee
Class Code	CR
Specialty Plate Fee	\$20.00: New Registration \$15.00: Re-registration
Registration Fee	\$35.00: If r.v.w is less than or equal to 6,000 lbs. \$37.00: If r.v.w is 6,001-10,000 lbs
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

NOTE:

When a Specialty Plate is put on a new registration (NROP), the Specialty Plate fee is \$20.00 once again.

No specialty plate fees are charged if the registration is a transfer, and the credit and plates are **both** used on the vehicle.

CONSERVATION COMMERCIAL PLATES



SPECIAL REQUIREMENTS:

There is a \$20.00 fee at time of new registration and an annual renewal fee of \$15.00 in addition to the registration fee, which is based on the registered vehicle weight (r.v.w.). The registration fee is determined by using the top portion of the Registration Fee Schedule (MV-60).

COMMENTS:

Vanity plates are available for vehicles regardless of registered vehicle weight for the annual fee of \$25.00 in addition to the \$20.00 new registration fee. The plate may have a maximum of five characters.

If processing a plate correction during the middle of the registration year, Municipal Offices may charge an additional \$1.00 processing fee to be retained by the municipality.

This plate may be issued to any single unit vehicle that normally qualifies for commercial plates. The registration fee will be based on the registered weight. The weight may range from 6,000 to 100,000 pounds on a single unit vehicle.

This plate may not be issued to or used on a vehicle eligible for a commercial tractor or a vehicle that must be in the IRP program.

NOTE:

If the registrant currently is in possession of a valid registration bearing a conservation plate and wishes to change to another conservation plate during the registration year, an additional \$20.00 fee is **not** charged.

The fee for the plate is deposited with the Treasurer of State and credited to the Maine Environmental Trust Fund.

CONSERVATION COMMERCIAL PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Conservation Commercial Specialty Plates
Vanity Plate	Yes: Max of 5 characters, including any space or dash \$25.00 annual fee
Class Code	CC
Specialty Plate Fee	\$20.00: New Registration \$15.00: Re-registration
Registration Fee	Fee based on r.v.w. Use Schedule of Truck Fees (MV-60) [Top section]
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to top section of "Commercial Style Codes" chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	If r.v.w is 26,000 lbs. or less: Any BMV Branch Office or Municipal Office that processes New or Truck registrations, when the plates are available. If r.v.w is greater than 26,000 lbs.: Any BMV Branch Office or Municipal Office that processes New or Truck registrations, when the plates are available.
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	Yes
Axles	Yes
Tires	Yes
Fuel	Yes
DOT Requirements	Yes: If used in intrastate commerce and greater than 26,000 lbs. r.v.w. or Yes: If used in interstate commerce and greater than 10,000 lbs. r.v.w.

NOTE:

When a Specialty Plate is put on a new registration (NROP), the Specialty Plate fee is \$20.00 once again.

No specialty plate fees are charged if the registration is a transfer, and the credit and plates are **both** used on the vehicle.

CONSERVATION DISABLED PLATES



SPECIAL REQUIREMENTS:

There is a \$20.00 fee at time of new registration and an annual renewal fee of \$15.00 in addition to the \$35.00 registration fee.

COMMENTS:

Vanity plates are available for vehicles registered up to 10,000 lbs. r.v.w. for the annual fee of \$25.00 in addition to the \$20.00 new registration fee. The plate may have a maximum of three characters.

NOTE:

If the registrant currently is in possession of a valid registration bearing a conservation plate and wishes to change to another conservation plate during the registration year, an additional \$20.00 fee is **not** charged.

The fee for the plate is deposited with the Treasurer of State and credited to the Maine Environmental Trust Fund.

This plate is not to be issued to vehicle registered for more than 10,000 lbs. r.v.w.

CONSERVATION DISABLED PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Conservation Disabled Specialty Plates
Vanity Plate	Yes: Max of 3 characters, including any space or dash \$25.00 annual fee
Class Code	CD
Specialty Plate Fee	\$20.00: New Registration \$15.00: Re-registration
Registration Fee	\$35.00: If r.v.w is less than or equal to 6,000 lbs. \$37.00: If r.v.w is 6,001-10,000 lbs
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office only
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

NOTE:

When a Specialty Plate is put on a new registration (NROP), the Specialty Plate fee is \$20.00 once again.

No specialty plate fees are charged if the registration is a transfer, and the credit and plates are **both** used on the vehicle.

CONSERVATION MOTOR HOME PLATES



SPECIAL REQUIREMENTS:

There is a \$20.00 fee at time of new registration and an annual renewal fee of \$15.00 in addition to the registration fee, which is based on the registered vehicle weight. The registration fee is determined by using the farm truck portion of the Registration Fee Schedule (MV-60).

COMMENTS:

Vanity plates are available for the annual fee of \$25.00 in addition to the \$20.00 new registration fee. The plate may have a maximum of five characters.

A corrected registration may be issued during the middle of the registration year. Municipal Offices may charge an additional \$1.00 processing fee to be retained by the municipality.

All applications for new motor homes will be titled according to statute and the Manufacturer's Certificate of Origin for the chassis shall be used to determine year and make of the vehicle.

NOTE:

If the registrant currently is in possession of a valid registration bearing a conservation plate and wishes to change to another conservation plate during the registration year, an additional \$20.00 fee is **NOT** charged.

The fee for the plate is deposited with the Treasurer of State and credited to the Maine Environmental Trust Fund.

CONSERVATION MOTOR HOME PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Conservation Motor Home Specialty Plates
Vanity Plate	Yes: Max of 5 characters, including any space or dash \$25.00 annual fee
Class Code	RV
Specialty Plate Fee	\$20.00: New Registration \$15.00: Re-registration
Registration Fee	Fees based on r.v.w. using the "Farm Truck Section" of the Registration Fee Schedule (MV-60)
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt; bill of sale must include body and chassis
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	Yes
Axles	Yes
Tires	Yes
Fuel	Yes
DOT Requirements	N/A

NOTE:

When a Specialty Plate is put on a new registration (NROP), the Specialty Plate fee is \$20.00 once again.

No fees are charged if the registration is a transfer, and the credit and plates are **both** used on the vehicle.

CONSERVATION TRAILER PLATES



SPECIAL REQUIREMENTS:

There is a \$20.00 fee at time of new registration and an annual renewal fee of \$15.00 in addition to the registration fee of \$10.50 (2,000 lbs. r.v.w. or less) or \$20.00 (over 2,000 lbs. r.v.w.).

COMMENTS:

Vanity plates are available for trailers regardless of the registered vehicle weight (r.v.w.). The plate may have a maximum of five characters.

If processing a plate correction during the middle of the registration year, Municipal Offices may charge an additional \$1.00 processing fee to be retained by the municipality.

This plate is not available in Long Term Trailer plates.

This plate may be issued as a two year trailer registration. Please remember to collect both years of the specialty plate fee when processing a two year trailer registration. If the trailer requires excise tax, you **cannot** register it for more than one year.

NOTE:

If the registrant currently is in possession of a valid registration bearing a conservation plate and wishes to change to another conservation plate during the registration year, an additional \$20.00 fee is **not** charged.

The fee for the plate is deposited with the Treasurer of State and credited to the Maine Environmental Trust Fund.

CONSERVATION TRAILER PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes: If Camper Trailer or Office or Livestock Trailer with living quarters
Plate Type	Conservation Trailer Specialty Plate
Vanity Plate	Yes: Max of 5 characters, including any space or dash \$25.00 annual fee
Class Code	CL
Specialty Plate Fee	\$20.00: New Registration \$15.00: Re-registration
Registration Fee	\$10.50 per year: If 2,000 lbs or less r.v.w \$20.00 per year: If greater than 2,000 lbs r.v.w
Title Required	Yes: If trailer net weight is equal to or more than 3,000 lbs. and model year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	All trailers less than or equal to 2,000 lbs. r.v.w: Last day of month, one year from month of issue. Optional two year registration All trailers greater than 2,000 lbs. r.v.w: Mandatory February expiration Optional two year registration
Inspection Required	No
Sales Tax Required	Yes, unless exempt
Insurance Required	No
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Single
Gross Weight	Yes: All trailers less than or equal to 2,000 lbs. r.v.w., always indicate 2,000 lbs. No: All trailers greater than 2,000 lbs. r.v.w. leave blank
Axles	Yes
Tires	Yes, whenever possible
Fuel	No
DOT Requirements	N/A

NOTE:

When a Specialty Plate is put on a new registration (NROP), the Specialty Plate fee is \$20.00 once again.

No specialty plate fees are charged if the registration is a transfer, and the credit and plates are **both** used on the vehicle.

CUSTOM VEHICLE PLATES



REFERENCE:

Title 29-A, Section 101, subsection 19-A, Custom Vehicle

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

Title 29-A, Section 458-B, Custom Vehicles

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec458-B.html>

DEFINITION:

A motor vehicle that is 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; and that has been altered from the manufacturer's original design, or has a body constructed from non-original material.

COMMENTS:

The registration fee for a Custom Vehicle registration is \$35.00 for 6,000 lbs. r.v.w..

The registration fee for a custom vehicle registration is \$37.00 for 6,001 to 10,000 r.v.w.

The registration must indicate the **year and make that the body** of the custom vehicle resembles and must indicate the vehicle has been modified.

The words "**MODIFIED VEHICLE**" must be indicated on registration certificate.

SPECIAL REQUIREMENTS:

When registering a vehicle as a Custom Vehicle **for the first time** the applicant **must** complete an Affidavit Antique Auto/Custom Vehicle/Horseless Carriage/Street Rod Registration (MV-65).

CUSTOM VEHICLE PLATES **continued**

If the Custom Vehicle is sold, the prior owner should provide a copy of the original affidavit to the new owner. If the affidavit cannot be provided, the new owner **must** complete the MV-65 form at time of first registration.

The registrant **must** house the vehicle in the State of Maine. Excise tax must be paid to the municipality where the vehicle is housed.

If the Custom Vehicle has a public VIN (Vehicle Identification Number), there is no need to apply for a Maine assigned VIN. However, if the vehicle is homemade and the manufacturer has not assigned a VIN, the registrant must apply for a Maine assigned VIN by following the instructions in Chapter 6, Assigned VIN section.

NOTE:

Once the vehicle has been registered as a Custom Vehicle, it must remain registered as a Custom Vehicle unless approved by the Director of Vehicle Services.

If a registrant would like to request a different type of plate, the request must be submitted in writing to the Director of Vehicle Services. The written request must explain why a different plate is desired and it must contain information about the make, model and year of the chassis. If the request is approved, a corrected registration will be issued, however, the make model and year will reflect the information pertaining to the chassis.

A warranty title cannot be issued to the Custom Vehicle as the Custom Vehicle is an altered vehicle.

CUSTOM VEHICLE PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Custom Vehicle Plates
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee
Class Code	CV
Registration Fee	\$35.00: If r.v.w is less than or equal to 6,000 lbs. \$37.00: If r.v.w is 6,001-10,000 lbs
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes: Special inspection requirements. For more information contact the State Police Inspection Division: (207) 624-8939
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

DISABLED VETERAN PLATES: AMPUTEE, BLIND OR LOSS OF USE OF LIMB(S)

REFERENCE:

Title 29-A, Section 523, subsection 1, Amputee or Blind Veterans
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec523.html>

DEFINITION:

On application to the Secretary of State for registration of any motor vehicle of an amputee* or blind veteran who has been the recipient of an automobile from the United States Government under authority of 38 United States Code, Sections 3901, et seq. or any amputee or blind veteran receiving compensation from the Veterans Administration or any branch of the United States Armed Forces for service connected disabilities who shall have a specially designed motor vehicle, such veteran shall be entitled to a registration certificate without the requirement of the payment of any fees.

*Amputee may mean the loss of use of one or both legs.

COMMENTS:

A blind or amputee Veteran who has been the recipient of a vehicle from the US Government shall be exempt from the registration and excise tax fees per Title 29-A, Section 523, subsection 1.

This veteran is entitled to one free registration of the plate of their choice. If the veteran wishes to have a specialty plate or vanity plate, those fees must be paid.

If wanted, this Veteran may be issued a maximum of three other plates:
Two Special Veteran plates (VT) at the regular fee, plus one Special Veteran Motorcycle registration (VM) at the regular fee.

NOTE:

The exemption only entitles the veteran to **one free registration**.

If it can be verified by the Veteran's current registration that the Veteran qualifies for the plate, the Veteran **does not need to provide the letter from the VA again**.

Even though there are no fees involved with a veteran exempt registration, the registration certificate must be generated at the municipality where the applicant resides.

Indicate "**EXEMPT VETERAN**", **TITLE 29-A, SECTION 523-1**, on the registration certificate.

More than one name may appear on the registration form provided one name is the veteran's.

Validate the documents that are normally validated, for **no fee**. Indicate "**FEE EXEMPT VETERAN**" on both the Use Tax Certificate and title application.

**DISABLED VETERAN PLATES:
AMPUTEE, BLIND OR LOSS OF USE OF LIMB(S)
continued**

PROCESSING INFORMATION	
Excise Tax Required	Exempt
Plate Type	May only be one of the following four plate types: Passenger Plates (PC), Special Veteran Plates (VT), Disabled Veteran: Loss of Both or Use of Both Limbs (DV), or Disabled Veteran Motorcycle Plate (VX)
Vanity Plate	Yes: Vanity specs depend on vehicle being registered: PC: Max 7 characters plus one space or one dash VT: Max 6 characters including one space or one dash DV: Max 7 characters plus one space or one dash VX: Max 5 characters including one space or one dash All: \$25.00 Annual Fee
Class Code	PC, VT, DV, or VX
Registration Fee	Exempt for one vehicle only
Duplicate Registration Fee	Exempt
Lost Plate Fee	Exempt
Transfer Fee	Exempt
Title Required	Yes: No fee, and if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Exempt. Note: Must still complete the yellow Use Tax Certificate Use Tax Certificate (S.T.M.V. 6U)
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double / Single if MC
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-26,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

DISABLED VETERAN PLATES: LOSS OF BOTH LEGS OR THE USE OF THE BOTH LEGS



REFERENCE:

Title 29-A, Section 523, subsection 1, Amputee or Blind Veterans
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec523.html>

DEFINITION:

Any veteran who has lost both legs or the use of both legs and who has registered a motor vehicle without the payment of a fee as provided in this section, upon certification by the United States Armed Forces shall be issued special designating plates. Those designating plates shall be issued by the Secretary of State and shall bear the words "Disabled Veteran".

COMMENTS:

To qualify for the Disabled Veteran plate, a veteran must have lost both legs or the use of both legs.

The Disabled Veteran plate does not bear the disability symbol, but veteran is automatically issued a placard(s) for use with the plates.

You are not able to display veteran decals on this plate.

SPECIAL REQUIREMENTS:

These veterans must file or have on file, a letter from the Veterans Administration or any branch of the United States Armed Forces stating that they are exempt from all fees, namely excise tax, registration fee, sales tax, title fee and fee for driver's license.

NOTE:

This exemption only entitles the veteran to **one free registration**, with a registered weight of up to 26,000 lbs. r.v.w.

If it can be verified by the Veteran's current registration that the Veteran qualifies for the plate, the Veteran **does not need to provide the letter from the VA again.**

Although exempt from excise tax, the registration form must originate from the Municipal Office.

If the veteran does not qualify for the Disabled Veteran plate under this section, they may qualify under Section 523, subsection 2, 100% Disabled Veterans.

This Disabled Veteran plate is also available as a motorcycle plate.

**DISABLED VETERAN PLATES:
LOSS OF BOTH LEGS OR THE USE OF THE LOWER EXTREMITIES
continued**

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Disabled Veteran Plates
Vanity Plate	Yes: Max of 5 characters, plus any space or dash \$25.00 annual fee
Class Code	DV
Registration Fee	Exempt for one vehicle only
Duplicate Registration Fee	Exempt
Lost Plate Fee	Exempt
Transfer Fee	Exempt
Title Required	Yes: No fee, and if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Exempt Note: Must still complete the yellow Use Tax Certificate Use Tax Certificate (S.T.M.V. 6U)
Insurance Required	Yes
First Registration	BMV Main Office only
Re-registration	Any BMV Branch Office or Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-26,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

On the following page is a sample letter of what an Amputee Veteran-Loss of Both Legs or the Use of Lower Extremities might look like in order to qualify under Title 29-A, Section 523 (2).

**DISABLED VETERAN PLATES:
LOSS OF BOTH LEGS OR LOWER EXTREMITIES
OR BLIND VETERAN
EXEMPT UNDER TITLE 29-A, SECTION 523-2**

DEPARTMENT OF THE VETERANS AFFAIRS
MEDICAL AND REGIONAL OFFICE CENTER
TOGUS, ME 04330

January 1, 2008

In Reply Refer To:

402/27
C-00 000 000

John Smith
119 2nd Street
Nowhere, ME 04000

To Whom It May Concern:

This is to certify that the records of the Department of the Veterans Affairs (VA) disclose your entitlement to a statutory award on the account of the loss of use of your right arm.

This certification is issued for your use in obtaining abatement of fee for driver's license, fee for registration of your automobile, and your exemption from payment of sales and excise tax and title fees on your own automobile, in accordance with the provisions of Maine law.

This certification is a permanent record for your use in applying for State of Maine tax abatement annually. If lost or destroyed, please notify this office and a duplicate copy will be furnished.

Sincerely yours,

Herbert Kontio
Veteran Services Officer

DISABLED VETERAN PLATES: 100% SERVICE CONNECTED



REFERENCE:

Title 29-A, Section 523, subsection 2, Disabled Veterans; Special Free License Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-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.

COMMENTS:

A surviving spouse may **not** use 100% Disabled Veterans plates.

100% disabled veterans eligible for free state park access, may obtain a letter from the BMV Main Office, Registration Section at (207) 624-9000 ext. 52149.

NOTE:

A disability placard should be issued with the Disabled Veteran plate. A PS-18 application is not required.

You are not able to display veteran decals on this plate.

State of Maine Park Pass Letters:

The BMV Main Office, Registration Section may provide 100% Disabled Veterans a letter, stating they are entitled to is entitled to or has been issued Disabled Veteran plates, and therefore, are allowed to enter Maine State Parks for no fee. To obtain the letter, the veteran may contact the Registration Section at (207) 624-9000 Ext. 52149.

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

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Disabled Veteran Plates
Vanity Plate	Yes: Max of 5 characters, plus any space or dash \$25.00 annual fee
Class Code	DV
Registration Fee	Exempt for one vehicle only
Duplicate Registration Fee	Exempt
Lost Plate Fee	Exempt
Transfer Fee	Exempt
Title Required	Yes: No fee, and if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes
Insurance Required	Yes
First Registration	BMV Main Office only
Re-registration	Any BMV Branch Office or Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-26,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

**DISABLED VETERAN PLATES:
100% SERVICE CONNECTED
EXEMPT UNDER TITLE 29-A, SECTION 523**



Department of Veterans Affairs

In Reply Refer 000/00/xx
To: 000000000

January 11, 2017

MICKEY M MOUSE
123 MICKEY MOUSE
DISNEY, ME 04444

TO WHOM IT MAY CONCERN:

This certificate is provided for your use in obtaining the following benefits from the State of Maine. Entitlement to these benefits is based on your service in the Armed Forces of the United States and your current service-connected disability rated permanent and total by the Department of Veterans Affairs.

This is to certify that the above-named veteran is receiving compensation at the 100% permanent and total rate for service-connected disabilities, and may be entitled to the following benefits from the State of Maine:

- *Property tax exemption under Tax Code 2 (two).*
- *Free fishing and hunting license.*
- *Free driver's license and/or free license plate.*

Sincerely yours,
RO Director
VA Regional Office

DISABLED VETERAN MOTORCYCLE PLATES



COMMENTS:

This plate is available to disabled veterans who qualify for a Disabled Veteran passenger plate but would prefer a motorcycle plate instead. If the veteran is using a passenger Disabled Veteran plate and claiming their fee exemption on that passenger vehicle, they cannot be issued the Disabled Veteran motorcycle plate.

The class code is "XV" and the plate consists of three numbers. The word "Veteran" replaces the "Ride Safe" at the bottom of the plate.

SPECIAL REQUIREMENTS:

Veterans must file or have on file the proper exemption letter from the Veterans Administration or any branch of the United States Armed Forces to qualify for this plate.

This plate has a mandatory March 31st expiration date.

All new registrations done in months May through February each year will be prorated for excise tax.

NOTE:

If it can be verified by the veteran's current registration that the veteran qualifies for the plate, the veteran does not need to provide the DD 214 again.

DISABLED VETERAN MOTORCYCLE PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes, unless receiving Disabled Vet plates under the “loss of limb/loss of use of both legs”
Plate Type	Disabled Veteran Motorcycle Plate
Vanity Plate	Yes: Max of 5 characters, includes any space or dash \$25.00 annual fee
Class Code	XV
Registration Fee	Exempt for one vehicle only
Duplicate Registration Fee	Exempt
Lost Plate Fee	Exempt
Transfer Fee	Exempt
Title Required	Yes: No fee, and if vehicle year is 1995 or newer, and only if 300 cc or more
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Mandatory March 31 expiration
Inspection Required	Yes
Sales Tax Required	Yes, unless receiving Disabled Vet plates under the amputee, loss of limb/loss of use of both legs.
Insurance Required	Yes
First Registration	BMV Main Office or BMV Branch Office only
Re-registration	Any BMV Branch Office or Municipal Office
Stickers	Combination (Month/Year)
Gross Weight	No
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

DISABLED VETERAN PARKING PLATES



REFERENCE:

Title 29-A, Section 523, subsection 1, Amputee or Blind Veterans
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec523.html>

Title 29-A, Section 523, subsection 2, Disabled Veterans; Special Free License Plates
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec523.html>

DEFINITION:

A person qualifying for special designation plates pursuant to Section 523, subsection 1 or 2 may request disabled veterans parking registration plates. Disabled veterans parking registration plates must bear the words “Disabled Veteran”, the American Flag and the International Symbol of Access in compliance with subsection 2.

SPECIAL REQUIREMENTS:

Veterans qualifying for a free automobile under Title 29-A, Section 523 subsection 1 are entitled to a free registration. The veteran must be blind, or an amputee*, or have lost both legs, or the use of both legs. These veterans must file or have on file, a letter from the Veterans Administration or any branch of the United States Armed Forces stating that they are exempt from all fees, including excise tax, registration fee, sales tax, title fee and fee for driver’s license.

Veterans qualifying under Title 29-A, Section 523-2 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 and sales tax but are exempt from registration and title fee.** All other registration fees **must** be paid. See sample letter above.

*Amputee may mean the loss of use of one or both legs.

If it can be verified by the veteran’s registration that the veteran qualifies for the plate, the veteran does not need to provide the DD 214 again.

If a veteran is in need of a disability letter, they may call the Veterans Administration’s toll free phone number at 1-800-827-1000, or (207) 623-8411 x. 5228. The veteran may also visit the Togus Bureau of Veterans’ Services Office, in Chelsea, Maine. The office is located in building 248, 2nd floor, room 110.

NOTES:

A disability placard should be issued with the Disabled Veteran Parking plate. Before removing a name from an existing registration, check the letter from the Veterans Administration to ensure you are not removing the name of the individual entitled to the Veterans’ plate.

DISABLED VETERAN PARKING PLATES
continued

COMMENTS:

- Not to be issued for vehicles registered for more than 26,000 lbs. r.v.w.
- To be eligible for disability plates, the person must have a permanent disability.
- Veterans who qualify under Title 29-A, Section 523-1 are entitled to **one free registration only**. Validate documents that are normally validated, for **no fee**. **“Exempt Veteran” should be indicated on the registration certificate**. These Veterans are exempt from title fees and sales tax. Indicate “Exempt Veteran” on title and sales tax forms.
- Veterans qualifying under Title 29-A, Section 523-2 are entitled to **one free registration only**. Validate documents that are normally validated, for no fee. “Exempt Veteran” should be indicated on the registration certificate.
- More than one name may appear on the registration, provided one name is the veteran’s.
- You are not able to display veteran decals on this plate.

PROCESSING INFORMATION	
Excise Tax Required	No: If qualifies under Title 29-A, §523, subsection 1 Yes: If qualifies under Title 29-A, §523, subsection 2
Plate Type	Disabled Veteran Parking Plates
Vanity Plate	No
Class Code	VX
Registration Fee	Exempt for one vehicle only
Duplicate Registration Fee	Exempt
Lost Plate Fee	Exempt
Transfer Fee	Exempt
Title Required	Yes: If vehicle year is 1995 or newer. No fee: If qualifies under Title 29-A, §523, subsection 1
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes
Insurance Required	Yes
First Registration	BMV Main Office only
Re-registration	Any BMV Branch Office or Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-26,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

SPECIAL VETERANS PLATES



(old design)



(new design)

REFERENCE:

Title 29-A Section 523, subsection 3, Special Registration

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec523.html>

Title 29-A, Section 409, Excise Tax

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec409.html>

Title 29-A, Section 409, Sales Tax

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec409.html>

DEFINITION:

This plate may be issued to any Maine resident who has served in the U.S. Armed Forces and who has been honorably discharged or to an active duty member who has served at least three years honorably. This type of special designating plate may be issued for up to three vehicles with a registered vehicle weight that does not exceed 26,000 lbs. r.v.w.

SPECIAL REQUIREMENTS:

To make application, the veteran must show documents to verify the applicant's Armed Forces Report of Transfer or Discharge. Acceptable forms include the DD 214, PSH1867, or Certificate from the U.S. Veterans Administration or appropriate branch of the Armed Forces verifying the applicant's military service and honorable discharge. A copy of the letter of discharge or DD 214 or other supporting documents should be sent to the BMV Main Office, Registration Section.

If the active duty member has served at least three years and presents a letter from the Maine Bureau of Veterans' Services or the unit commander, you may issue special veterans plates as you would to someone presenting the DD 214. Certification of Military Service, MA Form 13038, is acceptable in lieu of a DD 214. The MA Form 13038 must state the service was terminated by **honorable release**.

If it can be verified by the veteran's current registration that the veteran qualifies for the plate, the veteran does not need to provide the DD 214 again.

We have verified with the Bureau of Veterans' Services that we may issue Special Veteran plates only if the veteran's discharge is listed as "**Honorable**" or "**General Discharge Under Honorable Conditions**".

We cannot issue Special Veteran plates if the veteran's discharge is listed as "under other than honorable", "bad conduct", "dishonorable", "undesirable", or "uncharacterized"

SPECIAL VETERANS PLATES

continued

If a Merchant Marine requests a Special Veterans plate, they should mail a copy of their DD 214 to the BMV Main Office for review.

COMMENTS:

- If a veteran is the primary driver of three vehicles, the Secretary of State may issue, in accordance with this section, a set of Special Veterans registration plates for each vehicle; this does not include the Special Veterans Motorcycle plate. The veteran may obtain three passenger veterans plates, plus one Special Veterans Motorcycle plate.
- Not to be issued for vehicle registered for more than 26,000 lbs. r.v.w.
- **A surviving spouse may retain and display Special Veterans plates.** Upon remarriage, the surviving spouse may not use the Special Veterans plates on a motor vehicle, but may retain it as a keepsake. Upon the death of the surviving spouse, the family may retain the Special Veterans plates, but not use them on a motor vehicle.
- If Special Veterans plates are issued to a company, the qualifying veteran must be the primary driver of the vehicle. The company must be solely owned by the veteran; or that the employer must certify that the vehicle is assigned to the qualified veteran and the veteran is the exclusive driver of the vehicle. The employer must attest that the veteran is the only driver of the vehicle.
- If the veteran has a Special Veterans plate and only wants the service decal, BMV will accept anything that indicates their branch of service. If they request a medal, BMV requires proof of that designation; which is their DD214 or equivalent.
- A National Guard or Reserve Member qualifies for a Special Veterans plate if mobilized for active duty under Title 10, United States Code. If a service member is in the reserves, they are still entitled to the Special Veterans plate provided they have honorable discharge papers.
- If a veteran requesting a Special Veterans plate does not have their DD 214 readily available, you may view the veteran status on their driver's license as proof of eligibility to obtain a Special Veterans plate.
- The Bureau of Veteran Services has authorized us to issue Special Veterans plates to any registrant who presents a retired military ID card. A retired military ID card is a federal, picture ID and only issued if the service member has had honorable military service and is no longer serving (discharged).
- People who served in the military with the U.S. Public Health Services qualify for Special Veteran plates. They will not be issued a DD 214, but are issued a PHS 1867, which verifies veteran status.

SPECIAL VETERANS PLATES continued

NOTE:

Before removing a name from an existing registration, check the DD 214, discharge or letter from the Veterans' Administration to ensure you are not removing the name of the individual entitled to the Special Veterans plate.

Veterans Commemorative Decals are available upon request at any BMV Branch Office location or the BMV Main Office.

Special Veterans plates may not be issued on Fish Trucks.

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Special Veterans Plates
Vanity Plate	Yes: Max of 6 characters, including one space or one dash \$25.00 annual fee
Class Code	VT
Registration Fee	\$35.00: If r.v.w is less than or equal to 6,000 lbs. \$37.00: If r.v.w is 6,001-10,000 lbs. Use Schedule of Truck Fees (MV-60) (commercial section) if r.v.w. is 10,001-26,000 lbs.
Title Required	Yes: If vehicle year is 1995 or newer.
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-26,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

SPECIAL VETERANS PLATES
continued

This is a sample letter from the Maine Bureau of Veteran's Services for an active duty member (who has served at least three years).

UNIT HEADING

DATE

TO: Secretary of State of Maine
Department of Motor Vehicles
State House Station 29
Augusta, Maine 04333-0029

TO WHOM IT MAY CONCERN:

SUBJECT: Verification of Active Duty Military Service

(RANK) (NAME) has served Honorably on active duty with the (branch of Service) for _____ years (*minimum of three years*). He/she has earned the following valor or campaign/service medals during this time. (*Note the following list is all of the decals available for use on the Veterans Plate. Unit can list all of those that the individual has earned. If the individual is requesting a decal for one of the listed valor medals a copy of the award orders must accompany this letter.*)

Valor Medals

Distinguished Service Cross
Navy Cross
Air Force Cross
Silver Star
Distinguished Flying Cross
Bronze Star
Soldier's Medal
Navy or Marine Corps Medal
Airman's Medal
Coast Guard Medal

Campaign/Service Medals

Iraqi Campaign Medal
Afghanistan Campaign Medal
Armed Forces Expeditionary Medal
Global War on Terrorism Service Medal
Southwest Asia Service Medal
Korea Defense Service Medal
Kosovo Service Medal

Signature of Unit Commander

Note: Letter from unit commander must be an original copy.

VETERANS COMMEMORATIVE DECALS



REFERENCE:

Title 29-A, Section 523, subsection 5, Special Commemorative Decals for Medals, Badges or Ribbons Awarded

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec523.html>

Title 29-A, Section 523, subsection 6, Special Commemorative Decals for Branches of Armed Forces

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec523.html>



VETERAN COMMEMORATIVE DECALS

continued

DEFINITION:

The following decals are available to a qualified veteran who has received the award:

Distinguished Service Cross, Navy Cross, Air Force Cross, Silver Star, Distinguished Flying Cross, Soldier's Medal, Navy and Marine Corps Medal, Airman's Medal, Coast Guard Medal, Bronze Star, Asiatic-Pacific Campaign, European-African-Middle Eastern Campaign, Korean Service Medal, Armed Forces Expeditionary Medal, Vietnam Service Medal, Southwest Asia Service Medal, Kosovo Medal. Also available are decals for the United States Army, United States Air Force, United States Marine Corps, United States Navy, United States Coast Guard, Global War on Terrorism Expeditionary Medal, Korea Defense Service Medal, Iraq Campaign Medal, Afghanistan Campaign Medal, Army Combat Infantry Badge, Army Combat Medic Badge, Army Combat Action Badge, Marine Corps Combat Action Ribbon, Navy Combat Action Ribbon, Air Force Combat Action Medal, National Emergency Service Medal, Wabanaki Veteran Decal, and the Air Medal.

These decals may be used only in connection with the Special Veterans plate, class code VT and the Special Veterans Disability plate, class code DS. **Special Veterans Motorcycle plates cannot display the Veteran Commemorative decals.**

SPECIAL REQUIREMENTS:

To make application, the veteran must show evidence of the receipt of the award or proof of service in one of the branches of the United States Armed Forces. The DD 214 (Discharge Form) is most commonly used for credentials. However, other documents, such as military orders or the citation that is received with the award may be accepted. The veteran must have been honorably discharged to obtain a set of Special Veteran plates. A copy of the letter of discharge or DD 214 or other supporting documents should be sent to the BMV Main Office, Registration Section.

NOTES:

When issuing these decals, please use caution when verifying the medals on the person's discharge documents as there are very similar decals in existence, with very similar names. For example, the Korea Service Medal differs from the Korean Defense Service Medal.

When ordering replacement Special Veteran plates, issue replacement decals at no charge.

If the decal has faded, it will be replaced at no charge.

VETERAN COMMEMORATIVE DECALS
continued

BMV BRANCH OFFICES ONLY - INFORMATION:

The following steps must be followed to issue the decals.

1. Verify the customer is registered or eligible to register with a set of Special Veteran plates or Special Veterans Disability plates. A set will need to be issued (up to three sets per Veteran) if not already registered with a Veteran plate, class code VT or DS.
2. Verify that the customer is eligible for the decal by viewing the credentials. If the Veteran has a veteran plate and only wants the service decal, BMV will accept anything that indicates their branch of service. If they request a medal, BMV requires proof of that designation; which is their DD214 or equivalent.
3. Correct the registration to indicate the decal issued, re-print the registration and provide the customer with the updated registration.
4. Validate the white and yellow registration for the decal fee.

COMMENTS:

If the registrant is not currently registered with a Special Veteran or a Special Veterans Disability registration plates, refer to the preceding pages regarding the issuance of Special Veteran and Special veteran Disability registration plates. A qualifying veteran may be issued up to three sets of Special Veteran plates, and the plates may be used on a registration with a registered vehicle weight of up to 26,000 lbs.

PROCESSING INFORMATION	
Fee	\$5.00 for set of decals
Replacement Decal Fee	No Fee
First Decal Issued	BMV Branch Office
Renewal with Decal	BMV Branch Office or any Municipal Office

DISABILITY SPECIAL VETERAN PLATES



(old design)



(new design)

REFERENCE:

Title 29-A, Section 521, subsection 1, Registration; Disability Registration Plates
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec521.html>

Title 29-A, Section 521, subsection 5, Applications; Issuance
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec521.html>

Title 29-A, Section 521, subsection 7, Registration & Placard Fees
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec521.html>

Title 29-A, Section 521, subsection 9, Compliance
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec521.html>

Title 29-A, Section 523, subsection 3, Special Veterans Registration Plates
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec523.html>

DEFINITION:

This plate may be issued to any Maine resident who has served in the U.S. Armed Forces and who has been honorably discharged or to an active duty member who has served at least three years honorably and has a non-service connected disability. A Disability Plates/Placards form (PS-18) must be on file at the BMV Main Office or submitted at time of registration. This plate may be issued for up to three vehicles with a registered vehicle weight that does not exceed 26,000 lbs. r.v.w.

SPECIAL REQUIREMENTS:

To make application, the veteran must show documents to verify the applicant's Armed Forces Report of Transfer or Discharge, DD 214 form or a certificate from the U.S. Veterans Administration or appropriate branch of the Armed Forces verifying the applicant's military service and honorable discharge. It is not necessary to retain a copy of the letter of discharge or DD 214, etc.

If it can be verified by the Veteran's registration that the Veteran qualifies for the plate, the Veteran does not need to provide the DD 214 again.

COMMENTS:

- If a veteran is the primary driver of three vehicles, the Secretary of State may issue, in accordance with this section, a set of Special Veteran registration plates for each vehicle. This does not include the Special Veteran Motorcycle plate. The veteran can obtain three passenger plates, plus one Special Veteran Motorcycle plate.
- Not to be issued for vehicles registered for more than 26,000 lbs. r.v.w.

DISABILITY SPECIAL VETERAN PLATES
continued

- To be eligible for disability plates, the person must have a permanent disability.
- A surviving spouse **may retain and use** the Disability Special Veteran plate. The surviving spouse **must be eligible and required** to complete the application for Disability Plates/Placard (PS-18) form. In addition, the Disability Plate/Placard form must be submitted every.
- Upon remarriage, the surviving spouse **may not** use the Disability Special Veteran plate on a motor vehicle, but may retain it as a keepsake. Upon the death of the surviving spouse, the family may retain the Disability Special Veteran plate, but not use them on a motor vehicle.
- If Special Veteran plates are issued to a company, the qualifying veteran must be the primary driver of the vehicle. The company must be solely owned by the veteran; or that the employer must certify that the vehicle is assigned to the qualified veteran and the veteran is the exclusive driver of the vehicle. The employer must attest that the veteran is the only driver of the vehicle.

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Disability Special Veteran plate
Vanity Plate	Yes: Max of 4 characters, including any space or dash \$25.00 annual fee
Class Code	DS
Registration Fee	\$35.00: If r.v.w is less than or equal to 6,000 lbs. \$37.00: If r.v.w is 6,001-10,000 lbs Use Schedule of Truck Fees (MV-60) (commercial section) if r.v.w. is 10,001-26,000 lbs.
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes: Special inspection requirements. For more information contact the State Police Inspection Division: (207) 624-8939
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

SPECIAL VETERAN MOTORCYCLE PLATES



REFERENCE:

Title 29-A, Section 523, subsection 3A, Motorcycle Plate; Veterans
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec523.html>

COMMENTS:

This plate is available to any veteran who has been honorably discharged from the United States Armed Forces. A qualified veteran may have one Special Veteran motorcycle registration, in addition to the three allowed in class codes VT and DS.

The word "VETERAN" is shown at the bottom of the plate.

SPECIAL REQUIREMENTS:

Veterans must show proof of honorable discharge from the U.S. Armed Forces unless already registered with a set of Special Veteran plates and/or a set of Disability Special Veteran plates.

If it can be verified by the Veteran's registration that the Veteran qualifies for the plate, the Veteran does not need to provide the DD 214 again.

NOTE:

Veteran Commemorative decals **are not** available with the Special Veteran Motorcycle plate.

COMMENTS:

- If Special Veteran Motorcycle plates are issued to a company, the qualifying veteran must be the primary driver of the vehicle. The company must be solely owned by the veteran; or that the employer must certify that the vehicle is assigned to the qualified veteran and the veteran is the exclusive driver of the vehicle. The employer must attest that the veteran is the only driver of the vehicle.
- A surviving spouse may retain and use the Special Veteran Motorcycle plate. Upon remarriage, the surviving spouse may not use the Special Veteran Motorcycle plate on a motor vehicle, but may retain it as a keepsake. Upon the death of the surviving spouse, the family may retain the license plate, but not use it on a motor vehicle.

SPECIAL VETERAN MOTORCYCLE PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Special Veteran Motorcycle Plate
Vanity Plate	Yes: Max of 7 characters \$25.00 annual fee
Class Code	VM
Registration Fee	\$21.00
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Mandatory March 31 expiration annual expiration date
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Combined Month/Year
Gross Weight	No
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

DUNE BUGGY PLATES



REFERENCE:

Title 29-A, Section 101, subsection 60, Reconstructed Vehicle

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

DEFINITION:

A small light automobile generally made from a standard compact chassis and a prefabricated, often fiberglass, body. These vehicles usually are equipped with wide, low-pressure tires. Other vehicles that will not pass inspection may be included in this group as dune buggies.

COMMENTS:

For the purpose of registration, dune buggies are treated in the same manner as stock cars with one exception.

If the dune buggy will pass a full inspection, it may be registered as a passenger vehicle with full rights to the highway.

If the dune buggy will not pass inspection and it is designed for off-road use, it should be registered as a stock car. A dune buggy registered in this manner may not operate on the highway under its own power. Therefore, the registration actually amounts to the authority to tow the vehicle. These vehicles are often stripped down Volkswagens, and are used in the woods to transport people to hunting and fishing camps. Indicate on the registration certificate **“NOT TO BE DRIVEN UNDER OWN POWER ON THE HIGHWAY”**. The registration actually amounts to the authority to tow the vehicle.

When the chassis is homemade, the year of the dune buggy shall be that of the manufacture year derived from the major component parts as determined by the Secretary of State. If the component parts are from different vehicles, the year of the vehicle shall be the manufacture year of the engine or as determined by the Secretary of State.

DUNE BUGGY PLATES
continued

ROAD USE

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Passenger Plates
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee
Class Code	PC
Registration Fee	\$35.00: Max r.v.w allowed is less than or equal to 6,000 lbs.
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

DUNE BUGGY PLATES
continued

OFF ROAD USE ONLY

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Passenger Plates
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee
Class Code	PC
Registration Fee	\$7.00: Max r.v.w allowed is less than or equal to 6,000 lbs.
Title Required	No
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Np
Sales Tax Required	Yes, unless exempt
Insurance Required	No
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

EMERGENCY VEHICLE PLATES FUNERAL COACHES/HEARSE/AMBULANCES



REFERENCE:

Title 29-A, Section 501, subsection 4, Funeral Coaches

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec501.html>

Title 29-A, Section 518, Emergency Vehicles

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec518.html>

Title 29-A, Section 2054, Emergency and Axillary Lights; Sirens; Privileges

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec2054.html>

DEFINITIONS:

Funeral coach or hearse: A vehicle used by a licensed practitioner of funeral services.

Ambulance: A vehicle equipped for transporting the sick or injured.

Emergency Vehicle: A vehicle equipped and used for emergency rescue operations.

SPECIAL REQUIREMENTS:

An insurance filing is required for an ambulance, emergency vehicle, funeral coach or hearse used as an ambulance. However, no JB insurance filing is required for an ambulance or emergency vehicle registered by a municipality. Vehicles owned and used exclusively by municipal or volunteer fire departments are exempt from registration requirements and registration fees. JB insurance filing is not required for a vehicle used exclusively as a funeral coach or hearse.

NOTES:

Municipal plates are exempt from all fees, but inspections are required.

All vehicles registered to municipalities are required to have Municipal (CI) plates. (Refer to “**MUNICIPAL PLATES**” section of this manual for further information.)

**EMERGENCY VEHICLE PLATES
FUNERAL COACHES/HEARSE/AMBULANCES
continued**

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Coach Plates
Vanity Plate	No
Class Code	AM
Registration Fee	\$70.00: If JB insurance filing is required \$35.00: If exempt from JB insurance filing
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes: See "Special Requirements" on previous page
First Registration	Any BMV Branch Office only
Re-registration	Any Municipal Office only if: The vehicle is a hearse used to transport the deceased, or the vehicle is registered by an unincorporated nonprofit organization Otherwise: Any BMV Branch Office only
Stickers	Double
Gross Weight	No
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

FIREFIGHTER PLATES



REFERENCE:

Title 29-A, Section 519, Registration Plates for Firefighters

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec519.html>

DEFINITION:

Upon application by an active firefighter whose status is verified by the fire chief, assistant fire chief or acting fire chief, the Secretary of State shall issue a special firefighter registration plate. The vehicle must belong to the active firefighter and may only be issued one set of plates. This vehicle may not exceed 10,000 lbs. r.v.w.

COMMENTS:

A one-time fee of \$5.00 shall be charged for these plates, in addition to the annual registration fee. If the firefighter ceases to be an active firefighter, **other than retired**, the fire chief shall notify the Secretary of State who shall recall the license plate. A new set of regular plates will be issued to the firefighter at no charge.

Upon approval by the fire chief, assistant fire chief or acting fire chief, a retired firefighter may continue to use the registration plates issued under this section. Upon the death of the firefighter, the family of the firefighter may retain the registration plates, but **may not** use them on a vehicle.

The Secretary of State may issue firefighter vanity plates. Firefighter vanity plates may not duplicate any vanity registration plates in any other class of plate.

Firefighter plates cannot be transferred from one individual to another. No commercial plates will be issued. Both full time and volunteer firefighters qualify for these plates. The firefighter's name must appear on the registration and cannot be removed at time of registration or transfer. Two names may appear on the registration certificate, provided one name is the firefighter.

NOTE:

Firefighters may submit completed applications, and a copy of their current registration, along with the \$5.00 fee, to the BMV Main Office, Registration Section or a Motor Vehicle Branch Office.

FIREFIGHTER PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Firefighter Plates
Vanity Plate	Yes: Max of 5 characters, plus one space or one dash \$25.00 annual fee
Class Code	FD
Registration Fee	\$35.00: r.v.w should be less than or equal to 6,000 lbs. \$37.00: If r.v.w is 6,001-10,000 lbs.
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	BMV Branch Office only
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

**FIREFIGHTER PLATES
continued**

APPLICATION FOR FIREFIGHTER PLATES (PS-43)

**STATE OF MAINE
APPLICATION FOR FIREFIGHTER PLATES**

I, _____
(NAME OF APPLICANT)

of _____
(STREET) (TOWN) (ZIP CODE)

an active member of the _____ Fire Department, hereby make application for a firefighter 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. I fully understand should I cease to be a firefighter, the Fire Chief shall immediately notify the Secretary of State. I understand the plate must be returned to the Secretary of State unless I retire from the department and the Fire Chief authorizes me to continue to use my firefighter plates.

(SIGNATURE OF APPLICANT)

FIRE CHIEF'S CERTIFICATE:

I hereby certify that the person above named is an active member of the _____ Fire Department. I understand that should this person cease to be a member of this Fire Department, I will notify the Secretary of State, Bureau of Motor Vehicles.

I have assigned plate number _____ to the above Firefighter.

Check here if vanity plate is desired: The fee for a vanity plate is \$25.00; the fee for firefighter plates is a one-time \$5.00 fee. Please submit this application along with a vanity plate application (MV-45), a copy of your current registration, and the appropriate fee.

(SIGNATURE OF FIRE CHIEF, ACTING FIRE CHIEF, OR ASSISTANT FIRE CHIEF)

(TITLE)

NOTE: The vehicle to which the firefighter plate will be assigned must be registered in the name of the active firefighter. The special registration plate for firefighters may be used only on one motor vehicle. The registered vehicle weight of this vehicle may not exceed 10,000 pounds. (29-A MRSA, §519)

Please submit the completed application, along with the \$5.00 fee (unless vanity plate fee desired; see above instructions) and a photocopy of your current registration to:

**Specialty Plate Clerk
Bureau of Motor Vehicles
29 State House Station
Augusta, Maine 04333-0029**



PLEASE MAKE CHECK PAYABLE TO: SECRETARY OF STATE

DISABILITY PLATES and DISABILITY PLACARDS



REFERENCE:

Title 29-A, Section 521, Registrations; Disability Registration Plates
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec521.html>

DEFINITION:

“Person with a disability” means a person whose disability limits or impairs the ability to walk, as determined and certified by a licensed physician, physician assistant, nurse practitioner, or registered nurse.

The Secretary of State may issue disability plates to the following:

1. A person with a disability;
2. A vehicle owner who is a spouse, parent, or legal guardian of a person with a disability when the person with a disability is a resident of the state, a member of the relative’s or guardian’s household and dependent on the vehicle owner as the primary means of transportation; or
3. An organization or agency in this state that transports persons with disabilities.

SPECIAL REQUIREMENTS:

When the Application for Disability Plates/Placard (PS-18) is certified as permanent by the appropriate medical authority, the period of eligibility will end corresponding with the last day of the person's birthday month. This person will not need recertification from a medical provider. The State will extend the period of eligibility to correspond with the next, and subsequent, birth month and year of expiration on the Maine driver's license or state identification card.

The initial application (PS-18) for permanent placards/disability plates and every application for temporary placards **must** be signed by one of the following: doctor, physician assistant, nurse practitioner, or registered nurse. A **“stamped” signature is acceptable**. The application may be signed by the applicant’s out-of-state medical provider. There is no fee for the placard.

COMMENTS:

Disability plates and placards entitle the person with a disability to park in spaces reserved for people with a disability and to park twice the length of time otherwise allowed where limits are posted. They are also exempt from putting money in parking meters **and may park for twice the normal period of time on the meter**. Disability plates and placards issued by other states are honored by Maine law enforcement officials when displayed in Maine by visitors.

DISABILITY PLATES and DISABILITY PLACARDS continued

DISABILITY PLATES:

Disability plates may be used in place of regular license plates. The regular registration fee for the class of motor vehicle registered is charged. Disability plates are also available in the following class codes: CD, DS, DV, MX, VX, WX, and XV. Some plates may be used for vehicles with a registered vehicle weight up to 26,000 lbs. r.v.w.

NOTE:

To be eligible for disability plates, the person must have a permanent disability. If the person has more than one vehicle, they may be issued as many plates as necessary and up to two placards. (Placards may be moved from vehicle to vehicle).

REMOVABLE WINDSHIELD PLACARDS

The placard must be displayed by hanging it from the rearview mirror so that it may be viewed from the front and rear of the vehicle when the vehicle is using a parking space for a person with a disability. If the vehicle is not equipped with a rearview mirror, the placard must be displayed on the dashboard. The windshield placard must be removed from the rearview mirror when the vehicle is in motion.

Below are samples of each of the three types of removable windshield placards:

Permanent



Temporary



Agency



1. **BLUE PLACARDS** with white print are issued to persons with permanent disabilities. This type of placard expires on the last day of the birthday month of the driver's license or state identification card expiration and is renewed without need for another certification when the Maine driver's license or state identification card is renewed.

If the applicant **does not** have a Maine driver's license or state identification card, the placard expires six years from the last day of the applicant's birth month.

DISABILITY PLATES and DISABILITY PLACARDS **continued**

2. **RED PLACARDS** with white print are issued to persons with temporary disabilities. A temporary placard is valid for a period of up to six months. After expiration, if another placard is desired, the applicant must submit a new application (PS-18).

3. **GREEN PLACARDS** with white print shall be issued to organizations or agencies transporting persons with disabilities. A placard expires six years from the month and year of issuance. When requesting placard(s), the organization or agency **must** submit a written request on company letterhead with an explanation of why the placards are needed and their EIN (Employee/Federal Identification Number). There is a limit of ten placards per agency, otherwise contact the BMV Main Office for approval.

COMMENTS:

A person with a disability may have multiple sets of disability plates or windshield placards upon request. We will normally issue one set of plates for active registrations (as desired) and issue one placard unless the applicant indicates they have a need for a second placard. These placards should be kept with the person who has the disability and be displayed only when the vehicle providing the transportation is parked in a designated disability parking location.

A prescription is no longer an acceptable means of obtaining a placard. To assist the applicant in completion of the correct form, issue one courtesy temporary placard valid for thirty days and give them an application for completion. Other situations in which a courtesy placard may be issued include, but not limited to: Incomplete or altered application; an apparent visible disability, but does not have a valid application on file; a request for renewed or duplicate placard without an updated application, etc. Please use discretion.

EARLY RENEWALS:

When the customer renews their driver's license or state identification card and has a permanent disability, placards will be issued corresponding to the new expiration date of the license or identification card. If the customer does not have a license or ID and the customer has a placard that will expire within the next six months, it's considered an early renewal. Renew for the term of the driver's license. If the customer has a placard that expires in six months or more, they will receive a secondary placard with that expiration date.

NOTE:

A person displaying a Disabled Veteran plate shall be issued a placard to correspond with the expiration date of their driver's license or state identification card. It is not necessary to complete a new application.

**DISABILITY PLATES and DISABILITY PLACARDS
continued**

PROCESSING INFORMATION	
Excise Tax Required	Yes
Type of Plate Assigned	Disability Plate
Class Code	DX, CD, DS, MX, VX, WX
Registration Fee	Varies by class code
Vanity Plate Fee	Yes - Five characters, includes one dash or space
Title Required	Yes, unless exempt
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes
Insurance Required	Yes
First Registration	BMV Branch Office
Re-Registration	BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	Varies by class code
Axles	Varies by class code
Tires	Varies by class code
Fuel	Yes
DOT Requirements	N/A

DISABILITY PLATES and DISABILITY PLACARDS
continued
APPLICATION FOR DISABILITY PLATES/PLACARD form
(PS-18)

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

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>		<p style="text-align: center;"><u>BMV Use Only</u></p> Placard# _____ Plate # _____ Issue Date: _____ Exp. Date: _____ Returned#: _____ Replaced#: _____ Issued by: _____
Applicant Name:		
Mailing Address:		
DOB:	Driver's License or ID # and Expiration Date:	
Phone:	State of Issue:	
Contact Name:		
Applicant's Signature: _____		Date: _____
<p>Veterans, please visit the Bureau of Veterans' Services website at http://www.maine.gov/dvern/bvs for information on state and federal benefits your military service may have earned you.</p>		
APPLICANT'S STATEMENT OF UNDERSTANDING		Completed forms may be processed at any BMV branch office or mailed/faxed to: Bureau of Motor Vehicles Disability Clerk 29 State House Station Augusta, ME 04333-0029 TTY Users call Maine Relay 711 FAX: (207) 624-9204 Phone: (207) 624-9000 Ext. 52149
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 m/hg 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. Is recovering from childbirth: TEMPORARY PLACARD ONLY - <i>check appropriate box below</i> <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:	Medical Lic #:
Signature:	Phone:	Fax #:
Address:	21-Day Temp # Issued:	

PS-18 (Rev 08-14)

DISABLED SEAT BELT EXEMPTION PLACARDS



REFERENCE:

Title 29-A, Section 2081, subsection 4A-1, Use of Safety Seat Belts
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec2081.html>

This placard is for a driver or passenger who has a medical condition that warrants an exemption from the requirements of wearing a seat belt while the vehicle is in motion. The medical condition is documented on the Application for Seat Belt Exemption (PS-15) and signed by a physician. That exemption is valid for the period designated by the physician, which may not exceed one year.

The Secretary of State may issue a removable windshield placard that is visible to law enforcement officers to a person with a certificate from a physician. This placard is a 2-sided permit designed to hang from the rearview mirror when the vehicle is in motion without obstructing the view of the operator. If the vehicle is not equipped with a rearview mirror, the placard must be displayed on the dashboard.

All PS-15 applications must be processed by the BMV Main Office. Customers may mail or fax the physician-signed application to (207) 624-9204. There is no fee for this placard.

A copy of the Application for Seat Belt Exemption (PS-15) is on the following page.

DISABLED SEATBELT EXEMPTION PLACARDS
continued
APPLICATION FOR SEATBELT EXEMPTION form (PS-15)

MAINE BUREAU OF MOTOR VEHICLES
APPLICATION FOR SEAT BELT EXEMPTION

New Application Re-Application Replacement

Applicant's Name: _____

Address: _____

Daytime Phone #: _____ DOB: _____

Applicant's Statement of Understanding:

This removable windshield placard is designed to hang from the rearview mirror when the vehicle is in motion without obstructing the view of the operator. If the vehicle is not equipped with a rearview mirror, the placard must be displayed on the dashboard. A placard issued to a person expires when the physician's certificate expires which may not exceed one year.

Applicant's Signature: _____ Date: _____

//

Physician's Statement:

This seatbelt exemption should expire on _____ (may not exceed one year).

This patient has a medical condition that warrants an exemption from the requirements of having to wear a seatbelt while riding in or operating a motor vehicle.

The patient's specific condition is:

Wearing a seatbelt is a risk for this patient because:

Physician's Printed Name: _____

Signature: _____ Date _____

Physician's Address: _____ License #: _____

Phone #: _____

BMV Use Only

Placard #: _____

Issue Date: _____

Exp Date: _____

Returned #: _____

Replaced #: _____

Issued By: _____

Entered: _____

PS-15 (06/12)

Phone: 207-624-9000 Ext. 52149 Fax: 207-624-9204
TTY Users call Maine Relay 711
Mail to: Bureau of Motor Vehicles Attn: Disability Section

DISABILITY HEARING IMPAIRED PLACARDS



REFERENCE:

Title 29-A, Section 522 Deaf, Hard-of-hearing and Late-deafened Persons
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec522.html>

DEFINITION:


The Secretary of State may issue a placard to a person who is deaf, hard-of-hearing, or late-deafened. The Application for Hearing Impaired Placard (MVR-13) must be accompanied by documentation from the Division of Deafness, Bureau of Rehabilitation, certified by a physician or an audiologist stating that the applicant is hearing impaired and cannot hear or understand normal speech.

The placard shall be displayed in a conspicuous location in the vehicle as near to the operator as possible, without obstructing the view of the operator. There is no fee for the placard.

INFORMATION:

Hearing impaired placards are available through any BMV Branch Office or the BMV Main Office in Augusta.

Hearing Impairment Application →

APPLICATION FOR HEARING IMPAIRED PLACARD	
Applicant Name:	<input type="checkbox"/> BMV ENTERED
Mailing Address:	Placard #: _____ Replaced By #: _____
Date of Birth:	Phone Number: () -
Contact Name:	Contact Phone: () -
 HEARING IMPAIRED PLACARD <small>THIS PLACARD ISSUED IN ACCORDANCE WITH TITLE 29 SECTION 252-F TO THE INDIVIDUAL NAMED ON REVERSE.</small>	
APPLICANT'S STATEMENT OF UNDERSTANDING This placard is intended for individuals who are deaf, hard-of-hearing or late deafened. This form must be accompanied by a form available from the Division of Deafness, the Bureau of Rehabilitation, certified by a physician or an audiologist stating the applicant is hearing impaired and cannot hear or understand normal speech. This placard must be displayed in a conspicuous location in the vehicle as near to the operator as possible without obstructing the view of the operator. This placard is permanent and does not have an expiration date. <small>Pursuant to Title 29-A §522</small>	
Completed forms may be processed at any Bureau of Motor Vehicles Branch Office or mailed/faxed to: Bureau of Motor Vehicles ATTN: Hearing Impaired Placard Clerk 29 State House Station Augusta, ME 04333-0029 TTY Users Call Maine Relay 711 FAX: (207) 624-9204 PHONE: (207) 624-9000 EXT: 52149	
Applicant's Signature:	Date:

MVR-13 Rev. 08/2016

DISABLED MOTORCYCLE PLATES



REFERENCE:

Title 29-A, Section 521 Registration; Disability Registration Plates
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec521.html>

DEFINITION:

Upon application to the Secretary of State, any person with a disability who has registered a motorcycle may be issued a special designating plate to be used in place of the regular motorcycle plate.

SPECIAL REQUIREMENTS:

Applicants must qualify for regular disability plates. (Refer to “**DISABILITY PLATES and DISABILITY PLACARDS**” section of this manual for qualification for disability plates).

PROCESSING INFORMATION	
Excise Tax Required	Yes
Type of Plate Assigned	Disabled Motorcycle
Class Code	MX
Registration Fee	\$21.00
Vanity Plate	Yes- Five characters
Title Required	Yes, if 300 cc's or more
Expiration	Mandatory March 31st
Inspection Required	Yes
Sales Tax Required	Yes
Insurance Required	Yes
First Registration	BMV Branch Office
Re-registration	BMV Branch Office or any Municipal Office
Stickers	Combination (Month/Year)
Gross Weight	No
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

DISABLED MOTOR HOME PLATES



REFERENCE:

Title 29-A, Section 101, subsection 40, Motor Home

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

Title 29-A, Section 505, subsection 2-A, Annual Registration Fee

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec505.html>

Title 29-A, Section 506, Registration Fee for Motor Homes

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec506.html>

Title 29-A, Section 521, Registration; Disability Registration Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec521.html>

DEFINITION:

A motor vehicle that is originally designed reconstructed or permanently altered to provide facilities for human habitation or has a camper permanently attached.

The following procedures apply when processing new registrations and titles on motor homes.

1. **MAKE** is determined by the chassis. Example: When the vehicle has a Winnebago body and a Dodge chassis, the "Make" must be Dodge for title and registration purposes.
2. **YEAR** is also determined by the chassis. Example: If a vehicle has a 2017 chassis and a 2018 body, the "Model Year" must be 2017.
3. **VIN** must be determined by the chassis. Example: Ford VIN, Dodge VIN, etc.

The "Certificate of Origin" for a motor home will consist of information from both the body manufacturer and the chassis manufacturer. In most instances this will mean that there will be two Certificates of Origin.

COMMENTS:

Motor Homes are to be registered according to registered vehicle weight (r.v.w.) and will be charged the fee for farm trucks. It is up to the registrant to determine the r.v.w. of the motor home. The registered vehicle weight (r.v.w.) must be indicated on the registration form.

DISABLED MOTOR HOME PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Disabled Motor Home Plates
Vanity Plate	Yes: Max of 5 characters, includes any space or dash \$25.00 annual fee
Class Code	WX
Registration Fee	Fee based on r.v.w Use Schedule of Farm Truck Fees (MV-60)
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix OR Refer to Vehicle Style Code Chart: Commercial Section, in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt; bill of sale must include body and chassis
Insurance Required	Yes
First Registration	Any BMV Branch Office
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	Yes
Axles	Yes
Tires	Yes
Fuel	Yes
DOT Requirements	Yes: If used in intrastate or interstate commerce and greater than 10,000 lbs. r.v.w.

EMERGENCY MEDICAL SERVICES PLATES



REFERENCE:

Title 29-A, Section 519-A, Registration Plates for Emergency Medical Services Persons

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec519-A.html>

DEFINITION:

On the application by an emergency medical services person licensed under Title 32, chapter 2-B whose status is certified by the Director of Maine Emergency Medical Services within the Department of Public Safety, the Secretary of State shall issue a set of special emergency medical services registration plates to that person.

SPECIAL REQUIREMENTS:

A one-time fee of \$5.00 shall be charged for these plates, in addition to the annual registration fee.

If the registrant ceases to be a licensed emergency medical services person, the Bureau of Emergency Medical Services shall notify the Secretary of State, who shall recall the license plate. A new set of regular plates will be issued to the EMS person at no charge. Retired emergency medical services persons may retain the plates as a memento, but may not display the plates.

The Secretary of State may issue EMS vanity plates. EMS vanity plates may not duplicate any vanity registration plates in any other class of plate. Low digits and out-of-rotation plates are not available in this plate class.

EMS plates cannot be transferred from one individual to another. No commercial plates will be issued. The licensed emergency medical services person's name must appear on the registration and cannot be removed at time of registration or transfer. Two names may appear on the registration certificate, provided one name is the EMS person.

All EMS licenses should be verified before issuing the plates. To verify the applicant's emergency medical service license status, search the license status on the Department of Public Safety's Maine EMS website. The website for the EMS look-up is: <http://www11.maine.gov/ems/public/ProviderLookup.html>

EMERGENCY MEDICAL SERVICES PLATES
continued


NOTE:

Emergency medical services persons may submit completed applications, and a copy of their current registration, along with the \$5.00 fee, to the BMV Main Office, Registration Section.

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Emergency Medical Services Plates
Vanity Plate	Yes: Max of 6 characters, plus one space or one dash \$25.00 annual fee
Class Code	EM
Registration Fee	\$35.00: r.v.w should be less than or equal to 6,000 lbs. \$37.00: If r.v.w is 6,001-10,000 lbs.
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	BMV Branch Office only
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

EMERGENCY MEDICAL SERVICES PLATES
continued

A sample of the MVR-17, Emergency Medical Services Plates Application is below.

	<p>Department of the Secretary of State <i>Maine Bureau of Motor Vehicles</i></p> <p>EMERGENCY MEDICAL SERVICES PLATES APPLICATION</p>	<p style="text-align: center;">BMV Use Only</p> <p>Excise Tax Receipt #: _____</p> <p>Plate #: _____</p> <p>Date Issued: _____</p> <p>Issued By: _____</p>
<p>I, _____ (NAME OF APPLICANT)</p> <p>of _____ (STREET) (TOWN) (ZIP CODE)</p> <p>hereby 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.</p> <p>EMS License Number: _____</p> <p>EMS License Expiration Date: _____</p> <p><input type="checkbox"/> Check here if a vanity plate is desired: The fee for a vanity plate is \$25.00; the fee for EMS plates is a one-time \$5.00 fee. Please submit this application along with a Vanity Plate Application (MV-45), a copy of your current registration, and the appropriate fee. Please make checks payable to Secretary of State.</p> <p>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 retire from Emergency Medical Services, I am able to retain the plate as a memento but cannot display the plate on my vehicle.</p> <p>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. (29-A M.R.S.A. §519-A)</p> <p style="text-align: center;">_____ (SIGNATURE OF APPLICANT) (Date)</p> <p>Please submit the completed application, copy of your current registration, and payment to:</p> <p>Specialty Plate Clerk Bureau of Motor Vehicles 29 State House Station Augusta, ME 04333-0029</p> <p style="text-align: center; font-size: small;">101 Hospital Street, 29 State House Station, Augusta, ME 04333-0029 Phone: (207) 624-9000 Ext. 52149 TTY users call Maine relay 411</p> <p>MVR-17 Rev. 12/17</p>		

GOLD STAR FAMILIES RECOGNITION PLATES



REFERENCE:

Title 29-A, Section 524-B, Gold Star Family Registration Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec524-B.html>

DEFINITION:

The Secretary of State, upon application and evidence of payment of excise tax and the registration fee shall issue a registration certificate and a set of Gold Star Family recognition plates. The plate may be issued to automobiles and pickup trucks.

A Gold Star family is a family who has lost a family member while defending the nation in the cause of freedom.

SPECIAL REQUIREMENTS:

There is no additional fee required for the Gold Star Family plates. The plates have “GS” to the left of the numbers as a stacked class code. “GS” is not part of the number.

There are two Gold Star plate designs. The Gold Star lapel button graphic differs slightly on each plate. The first design contains the Gold Star lapel button (purple background), which signifies that the service member was killed-in-action or died in a combat theater of operations. The second design, with the Next of Kin Deceased Personnel lapel button (solid gold) signifies a non-combat death. The GS class code is used for both plates.

Vanity plates are allowed for both types and maximum five characters with no duplication on vanities.

To apply, the applicant must provide certification from the Department of Defense, Veterans and Emergency Management, that the applicant is eligible for either the Gold Star lapel button or the Next of Kin of Deceased Personnel lapel button. Before registration, the applicant first must contact the Bureau of Veterans Services at (207) 430-6035.

COMMENTS:

Low digit and out-of-rotation plates are not issued in this plate class.

NOTE:

Any donations from any public or private source received for Gold Star Family recognition plates will be deposited into the Specialty License Plate Fund.

GOLD STAR FAMILIES RECOGNITION PLATES

continued

COMMENTS:

- Only one set of Gold Star Family recognition plates may be issued per applicant.
- Persons eligible for a set of Gold Star Family recognition plates, who do not have a vehicle, may receive a keepsake plate which is not for use on a vehicle. No fee is charged for a keepsake plate. Keepsakes will be available only through the BMV Main Office.
- If two qualified people are both on two registrations, they may receive two Gold Star plates. Example: Husband and wife are both eligible to receive the Gold Star plate. They have two vehicles registered in both their names. They may register both vehicles with Gold Star plates. They may also choose to have the Gold Star plate on one vehicle and receive one keepsake plate.
- Qualified applicants may receive either the keepsake plate or the plates to put on their vehicle. Applicants may not receive both.

GOLD STAR FAMILIES RECOGNITION PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Gold Star Families Recognition Plates
Vanity Plate	Yes
Class Code	GS
Specialty Plate Fee	No
Registration Fee	Exempt
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	BMV Main Office only
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

HIRE VEHICLE PLATES



REFERENCE:

Title 29-A, Section 501, subsection 3, Passenger Vehicles for Hire
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec501.html>

DEFINITION:

Any motor vehicle designed primarily to carry passengers that are used for livery or hire. A double registration fee of \$70.00 is charged on hire plates.

SPECIAL REQUIREMENTS:

Proof of insurance must be on file with the Motor Carrier Services, Operating Authority Unit at (207) 624-9000, ext. 52131. The BMV Branch staff must call to verify the JB filing. If transferring hire plates from one vehicle to another, BMV Branch staff must indicate this when calling the Operating Authority Unit to verify all the proper paperwork has been received and accepted. The BMV Branch staff should not accept a JB filing form presented by the registrant or directly from the insurance company. The customer should be advised to have their insurance company send the JB filing to the BMV Main Office, MCS Operating Authority Unit. It may be emailed to forhireins@maine.gov, faxed to (207) 622-5332, or mailed to:

**ATTN: OPERATING AUTHORITY UNIT
MOTOR CARRIER SERVICES,
BUREAU OF MOTOR VEHICLES
29 STATE HOUSE STATION
AUGUSTA, ME 04333-0029**

A Municipal Agent may apply to be trained to issue short-term rental registrations.

COMMENTS:

The vehicles most commonly registered as for-hire vehicles are taxis, limousines, buses, rentals and occasionally a motorcycle or moped will be registered as a for hire vehicle.

If a registrant requests to change their current registration from a passenger vehicle to a hire vehicle, the BMV Branch Office must issue a new registration form. Take the passenger plates and registration and issue "TX" plates. The registration fee will be \$70.00. Give credit for the registration fee paid and the customer must pay the difference in the registration fee.

Have the registrant answer the questions on the back of the newly created registration. Issue a new registration, "TX" hire plates and a set of stickers for the month the vehicle is registered for. Be sure to verify the JB filing is active by calling the Operating Authority Unit at (207) 624-9000 ext. 52131. Please indicate across the front of the registration "**CHANGE TO HIRE PLATE # _____**" and the validation information.

HIRE VEHICLE PLATES continued

The registration and JB filing must contain the registrant's legal name and mailing address and correspond exactly. **If the registrant has a DBA (Doing Business As) it must be listed on the registration.** Please ensure that it is indicated as a DBA and not in the legal name field. The legal name is required on the registration regardless of whether a DBA exists or not.

A for-hire registrant may temporarily replace a disabled vehicle with another vehicle without having Hire plates on the substitute vehicle. The substitute vehicle must be covered by the JB filing. The registrant must apply to the Motor Carrier Services Operating Authority Unit for permission to substitute a vehicle.

During the summer months, school buses may be used to transport summer camp attendees. When this occurs, the buses are then being used in a "for-hire" capacity since the camp pays the bus owner. The registrant **must** pay an additional \$35.00 fee and file proof of insurance with the Operating Authority Unit. The vehicles used in this capacity will receive Bus plates.

NOTES:

Vehicles owned by white water rafting companies which are used exclusively for transporting patrons and **church and camp buses are not required to pay the double registration fee regardless of the class the vehicle is registered. No JB filing is required.**

Rental vehicles displaying commercial, motorcycle, moped, tractor, special mobile equipment, special equipment or school bus plates **do not pay** the double registration fee, charge the normal registration fee. **A JB filing is required.**

Listed below is a chart indicating insurance requirement by seating capacity.

VEHICLE TYPE	PASSENGER CAPACITY (behind the driver's seat)	INSURANCE FORM REQUIRED
TAXIS	1-3	JB
SCHOOL BUSES	10-31+	JB
RENTAL VEHICLES	N/A	JB
FOR-HIRE VANS or LIMOS	4-15	JB
AMBULANCES	N/A	JB
COMMERCIAL BUSES	16-31+	JB

HIRE VEHICLE PLATES continued

The Vehicle Services (VS) System (OpAuth menu item) is the BMV database where the insurance information for all for-hire vehicles, as well as commercial carriers who operate for-hire, is recorded electronically. The insurance information is listed for all taxis, limousines, school buses, some ambulances and other “for-hire” passenger carrier vehicles.

The VS System contains the general insurance information; such as the carrier name, address, type of filing, etc. and specific vehicle information including vehicle make, year and VIN number.

When processing a for-hire registration, the vehicle to be registered must be listed on the JB filing unless the company has a filing that is written as a blanket policy.

Access to the Vehicle Services (VS) System:

- Navigate to the VS icon on the BMV intranet home page and log-in;
- Within the OpAuth database located at the top of the page, select “**Search Operating Authority**”.
- Several search criteria will be available for searching for the record: Company, Person, Fed ID #, VIN, Plate, Docket Number, or DOT Number (defaults to Company);
- Enter the search criteria to pull up the record. The data must be an exact match. If the record is not able to be accessed, see the Wild Card search instructions below;
- The record will open to the “**OpAuth Demographics**” tab at which time you will verify that the “**Operating Authority Status**” is “**Active**” and the “**Carrier Status**” is “**In Good Standing**”;
- Select the “**Insurance**” tab and confirm there is valid active coverage for current coverage dates. Once it is determined that the coverage is active and valid, verify the insurance type; Blanket or Individual (B or I) coverage. If B (blanket), the JB filing verification is complete and the registration can be completed. If the insurance type is I (individual), navigate to the bottom of the page to the vehicles section to search for the vehicle being registered. If the vehicle is not shown or if a plate number is missing from the vehicle information, call Operating Authority Unit, (207) 624-9000 ext. 52131.
- Wild card searches can be performed for each of the search options by using, at minimum, one letter or number (depending upon the field), followed by an asterisk (*) or percent sign (%). When searching by plate number, a class code drop down list is displayed. If performing a wild card search and you are unsure of the class code type, set the default to “All”.

HIRE VEHICLE PLATES continued

- The legal name on the OpAuth Demographics tab (JB Filing) should exactly match the legal name on the registration; the mailing address on the OpAuth Demographics tab (Example: corporate mailing address) should exactly match the registration (mailing) address, and the legal address on the registration should be the town where excise tax was paid.
- If processing a transfer, call the Operating Authority Unit to verify all the required insurance filings have been processed to reflect the deletion of the old vehicle and addition of the new vehicle and ensure dates match to proceed with a registration transfer.

For questions, please contact the BMV Main Office, Motor Carrier Services, Operating Authority Unit at (207) 624-9000 ext. 52131.

PROCESSING INFORMATION	
Excise Tax Required	Yes
Type of Plate Assigned	Hire
Class Code	TX, PC, MC, MP
Registration Fee	\$70 Hire (TX) and Passenger (PC) Plates if r.v.w. is 6,000 lbs. or less \$74 If r.v.w. is 6,001 lbs. to 10,000 lbs. \$21 Motorcycle (MC) \$9 Moped (MP)
Vanity Plate	Yes- Maximum seven characters, plus one space or dash \$25 annual fee
Title Required	Yes
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes
Insurance	Yes - JB Filing
First Registration	BMV Main Office, Registration Section or BMV Branch Office
Re-registration	BMV Main Office, Registration Section or BMV Branch Office
Stickers	TX, PC - Double MC - Combination (Month/Year) MP - Single
Gross Weight	No, if 6,000 lbs. or less Yes, if 6,001 lbs. to 10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

HONORARY CONSUL PLATES



REFERENCE:

Title 29-A Section 460-A, Honorary Consul

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec460-A.html>

DEFINITION:

The Secretary of State, on payment of taxes required in Title 36, section 1482, fees required in section 501, subsection 1 and an additional fee equal to the cost of producing the plates, rounded to the nearest dollar, and upon application shall issue one pair of specially designed number plates for one designated motor vehicle owned or controlled by each honorary consul who is a citizen or resident of the United States and authorized by the United States to perform consular duties. The cost of producing the special plates is determined by the bureau. A specially designed plate and its registration certificate may be used in place of the regular plate and registration.

COMMENTS:

These plates are issued and maintained by the BMV Main Office **only**.

Honorary Consul plates are valid only while the owner of the plates is authorized to perform consular duties.

HORSELESS CARRIAGE PLATES



REFERENCE:

Title 29-A Section 457, Hobbyist Registration Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec457.html>

DEFINITION:

Any motor vehicle made before model year 1916, which is equipped with an engine manufactured either at the same time as the vehicle or to the specifications of the original engine of the vehicle. The vehicle must be maintained primarily for use in exhibitions, club activities, parades and other functions of public interest and which is not used as its owner's primary mode of transportation of passengers or goods.

SPECIAL REQUIREMENTS:

When registering a vehicle as a horseless carriage in Maine for the first time, the applicant must complete an Antique Auto/Horseless Carriage Affidavit (MV-65). You will find a sample of this affidavit in the Antique Auto section.

NOTE:

Registrants may apply for a Warranty Title for a Horseless Carriage. Title fee is \$40.00. Notarized evidence of ownership must support the title application. Refer to Chapter 6 for more information on Warranty Titles for Antique Autos, Horseless Carriage or Classic Vehicles.

If the registrant is in possession of a set of Maine registration plates which were issued the same year as the Horseless Carriage was manufactured, these plates may be used on the vehicle. These matching plates must be affixed to both the front and the rear of the motor vehicle.

The registrant still must obtain a regular Horseless Carriage registration and the Horseless Carriage plates and registration must be carried in the vehicle at all times.

A non-resident may register a Horseless Carriage in the State of Maine, provided the vehicle is housed or maintained in Maine.

HORSELESS CARRIAGE PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Horseless Carriage Plates
Vanity Plate	No
Class Code	HC
Registration Fee	\$15.00
Title Required	No
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	No
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	BMV Main Office only
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

VANITY PLATES



REFERENCE:

Title 29-A Section 453, Vanity Registration Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec453.html>

DEFINITION:

The Secretary of State may issue registration plates that contain letters or a combination of letters and numbers. **Vanity plates may not be issued to long term trailers, vehicles in the IRP or commercial trucks displaying commercial tractor plates.** Refer to the Vanity Plate Chart on subsequent pages.

The number of characters varies depending on plate type. Passenger plates may not exceed seven characters. The Secretary of State may not issue duplicate vanity plates in the same class of vehicles.

SPECIAL REQUIREMENTS:

Vanity plates may be requested online, at BMV Branch Offices, or by mail. A Vanity Plate Application (MV-45) must be completed. The annual vanity plate fee is \$25.00 in addition to the regular registration fee for the class of vehicle registered.

COMMENTS:

If new vanity plates are requested and issued near the end of the registration year, the full \$25.00 vanity plate service charge must be paid when they are obtained and paid again at time of re-registration.

Municipalities may not renew vanity plates that have been **expired over six months**. The municipality would collect excise tax only and send the customer to a BMV Branch Office to finish the registration. The customer must go to a BMV Branch Office and apply for the vanity plate again. Vanity plates that have expired at least six months may be issued to a new registrant. Municipalities may contact Municipal & Agent Services with questions at (207) 624-9000 ext. 52163 for further information.

Vanity plates with a total of seven characters may mix numbers and letters in any order, as long as there is at least one letter in the sequence. Example: A123456, 1234A56, AGR8PL8.

Vanity plates having fewer than seven characters may mix numbers and letters as long as **the first character is a letter**. Example: A1, A2B, A4D4U, F2G3H4.

Vanity plates with seven characters plus one space or dash and disability plates with five characters will cover the chickadee design.

VANITY PLATES

continued

NOTE:

The \$25.00 vanity plate fee is never half-rated.

INFORMATION:

A. New Registration- BMV Branch Offices

1. Process registration in normal manner. Proof of insurance required.
2. Have applicant complete the Vanity Plate Application (MV-45).
3. In the Vehicle Services System, select **VAN TEST** under the Perform Action dropdown to verify the sequence of letters and numbers requested. If it is available, issue the registration showing the sequence requested as the plate number.
4. Issue one temporary plate valid for 60 days with the sequence requested on it written in wide, plain letters/numbers (black).
5. Validate the registration for the total registration fees.
6. Validate the MV-45 for the annual \$25.00 fee on the top of the application.
7. Send white copy of registration and MV-45 to the attention of the Vanity Plate Clerk. **Do not staple the MV-45 to the registration certificate.** Complete the "BMV Use Only" box on the application form.
8. If the registrant is in possession of the plates, received from the prior registrant, and does not need a new set of plates, please be sure to write: "**DO NOT ORDER**" on the "NOTE" line of the application. Forward the notes of permission from the previous registrant with the Vanity Plate Application.

B. Re-registrations with Vanity Plate surrendered

1. Process a re-registration using the vanity plate registration record.
2. In the Vehicle Services System, select **PLEX** under the Perform Action dropdown. Enter the new plate number and class code issued.
3. Complete a Returned Plate Card (MV-553) if vanity plates are surrendered.

NOTES:

Vanity Plates can be surrendered at any time during the registration year. A corrected registration and regular plates will be issued for **no fee**.

VANITY PLATES continued

A registrant displaying vanity plates **may obtain a replacement set at time of renewal and the lost plate/replacement fees are not charged** as the registrant is paying the annual \$25.00 vanity plate fee.

A registrant requesting a replacement plate or plates at time of transfer or during the registration year must be charged the appropriate replacement fees, \$5.00 for each plate ordered and \$.25 for each validation sticker required.

When ordering replacement plates at time of renewal, the registrant should turn in the mutilated plates (or plate if one has been stolen or lost) and operate on a temporary plate. The Lost Plate form (MV-9) **must** be completed and validated for **no fee**. Indicate on the Lost Plate form (MV-9) that the vanity plate replacement is being ordered at time of renewal. Always order a set of plates and provide the customer with the month and year stickers.

The \$25.00 vanity plate fee is not charged when a person who is applying for a new vanity plate choice has renewed the old vanity plate within the last 30 days.

Example: Registration renewed 01/03/2018 for vanity choice ABC (PC); decides to apply for a new vanity plate on 01/29/2018. Fee is not charged on the new choice. However, if a person has recently applied for a new vanity plate choice and has since changed their mind, the plate has been manufactured; there is an additional \$25.00 fee due to the change to a new vanity plate choice.

The class code for vanity plates depends on the type of vehicle being registered.

Maine registrants may order a vanity plate online by using a Visa, MasterCard, or Discover card. The customer must have their valid registration in their possession to proceed with the ordering process. Once a choice has been found, the customer submits the order and enters their current registration information. The registration information is then verified, payment is submitted and the customer prints off a confirmation page.

The BMV Main Office has final approval of all vanity plate choices submitted. The processing and ordering of the vanity plates will also be completed at the BMV Main Office. The website is www.sosonline.org.

The BMV Branch Office should test each vanity plate choice properly in the correct class before issuing a vanity plate. Every vanity plate done in the BMV Branch Office must be updated in the system.

Vanity Plates

Vanity Plates are available only in the following plate types and limits:

AGRICULTURE SPECIALTY	Maximum of 6 characters, plus one space or dash
AGRICULTURE SPECIALTY COMMERCIAL	Maximum of 6 characters, plus one space or dash
AGRICULTURE SPECIALTY FARM	Maximum of 6 characters, plus one space or dash
ANTIQUE AUTO	Maximum of 7 characters, plus one space or dash
ANTIQUE MOTORCYCLE	Maximum of 7 characters, includes one space or dash
BARBARA BUSH CHILDREN'S HOSPITAL	Maximum of 6 characters, plus one space or one dash
BLACK BEAR SPECIALTY	Maximum of 6 characters, plus one space or dash
BREAST CANCER SPECIALTY	Maximum of 6 characters, plus one space or dash
COMBINATION	Maximum of 7 characters, plus one space or dash
COMMERCIAL	Maximum of 7 characters, plus one space or dash
CONSERVATION SPECIALTY	Maximum of 5 characters, includes one space or dash
CONSERVATION SPECIALTY COMMERCIAL	Maximum of 5 characters, includes one space or dash
CONSERVATION SPECIALTY DISABLED	Maximum of 3 characters, includes one space or dash
CONSERVATION SPECIALTY MOTOR HOME	Maximum of 5 characters, includes one space or dash
CONSERVATION SPECIALTY TRAILER	Maximum of 5 characters, includes one space or dash
CUSTOM VEHICLE	Maximum of 7 characters, includes one space or dash
DISABILITY	Maximum of 5 characters, includes one space or dash
DISABILITY MOTOR HOME	Maximum of 5 characters, includes one space or dash
DISABILITY SPECIAL VETERAN	Maximum of 4 characters, includes one space or dash
DISABLED MOTORCYCLE	Maximum of 5 characters, includes one space or dash
DISABLED VETERAN	Maximum of 5 characters, includes one space or dash
DISABLED VETERAN MOTORCYCLE	Maximum of 5 characters, includes one space or dash
EMERGENCY MEDICAL SERVICES	Maximum of 6 characters, plus one space or dash
FARM	Maximum of 6 characters, plus one space or dash
FIREFIGHTER	Maximum of 5 characters, plus one space or dash
GOLD STAR FAMILY RECOGNITION	Maximum of 5 characters, no space or dash
HIRE	Maximum of 7 characters, plus one space or dash
LOBSTER SPECIALTY	Maximum of 6 characters, plus one space or dash
LOBSTER SPECIALTY COMMERCIAL	Maximum of 6 characters, plus one space or dash
MOTORCYCLE	Maximum of 7 characters, plus one space or dash
MOPED	Maximum of 7 characters, plus one space or dash
MOTOR HOME	Maximum of 7 characters, plus one space or dash
PASSENGER	Maximum of 7 characters, plus one space or dash
PURPLE HEART	Maximum of 5 characters, includes one space or dash
PURPLE HEART MOTORCYCLE	Maximum of 5 characters, includes one space or dash
SPECIAL VETERAN	Maximum of 6 characters, includes one space or dash
SPECIAL VETERAN MOTORCYCLE	Maximum of 7 characters, includes one space or dash
SPORTSMAN SPECIALTY	Maximum of 6 characters, plus one space or dash
STREET ROD	Maximum of 7 characters, includes one space or dash
SUPPORT ANIMAL WELFARE	Maximum of 6 characters, plus one space or dash
SUPPORT YOUR TROOPS	Maximum of 6 characters, plus one space or dash
TRAILER	Maximum of 7 characters, includes one space or dash
UNIVERSITY OF MAINE SYSTEM SPECIALTY	Maximum of 5 characters, includes one space or dash
WABANAKI	Maximum of 7 characters, includes one space or dash

VANITY PLATES continued

NOTE:

The ampersand (&) is **not** available in seven character sequences.
A sample of the MV-45, Vanity Plate Application is on the following page(s).

VANITY PLATE APPLICATION (MV-45) FRONT

<p style="text-align: center;">Maine Bureau of Motor Vehicles 207 624-9000 ext.: 52146 VANITY PLATE APPLICATION</p> <p>Include spaces or dashes (see reverse for Class Codes)</p> <p>Present Plate Number: _____ Class Code: _____</p> <p>First Choice: _____ Class Code: _____</p> <p>Second Choice: _____ Class Code: _____</p> <p>Third Choice: _____ Class Code: _____</p> <p>Name: _____ Date of Birth: _____</p> <p>Mailing Address: _____</p> <p style="text-align: right;">City/Town _____ State _____ Zip _____</p> <p style="text-align: right;">Daytime Phone: _____</p> <p style="text-align: center;">Attach a copy of your current registration and appropriate fees Plate orders are subject to final approval prior to placing the order; allow 4-6 weeks for delivery</p> <p>NOTE: _____</p>	<p style="text-align: center;"><i>BMV Use Only</i></p> <p>Plate: _____</p> <p>Class Code: _____</p> <p><input type="checkbox"/> Entered</p> <p><input type="checkbox"/> 60 Day Temp</p> <p><input type="checkbox"/> Stickers Issued</p> <p>Branch Staff Initials: _____</p>
<p>METHOD OF PAYMENT:</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Check/Money Order <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA</p> <p>Card # _____ Exp. Date _____ / _____</p> <p>Signature: _____</p> <p>Credit Card Billing Address: _____</p>	
<p style="text-align: center;">INSTRUCTIONS</p> <p>Vanity plates are available for the following types of plates:</p> <p>Up to 7 characters – plus one dash or space Antique Auto, Combination, Commercial, Custom Vehicle, Hire, Motor Home, Passenger, Street Rod, Trailer, Wabanaki</p> <p>Up to 7 characters – includes space or dash Motorcycle, Moped, Antique Motorcycle, Special Veteran Motorcycle</p> <p>Up to 6 characters – plus one dash or space Agriculture, Agriculture Commercial, Agriculture Farm, Animal Welfare, Black Bear, Breast Cancer, Farm, Lobster, Lobster Commercial, Sportsman, Support Your Troops</p> <p>Up to 6 characters – includes space or dash Special Veteran</p> <p>Up to 5 characters – plus one dash or space Firefighter</p> <p>Up to 5 characters – includes space or dash Conservation, Conservation Commercial, Conservation Motor Home, Conservation Trailer, Disability, Disability Motor Home, Disabled Motorcycle, Disabled Veteran, Disabled Veteran Motorcycle, Purple Heart, Purple Heart Motorcycle, University of Maine</p> <p>Up to 5 characters – no space or dash Gold Star Family</p> <p>Up to 4 characters – includes space or dash Disability Special Veteran</p> <p>Up to 3 characters – includes space or dash Conservation Disabled</p>	<p style="text-align: center;">SPECIAL CONDITIONS</p> <p>COMMERCIAL – Vanity plates are issued to trucks for all weights, with the exception of truck-tractor configurations.</p> <p>SEMI-TRAILERS/CAMP TRAILERS – Vanity plates are allowed for all trailers, with the exception of long-term trailers. When registering a trailer for two years, the fee for a vanity plate is \$50.00 (\$25.00 for each year).</p> <p>Vanity plates with a total of 7 characters may mix numbers and letters in any order, as long as there is at least one letter in the sequence, i.e.: A123456, 1234A56, 123456B, AGR8PL8.</p> <p>Vanity plates having less than 7 characters may mix numbers and letters as long as the first character is a letter: i.e.: A1, A2B, A3C5, A4D4U, F2G3H4.</p> <p>Vanity plates with seven characters, plus one space or dash will cover the chickadee design.</p> <p>An ampersand (&) is available on vanity plates with 2 to 6 characters. The sequence must begin with a letter, i.e. A&71B, AB&C-2</p> <p>Vanity plates issued as Agriculture, Animal Welfare, Black Bear, Breast Cancer, Custom Vehicle, Lobster, Firefighter, Sportsman, Support Your Troops, Special Veteran Motorcycle, and Wabanaki plates cannot duplicate a vanity plate issued in any other class code.</p>
<p>Main office hours: 8:00 – 5:00 Mon- Fri. BMV branch hours: 8:00 – 4:30 Mon-Fri. Closed all legal holidays</p> <p>BMV online services: www.sosonline.org:</p> <ul style="list-style-type: none"> • Vanity plate availability and order • Motor vehicle & trailer registration renewal • Driver's license/state ID renewal services <p style="text-align: center;">Vanity Plate Line: 624-9000 ext.: 52146</p>	<p style="text-align: center;">TO PROCESS YOUR APPLICATION</p> <p>Visit www.sosonline.org or a Motor Vehicle Branch or Mail your request and a copy of your current registration and fees to:</p> <p>Vanity Plate Clerk Bureau of Motor Vehicles 29 State House Station Augusta, ME 04333-0029</p>

MV-45 Rev 10-15

VANITY PLATES
continued
VANITY PLATE APPLICATION
continued
VANITY PLATE APPLICATION (MV-45)
BACK

CLASS CODES

AC	Agriculture Commercial	First time requests for *Special Veteran, *Special Veteran Disability, Special Veteran Motorcycle plates; Purple Heart, Purple Heart Motorcycle plates; and Disabled Veteran and Disabled Veteran motorcycle plates may require proof of eligibility.
AF	Agriculture Farm	
AG	Agriculture	
AQ	Antique Auto	
AW	Animal Welfare	
BB	Black Bear	
BC	Breast Cancer	*If replacement veteran decals are needed for class code VT or DS (red V plates), please include an additional \$5 fee with your request.
CC	Conservation Commercial	
CD	Conservation Disabled	
CL	Conservation Trailer	First time requests for Wabanaki plates must be accompanied by the Certification of Membership form, MV-18.
CM	Combination	
CO	Commercial	
CR	Conservation	
CV	Custom Vehicle	First time requests for Firefighter plates must be accompanied by the Firefighter application, signed by the Fire Chief, along with an additional one-time \$5.00 fee required for Firefighter plates.
DS	Disability Special Veteran	
DV	Disabled Veteran	
DX	Disability	
FD	Firefighter	Please make checks or money orders payable to: Secretary of State. Visa and MasterCard are accepted.
FM	Farm	
GS	Gold Star Family	
LB	Lobster	
LC	Lobster Commercial	Visit www.sosonline.org for web-based motor vehicle and trailer registration renewal, vanity plate look up and order, and drivers license/state ID renewal services.
MC	Motorcycle	
MH	Motor Home	
MP	Moped	
MQ	Antique Motorcycle	Veterans, please visit the Bureau of Veterans' Services website at http://www.maine.gov/dvem/bvs for information on state and federal benefits your military service may have earned you.
MX	Disability Motorcycle	
PC	Passenger Car	
PH	Purple Heart	
PM	Purple Heart Motorcycle	
RV	Conservation Motor Home	
SR	Street Rod	
SW	Sportsman	
TS	Support Your Troops	
TL	Trailer	
TX	Hire	
UM	University of Maine	
VM	Special Veteran Motorcycle	
VT	Special Veteran	
WB	Wabanaki	
WX	Disability Motor Home	
XV	Disabled Veteran Motorcycle	

FEES

There is a \$25 annual fee for vanity registration plates. Since vanity fees are due at time of application and at each re-registration, it may be advantageous to wait and apply when renewing your registration.

- If applying at time of re-registration, please provide: \$35 registration fee, \$25 vanity fee, evidence of insurance, and excise tax receipts (white and yellow copies) from your town office.

Agriculture, Animal Welfare, Black Bear, Breast Cancer, Conservation, Lobster, University of Maine, and Support Your Troops plates cost an additional \$20 for the first year and \$15 annually at time of renewal, plus the vanity fee of \$25. Sportsman vanity plates are an additional \$20 annually, plus a \$25 vanity plate fee.

**An Important Notice Regarding
Vanity Plate Requests**

Vanity plates are a great way to personalize your motor vehicle. Bear in mind as you request a phrase, acronym or abbreviation to use on a Maine registration plate that other citizens may not understand your intended phrase, or be offended by it, and may complain to the Office of the Secretary of State.

Maine law, MRSA Title 29-A § 453, paragraph 3-A states:
3-A. Restrictions. *The Secretary of State, in the Secretary of State's discretion, may refuse to issue or may recall a vanity plate that:*
A. Encourages violence or may result in acts of violence or promote other unlawful activity;
B. Promotes abusive or unlawful activity;
C. Falsely suggests an association with public institutions; or
D. Is duplicative.

Should the Secretary of State receive a complaint about a vanity plate, the holder of that plate may be required to surrender the use of that registration plate.

**ISLAND USE VEHICLE REGISTRATION
LOW-SPEED VEHICLE PLATES
GOLF CART PLATES**

REFERENCE:

Title 29-A Section 501, subsection 2-A, Island Vehicles, Golf carts and Low-speed Vehicles

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec501.html>

DEFINITION:

The following provisions apply to vehicles operating on islands that have no public ways maintained or supported by the State.

- A.** An automobile, low-speed vehicle or golf cart may be registered for an annual fee of \$4.00. The registrant must show evidence of payment of excise tax required by Title 36, Section 1482.
- B.** A low-speed vehicle or golf cart may be operated on an island if the governing body of the municipality allows. A low-speed vehicle or golf cart may be operated only on a road or street where the posted speed limit is 35 miles per hour or less. A low-speed vehicle or golf cart may cross, at an intersection, a road or street with a posted speed limit of more than 35 miles per hour.
- C.** Any person operating a low-speed vehicle or a golf cart on an island must possess a valid driver's license in any class.
- D.** A registrant may request to register a low-speed vehicle to be used on public ways other than the designated islands.

SPECIAL REQUIREMENTS:

Motor vehicles registered for island use must be used exclusively on one of the following islands:

<u>ISLAND</u>	<u>COUNTY</u>	<u>COMMUNITY</u>
Bustin	Cumberland	Portland
Cranberry Island	Hancock	Cranberry Isle
Cliff Island	Cumberland	Portland
Cushing	Cumberland	Portland
Frenchboro	Hancock	Frenchboro
Frye Island	Cumberland	Frye Island
Great Chebeague	Cumberland	Chebeague Island
Great Diamond	Cumberland	Portland
Isle au Haut	Knox	Isle au Haut
Little Diamond	Cumberland	Portland
Little John	Cumberland	Cumberland
Long Island	Cumberland	Long Island
Matinicus Isle	Knox	Matinicus Isle
Monhegan	Lincoln	Monhegan
Peaks Island	Cumberland	Portland

**ISLAND USE VEHICLE REGISTRATION
LOW-SPEED VEHICLE PLATES
GOLF CART PLATES
continued**

COMMENTS:

Only those islands listed qualify for island use registrations. If a customer claims that a different island should qualify, refer the customer to the Department of Transportation (DOT) so qualifications can be determined.

Process the registration as follows:

- A.** Do not issue any number plates to the customer. In the plate box of the registration certificate, indicate the year sticker number. **The reason no plates are issued is to prevent the registrant from using the vehicle on the mainland.**
- B.** When processing a new registration, issue the customer a set of validation stickers for the appropriate month and year. Instruct that the stickers be placed in the center of the front and rear bumper. Indicate the month sticker number on the lower left-hand side of the registration certificate.
- C.** When processing a re-registration, issue the customer a set of validation stickers appropriate for the year. Instruct that the stickers be placed in the center of the front and rear bumper.
- D.** A municipality collecting excise tax for Island Use vehicles may collect additional \$4.00 fee to defray the cost of removing abandoned vehicles.

NOTE:

Automobiles, SUV's and pickup trucks may be registered as Island Use vehicles.

**ISLAND USE VEHICLE REGISTRATION
LOW-SPEED VEHICLE PLATES
GOLF CART PLATES**

continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Island Use Month & Year Stickers only
Vanity Plate	No
Class Code	IU
Registration Fee	\$4.00
Transfer Fee	\$4.00
Title Required	Yes, if vehicle year is 1995 or newer & is not Golf Cart
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	No
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No
Axles	No
Tires	No
Fuel	No
DOT Requirements	N/A

LAW ENFORCEMENT PLATES



Municipal Police vehicles displaying municipal police plates **must be registered through the BMV Main Office only if processing a new registration with new plates.** If the department chooses to display standard municipal plates, the new registration can be processed at a BMV Branch Office. Renewals or transfers may be processed at local municipalities.

All registrations processed for County Sheriff vehicles, displaying the Sheriff plate must be submitted through the BMV Main Office. All County Sheriff registrations have a class code of "CS".

Law enforcement agencies requesting that vehicles be registered with regular registration plates for covert operation with a **"NO INFORMATION TO BE GIVEN OUT"** status must be processed (new registrations and re-registrations) only by the BMV Main Office, Vehicle Services Section at (207) 624-9000 ext. 52149.

LEGISLATIVE PLATES



REFERENCE:

Title 29-A Section 460, State Officials

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec460.html>

DEFINITION:

The Secretary of State shall issue one pair of specially designed number plates for one designated motor vehicle owned or controlled by each member of the United States Senate or the United States House of Representatives from this State, or members of the Legislature, Representatives of the Indian Tribes at the Legislature, the President of the Senate, the Speaker of the House of Representatives, the Secretary of the Senate and Clerk of the House of Representatives. A specially designed plate and its registration certificate may be used in place of the regular plate and registration. The named official may attach to such a motor vehicle one of the valid registration plates issued under Section 451 and one of the valid registration special plates issued under this section.

COMMENTS:

The issuance of Legislative plates is an additional registration over and above the regular registration. In order for these plates to be issued, the legislator must produce a valid Maine registration that has been processed in a normal manner with regular number plates. Even though the Legislative plates expire at the end of the term, the regular registration expires in the normal manner and must be renewed annually. Therefore, the legislator will have two registrations on one vehicle, one with the regular plate number and the other with the Legislative plate.

Upon request by a United States Senator or by a United States Representative, the Secretary of State, for an additional fee, shall issue an additional pair of specially designed number plates for a second designated motor vehicle owned or controlled by that member of the Legislature. Motorcycle plates are available upon request.

NOTE:

Plates are only issued through the BMV Main Office. The fee for passenger plates is \$14.00. The fee for motorcycle plates is \$24.00.

LOBSTER SPECIALTY PLATES



REFERENCE:

Title 29-A Section 456-A, Lobster Registration Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec456-A.html>

DEFINITION:

The Secretary of State, upon proper application and payment of fees, may issue a registration and set of Lobster specialty plates in lieu of regular registration plates.

SPECIAL REQUIREMENTS:

There is a \$20.00 fee due at time of new registration and a \$15.00 fee at time of re-registration. The Lobster specialty plates are assigned a unique number sequence containing three numeric characters, a dash and three alpha characters.

Example: 100-AAA

COMMENTS:

A truck may have the Lobster specialty plate provided the registered weight **does not** exceed 10,000 lbs. If the registered weight exceeds 6,000 lbs., the \$37.00 registration fee must be charged.

If processing a plate correction during the middle of a registration year, Municipal Offices may charge an additional \$1.00 processing fee to be retained by the municipality.

Vanity Lobster specialty plates are available for the annual fee of \$25.00, in addition to the applicable specialty plate fee. Vanity plates issued in this class of plates cannot duplicate a vanity plated issued in any other class code. Low digit plates are not issued in this class of specialty plate.

NOTE:

The specialty plate fee collected is contributed to the Lobster Research and Education and Development Fund established in Title 12, Section 6465 and to the Highway Fund to cover administrative and production costs.

When processing a \$35.00 registration, please use the passenger type style codes.

When processing a \$37.00 registration, please use the passenger type style codes and indicate the r.v.w.

LOBSTER SPECIALTY PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Lobster Specialty Plates
Vanity Plate	Yes: Max of 6 characters, includes one space or one dash \$25.00 annual fee
Class Code	LB
Specialty Plate Fee	\$20.00: New Registration \$15.00: Re-registration
Registration Fee	\$35.00: If r.v.w is less than or equal to 6,000 lbs. \$37.00: If r.v.w is 6,001-10,000 lbs
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

NOTES:

When a Specialty Plate is put on a new registration (NROP), the Specialty Plate fee is \$20.00 once again.

No fees are charged if the registration is a transfer, and the credit and plates are **both** used on the vehicle.

LOBSTER COMMERCIAL SPECIALTY PLATES



REFERENCE:

Title 29-A, Section 456-A, Lobster Registration Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec456-A.html>

DEFINITION:

The Secretary of State, upon proper application and payment of fees, may issue a registration and a set of Lobster Commercial specialty plates for vehicles with a registered vehicle weight of 6,000 lbs. to 100,000 lbs.

Example: 100-ARA

SPECIAL REQUIREMENTS:

There is a \$20.00 fee due at time of new registration and a \$15.00 fee at time of re-registration.

COMMENTS:

Vanity Lobster Commercial specialty plates are available for the annual fee of \$25.00, in addition to applicable specialty plate fee. Vanity plates issued in this class of plates cannot duplicate a vanity plate issued in any other class code. Low digit plates are not issued in this class of specialty plate.

NOTE:

The specialty plate fee collected is contributed to the Lobster Research and Education and Development Fund established in Title 12, Section 6465 and to the Highway Fund to cover administrative and production costs.

When a specialty plate is put on a new registration (NROP), the specialty plate fee is \$20.00 once again.

No fees are charged if the registration is a transfer, and the credit and plates are **both** used on the vehicle.

LOBSTER COMMERCIAL SPECIALTY PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Lobster Commercial Specialty Plates
Vanity Plate	Yes: Max of 6 characters, plus one space or one dash \$25.00 annual fee
Class Code	LC
Specialty Plate Fee	\$20.00: New Registration \$15.00: Re-registration
Registration Fee	Fee based on r.v.w. Use Schedule of Truck Fees (MV-60) [Top section]
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart: Commercial Section, in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	If r.v.w is 26,000 lbs. or less: Any BMV Branch Office or Municipal Office that processes New or Truck registrations If r.v.w is greater than 26,000 lbs.: Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	Yes
Axles	Yes
Tires	Yes
Fuel	Yes
DOT Requirements	Yes: If used in intrastate commerce and greater than 26,000 lbs. r.v.w. or Yes: If used in interstate commerce and greater than 10,000 lbs. r.v.w.

LOW-SPEED VEHICLE PLATES



REFERENCE:

Title 29-A, Section 501, subsection 11, Low-speed Vehicles

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec501.html>

DEFINITION:

A low-speed vehicle means a 4-wheeled motor vehicle that is able to attain a speed of at least 20 miles per hour but not more than 25 miles per hour 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)

The Secretary of State may issue a registration for a low-speed vehicle upon application and payment of an annual fee of \$25.00. The registrant must provide a certificate of title required by Section 651, proof of financial responsibility required by Section 1601 and evidence of payment of excise tax required by Title 36, Section 1482.

A low-speed vehicle registered under this section issued a registration plate with the word "Low-Speed" instead of "Vacationland". The Secretary of State may issue a temporary plate for a sixty day period.

SPECIAL REQUIREMENTS:

A registered low-speed vehicle must be equipped with:

Brakes for each wheel, headlights that comply with Section 1904, an odometer, one exterior rearview mirror, a parking brake, rear reflectors, a safety glass windshield, a speedometer, stop lamps, rear lights that comply with Section 1905, seat belts and child restraint systems that complies with Section 2081, turn signal lamps, windshield wipers and a vehicle identification number (VIN).

LOW-SPEED VEHICLE PLATES
continued

Equipment required above must be in good working condition.

A low-speed vehicle may be operated only on a road or street where the posted speed limit is 35 miles per hour or less. A low-speed vehicle may cross at an intersection, a road or street with a posted speed limit of more than 35 miles per hour.

Maine DOT or a municipality may prohibit the operation of low-speed vehicle on any highway or segment of highway under its jurisdiction if it determines that the prohibition is necessary in the interest of public safety.

COMMENTS:

A low-speed vehicle may not be used to take a driver license examination.

License required: A person operating a low-speed vehicle must possess a valid Class A, Class B or Class C driver's license pursuant to Section 1252.

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Low Speed Vehicle Plates
Vanity Plate	No
Class Code	LS
Registration Fee	\$25.00: Note: r.v.w cannot be greater than 6,000 lbs.
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	No
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office only
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

LOW-SPEED VEHICLE PLATES continued

NOTES:



Low-speed vehicles may be registered as “Island Use Only” vehicles. The registration fee is \$4.00 and plates are not issued. Refer to the “Island Use Only” section.

A municipality may need to collect the excise tax on a low-speed vehicle even if the operation of the vehicle is not in that municipality. (A person that owns a low-speed vehicle may choose to operate the vehicle in a municipality that does allow the operation of the vehicle).

Golf carts, ATV's, mini-trucks, and lawn mowers **do not** meet the definition of a low-speed vehicle and **cannot** be registered as such.

Rental vehicles **are not** charged a double registration fee. However, a JB filing is required. If the vehicle is to be used as a rental vehicle, indicate on the registration certificate: **RENTAL VEHICLE**.

Example:

State of Maine Vehicle Registration										Mileage:	
Eff Date is Validation Date But Not Prior To: 01/01/2017										CLASS	
Expires: 01/31/2018										REGISTRATION NUMBER	
Insurance:										LS	
										111-XXX	
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FULL	
SASAG72115F380224	2005	GEM	GEM2	WH	2D						B
REGISTRANT(S) MICKEY MOUSE RENTALS				DOB(S) ID # 01234567		Base		7,340.00		-RENTAL VEH	
LESSOR				UNIT #		DOT #		Mil Rate		.0040	
MAILING ADDRESS 123 MICKEY MOUSE LANE				Registration Void Unless Validated Registration		Local		29.36		-RE-REG	
DISNEY ME 04000				Void Unless Machine Validated & Sealed		Ex Tax					
LEGAL RESIDENCE 123 MICKEY MOUSE LANE 05020				 DATE 01/19/2017		Ex Tax Bal		29.36			
DISNEY ME						Ex Tax Date		01/19/2017			
						Rate		25.00			
Tax Receipt #: 12345678						Fees		25.00			
MVR-3VS Rev. 01-2016 REGISTRATION						Agent Fee		3.00			
Sticker# (M) 1D-12345678 (Y) 18D-12345678						User Id		BMV			
										www.maine.gov/sos	

MEDAL OF HONOR PLATES



REFERENCE:

Title 29-A, Section 524, Other Special Veterans Registration Plates
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec524.html>

DEFINITION:

The Secretary of State, upon proper application and payment of excise tax, shall issue a registration certificate and set of special designating plates, to be used in lieu of regular registration plates, to any Maine resident who has been awarded the Medal of Honor by the Congress of the United States.

SPECIAL REQUIREMENTS:

Application must be accompanied by a copy of the military order awarding the Medal of Honor.

The vehicle must be owned (Titled when applicable) by the military person, for any exemptions to be given. (A registration is not proof of ownership).

COMMENTS:

A Medal of Honor recipient who can produce the military order awarding the medal shall be issued a set of special designating plates without payment of any registration or title fees. They must pay excise tax and sales tax. The copy of the military orders is necessary at time of first registration, but not at re-registration. These plates are issued only by the BMV Main Office, but may be renewed by BMV Branch Offices or Municipal Offices.

NOTE:

Medal of Honor recipients are exempt from registration and title fees. The exemption only entitles the veteran to one free registration.

MEDAL OF HONOR PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Medal of Honor Plates
Vanity Plate	No
Class Code	MO
Registration Fee	Exempt for one vehicle only
Duplicate Registration Fee	Exempt
Lost Plate Fee	Exempt
Transfer Fee	Exempt
Title Required	Yes: No fee, and if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt.
Insurance Required	Yes
First Registration	BMV Main Office only
Re-registration	Any BMV Branch Office or Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

PLATES FOR MEMBERS OF THE ARMED FORCES: NON-RESIDENT SERVICE MEMBERS

DEFINITION:

A non-resident service member is an active duty member of the United States Armed Forces and declares a state other than Maine as their state of legal residence.

COMMENTS:

A non-resident service member producing the proper non-resident affidavit showing that their home state is other than Maine is exempt from payment of excise tax as a prerequisite to registering motor vehicles otherwise subject to excise tax. This exemption is not based on a Maine Law but on the "Soldiers and Sailors Civil Relief Act" which is a Federal law. **Regular registration fees, sales tax and title fees must be paid.**

Annually, the registrant must provide a completed Statement of Fact, "ACTIVE DUTY STATIONED IN MAINE EXCISE EXEMPTION" (MV-7), along with their military ID. The MV-7 must be dated or issued within 30 days of the date of application for registration. We will continue to accept a **notarized** Affidavit of Non-Residence signed by their commanding officer stating the military person's home state is other than Maine and the military person **is** stationed in the State of Maine or Maine is considered a "Host State". This non-resident affidavit must be presented at time of registration and at time of each re-registration. This is necessary to ensure that the applicant is still on active duty and declares a state other than Maine as their state of legal residence.

The exemption from excise tax applies to all vehicles **owned or leased** and registered by the non-resident service member. **The registration must be issued in the name of the service member only. However, when processing a leased vehicle, the registration would reflect the lessor and the service member as the lessee.** Basically, any person serving on active duty in the Armed Forces of the United States, who **is stationed in Maine**, in compliance with military orders, may register the motor vehicle in Maine without being required to pay the vehicle excise tax.

A Statement of Fact, "ACTIVE DUTY STATIONED IN MAINE EXCISE EXEMPTION" (MV-7) or an Affidavit of Non-Residence must be produced and a Power of Attorney granting authority to sign for the service member, if the vehicle is being registered by someone other than the non-resident service member.

Service member must show current military ID card or spouse must show Power of Attorney and dependent's ID card.

For re-registrations, anyone can renew for the service member as long as they have the affidavit, military ID, and insurance card. If they cannot obtain a copy of the military ID, please still process the transaction.

**PLATES FOR MEMBERS OF THE ARMED FORCES:
NON-RESIDENT SERVICE MEMBERS
continued**

NOTE:

A non-resident military person who is on orders and serving in the State of Maine and certain non-resident military persons serving in New Hampshire who have a “temporary presence” in Maine as a “close proximity place” (to live) and actually commutes to a New Hampshire assigned duty station would be exempt from excise tax.

Example:

Military person living in Maine stationed in New Hampshire and is a legal resident of Texas.

The Soldiers and Sailors Civil Relief Act states non-resident service personnel are exempt from Motor Vehicle excise tax in the “Host State”. Host state is defined as “the state in which the non-resident service member is stationed”. Because New Hampshire is in “close proximity” to Maine and the military person is a legal resident of Texas, the State of Maine would be considered as a “Host State”.

In this case, indicate “**SERVICE MEMBER**” and the expiration date of enlistment in the excise tax box on the registration form. Write the name, date of birth, and the plate number on the MV-7, Statement of Fact or the Affidavit.

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).

MUNICIPAL OFFICES:

The MV-7, Statement of Fact or the Affidavit of Non-Residence must accompany the white registration document and be sent to the BMV Main Office with your cash report.

BRANCH OFFICES:

Send the Statement of Fact: Active Duty Stationed in Maine Excise Tax Exemption form (MV-7) with all other materials in the envelope marked “Central Files”.

**PLATES FOR MEMBERS OF THE ARMED FORCES:
NON-RESIDENT SERVICE MEMBERS
continued**

**Statement of Fact: Active Duty Stationed in Maine Excise Tax Exemption form
(MV-7)**

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 is not a member of the Guard or Reserves.

(Commander or Commander's Agent Name)

(Signature)

(Date)

BMV USE	Plate #	Class Code:	Date:	Initials:
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This statement must be completed at the time of registration and re-registration.

MV7 Rev 12/07

PLATES FOR MEMBERS OF THE ARMED FORCES: RESIDENT SERVICE MEMBERS

REFERENCE:

Title 36, Section 1483-A, Local option for residents permanently stationed or deployed for military service outside of the State

<http://www.mainelegislature.org/legis/statutes/36/title36sec1483-A.html>

DEFINITION:

A resident service member is an active duty service member who declares Maine as their state of legal residence.

COMMENTS:

A resident service member stationed in Maine is exempt from excise tax, but must pay Maine sales tax, registration and title fees.

The Statement of Fact, "ACTIVE DUTY STATIONED IN MAINE EXCISE TAX EXEMPTION" (MV-7) must be completed to verify eligibility for excise tax exemption.

This does not apply to a Maine resident service member who is stationed outside of Maine, but registering in this State.

Municipalities may choose to adopt an ordinance to exempt all active duty service members, who claim residency in that municipality, from paying excise tax on vehicles that they own. The military member must be on active duty and is stationed outside of this State or deployed for a period of more than 180 days. To apply for the excise tax exemption, the resident active duty service member must present certification of their military status or deployment, from their commanding officer.

SPECIAL REQUIREMENTS:

The vehicle must be owned (and titled when applicable) by the military person or the military person's spouse, as long as "joint ownership" is indicated in the Vehicle's title documentation, for any exemptions to be given. (A registration is not proof of ownership).

**Statement of Fact: Active Duty Stationed in Maine Excise Tax Exemption form
(MV-7)**

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 is not a member of the Guard or Reserves.

_____ (Commander or Commander's Agent Name) _____ (Signature) _____ (Date)

BMV USE	Plate #	Class Code:	Date:	Initials:
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This statement must be completed at the time of registration and re-registration. MV7 Rev 12/07

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

Off-Road Vehicle	Motorized Scooter/Motorized Bicycle	Moped	Motorcycle
			
Cannot be registered	Cannot be registered	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 an operator's license with a motorcycle endorsement required.
**Must meet all the following criteria for each vehicle category			
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.	<ul style="list-style-type: none"> • 2 or 3 wheels • *Each wheel (not tire) is less than 10" in diameter. • Motors less than 25 cc's <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Electric motor not exceeding 750 watts • Motorized bike with no more than 1.5 brake horsepower or an electric motor not capable of exceeding 25 miles per hour on a level surface. 	<ul style="list-style-type: none"> • 2 or 3 wheels • *Each wheel (not tire) is 10" or larger in diameter • Motor not exceeding 50cc's <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Electric motor under 1,500 watts <p style="text-align: center; color: red;">STAGGERED REG</p>	<ul style="list-style-type: none"> • 2 or 3 wheels • *Each wheel (not tire) is 10" or larger in diameter • Motor more than 50 cc's <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Electric motor 1,500 or more watts <p style="text-align: center; color: red;">MANDATORY MARCH REGISTRATION</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.			

* 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.

**State of Maine Laws Pertaining To
Off-Road Vehicles, Motorized Scooters, Mopeds, and Motorcycles
continued
Useful Statutory References**

Definition:

Title 29-A, Section 101, subsection 47-A, Off-road Vehicle

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

Title 29-A, Section 1254, Special Licenses

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1254.html>

Title 29-A, Sections 1901-1925, Equipment

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1901.html>

Title 29-A, Section 1751, Inspection

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1751.html>

Title 29-A, Section 1304, Learners Permit

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1304.html>

Title 29-A, Section 1352, Motorcycle Driver Education

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1352.html>

Title 29-A, Section 2062, Motorcycles

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec2062.html>

PLATES FOR MOTORCYCLES, MOPEDS, & MOTORIZED BICYCLES or TRICYCLES



REFERENCE:

Title 29-A, Section 515, Motorcycles and Parking Control Vehicles

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec515.html>

DEFINITION:

Motorcycle: Means a motor vehicle that has a seat or saddle for the use of the rider and is designed to travel with only two or three 10” or larger diameter wheels in ground contact and has a motor with a cylinder capacity of more than 50 cubic centimeters or an electric motor with a capacity of at least 1,500 watts.

Moped: Means a motorized device designed to travel with only two or three 10” or larger diameter wheels in contact with the ground and that may have fully operative pedals for propulsion by human power. It has either an electric or liquid fuel motor with a cylinder capacity displacement not exceeding 50 cubic centimeters or an electric motor with a capacity under 1,500 watts and is equipped with a power drive system that functions only directly or automatically and does not require clutching or shifting by the operator after the drive system is engaged. “Moped” does not include an electric personal assistive mobility device. The registration for a moped remains a staggered registration period.

Motorized bicycle or tricycle: Motorized bicycles or tricycles cannot be registered. Means a motorized bicycle or tricycle that may have pedals to permit human propulsion and has a motor attached to a wheel that is rated at no more than 1.5 brake horsepower and has a cylinder capacity of propelling the vehicle unassisted at a speed for 25 miles per hour or less on a level road surface. Motorized bicycle or tricycle does not include an electric personal assistive mobility device.

Motorized Scooter: Motorized scooters cannot be registered. Information pertaining to “Motorized Scooter” may be found in this manual. Please refer to the “Motorized Scooter” section.

SPECIAL REQUIREMENTS:

Motorcycles subject to inspection require a mandatory March expiration applies to class codes, MC, MX, PM, VM and XV. First time registration, the registration fee and excise tax are prorated to the mandatory March expiration.

A moped is registered using a standard motorcycle plate. **Mopeds (class code MP)** do not have a mandatory March expiration, they remain staggered expirations.

**PLATES FOR
MOTORCYCLES, MOPEDS, &
MOTORIZED BICYCLES or TRICYCLES
continued**

COMMENTS:

A motorized bicycle, tricycle or moped may be operated only by a person who possesses a valid license of any class, an instruction permit or a license endorsed for motorcycle or moped. The Secretary of State may not require the operator of a motorized bicycle or tricycle to obtain a license endorsed for a motorcycle or moped.

Motorcycles with an engine displacement of less than 300 cubic centimeters are exempt from the title requirements. Normally the model number of the motorcycle gives you an idea as to the number of cc's the engine has. For example: a 250 Honda would have a 250cc engine and is not subject to title law.

Any motorcycle, moped, motorized bicycle or tricycle that are used as a rental, the registration fee remains at \$21.00 for a motorcycle or \$9.00 for a moped. The registration fee is **not** doubled like a rental vehicle, but **JB filing is required**.

**PLATES FOR
MOTORCYCLES, MOPEDS, &
MOTORIZED BICYCLES or TRICYCLES
continued**

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Motorcycle Plate
Vanity Plate	Yes: Max of 7 characters \$25.00 annual fee
Class Codes	MC: Motorcycle MP: Moped
Registration Fee	MC: \$21.00 MP: \$9.00
Title Required	MC: Yes if 300 cc or greater MP: No
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	MC: Mandatory March 31 annual expiration date MP: Last day of month, one year from month of issue
Inspection Required	MC: Yes MP: No
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	MC: Combination Month/Year MP: Single
Gross Weight	No
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

MOTORIZED SCOOTERS



REFERENCE:

Title 29-A Section 101, subsection 41-B, Motorized Scooters

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

Title 29-A Section 2063, Bicycles, Roller Skis, Toy Vehicles and Scooters

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec2063.html>

DEFINITION:

Motorized scooter means a scooter that has 2 or 3 wheels less than 10” in diameter in ground contact or is powered by a motor having a maximum piston displacement of less than 25 cubic centimeters or an electric motor with a capacity not exceeding 750 watts. “Motorized scooter” does not include an electric personal assistive mobility device.

INFORMATION:

Motorized scooters cannot be registered.

NOTE:

A person must possess a valid operator’s license to operate a motorized scooter on a public way. When operating a motorized scooter on a public way, the operator must ride as far to the right side of the way as possible, except when making a left hand turn. The motorized scooter may not be operated in excess of 20 miles per hour.

OFF-ROAD VEHICLES



REFERENCE:

Title 29-A Section 101, subsection 47-A, Off-road Vehicle

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

DEFINITION:

An “off-road” vehicle means a motor vehicle that, because of the vehicle’s design and configuration, does not meet the inspection standards in Title 29-A, Chapter 15 and that is not a moped or motorcycle.

An off-road vehicle cannot be registered and some common types include Pocket Bikes, Mules, Gators, ATV’s and Side-by-sides, and Terminal Tractors.

The Manufacturer’s Certificate of Origin may state “**OFF-ROAD USE**” because off-road vehicles are not designed for use on a public road or highway. The operation on a public way may increase the risk of injury or collision and violate State or Federal laws.

It is not possible to modify an off-road vehicle to meet inspection and safety standards in order to comply with State and Federal laws.

Vehicles designed for “**OFF-ROAD USE**” are not manufactured to comply with standards, regulations and laws governing motor vehicles operated on public roads. Motor vehicles require brakes, lighting, body components, frame specifications, wheel base distance, tire size, stability, restraint systems, windshields, maintaining safe speeds, and many other safety factors. **Therefore, Off-Road Vehicles cannot meet these standards and cannot be registered by the BMV Main Office.**

MOTOR HOME PLATES



REFERENCE:

Title 29-A Section 101, subsection 40, Motor Home

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

Title 29-A Section 505, Farm Truck Weight Fees

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec505.html>

DEFINITION:

A motor vehicle that is originally designed, reconstructed, or permanently altered to provide facilities for human habitation, or has a camper permanently attached.

COMMENTS:

Motor homes are registered according to gross weight and will be charged the fee for farm trucks. It is up to the registrant to know or find out the gross vehicle weight (g.v.w.) of the motor home. The registered vehicle weight (r.v.w.) must be indicated on the registration form.

A motor home **must** be issued a Motor Home type plate.

A motor home may be issued vanity plates regardless of registered weight.

Motor Homes **cannot** have an Antique Auto plate.

All applications for new motor homes will be titled according to statute and the Manufacturer's Certificate of Origin for the chassis shall be used to determine year, and make of the vehicle.

MOTOR HOME PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Motor Home Plates
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee regardless of r.v.w.
Class Code	MH
Registration Fee	Fee based on r.v.w Use Schedule of Truck Fees (MV-60) [lower section]
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt; bill of sale must include body and chassis
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	Yes
Axles	Yes
Tires	Yes
Fuel	Yes
DOT Requirements	N/A

ISSUING TITLES to MOTOR HOMES

The following policy has been established concerning the titling of Motor Homes:

1. **MAKE** is determined by the manufacturer of the chassis. Example: Winnebago body and a Dodge chassis, the vehicle will be titled and registered as "Make"-Dodge.
2. **YEAR** is also determined by chassis. Example: If a vehicle has a 2017 body and a 2016 chassis, the "Model Year" is 2016.
3. **VIN** information to be used on the registration and title application will be that of the chassis. Example: Ford, Dodge, etc. **This title reflects the YEAR and MAKE of the body-but the VIN will be the chassis-usually the body is one year newer than the chassis.**

The "Certificate of Origin" for a motor home will consist of information from both the body manufacturer and the chassis manufacturer. In most instances this will mean that there will be two Certificates of Origin.

MUNICIPAL, COUNTY and STATE PLATES



REFERENCE:

Vehicles owned or used by municipalities, water districts, counties and the State are issued semi-permanent plates for **no fee**.

COMMENTS:

Vehicles owned and/or used by a municipality, water district, sewer district, county or the State are issued distinctive plates. State plates run for a six year cycle. The Municipal and County plates run for a ten year cycle and are exempt from excise tax, registration fee, sales tax, and/or title fee. When a vehicle is registered for the first time, a sales tax form must be filed and a title application submitted.

Vehicles loaned to secondary schools, both public and private, for driver education use may also be issued **no fee** municipal plates.

Vehicles owned or leased by municipalities may be issued municipal plates.

Vehicles used for municipal volunteer ambulance and rescue services may be registered with municipal plates for **no fee**. This includes, at municipal discretion, municipal housing authority vehicles.

Municipal plates for vehicles and trailers are issued at BMV Branch Offices. Municipal Motorcycle, County, Sheriff, and State vehicle plates are issued by the BMV Main Office only. Send requests for sheriff's plates and police plates to the BMV Main Office.

Municipal fire department vehicles and organized volunteer fire department vehicles do not have to display any plates or be registered. They may be issued municipal plates. Plates are advisable if the vehicle in question is not readily recognizable as a fire department vehicle. That is, the vehicle is not red or does not have "Fire Department" written on the vehicle. Municipal fire department vehicles are **exempt** from registration and title. Fire/rescue vehicles not owned by municipalities are subject to registration and title fees.

NOTE:

BMV Branch Offices may re-register sheriff plates at **no fee**, using the regular registration form. BMV Branch Offices may **not** re-register police plates.

MUNICIPAL, COUNTY and STATE PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	No; unless lease agreement says it's due; registration form must be generated by the municipal agent.
Plate Types	State of Maine Plates
Vanity Plate	No
Class Codes	CI: Municipal and County (except County Sheriff) CS: County Sheriff MM: Municipal Motorcycle ST: State
Registration Fees	Exempt
Title Required	Yes, if vehicle year is 1995 or newer
Style Codes	Refer to Vehicle Style Code Chart in Appendix
Expirations	CI, CS, MM: 10 year, mandatory February 28/29 expiration date Next expiration date = February 29, 2030. ST: 6 year, mandatory February 28/29 expiration date Next ST expiration date = February 28, 2022.
Inspection Required	Yes
Sales Tax Required	Exempt from fee, but must complete yellow Use Tax Certificate (S.T.M.V. 6U)
Insurance Required	No
First Registration	Any BMV Branch Office or For New Reg Transfers Only: Municipal Office that processes New or Truck registrations State Plates: BMV Main Office Only
Re-registration	Any BMV Branch Office or any Municipal Office State Plates: BMV Main Office Only
Stickers	N/A
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001 or more
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

NOTES:

School buses leased by municipalities are subject to excise tax although they are eligible for municipal plates. We must see proof that the excise tax has been paid before we can issue a municipal plate. This proof may be in the form of a letter or a regular registration form. Send this proof to the BMV Main Office.

Municipal vehicles under a purchase/lease (municipality will ultimately own at the end of lease) agreement are exempt from excise tax.

MUNICIPAL, COUNTY and STATE PLATES

continued

Although no excise tax is due, the Municipal Office is required to generate the registration forms to be presented to the BMV Main Office.

A duplicate Municipal registration may be processed with authorization from the BMV Main Office.

Transfer of Municipal registrations may be processed with authorization from the BMV Main Office.

Transfer of Municipal registrations may be processed at any BMV Branch Office or any Municipal Office authorized to process new or truck registrations providing the address on the registration is for the same municipality processing the transfer.

Vehicles assigned Municipal plates are subject to the title law with the exception of driver education cars loaned by Maine automobile dealers to municipalities.

If the municipal vehicle displays any plate other than a municipal plate, the registration fee is due.

Municipal registrations are exempt from the DOT number requirement.

All truck registrations must indicate a registered vehicle weight (r.v.w.) on the registration form.

PUBLIC TRANSPORTATION AGENCIES EXEMPT FROM REGISTRATION FEES

Title 30-A, Section 3505, 3501 and 3511 states certain public transportation agencies throughout the state are exempt from registration fees.

Although no excise tax may be due from the exempt organizations listed below, the Municipal Office is responsible for generating the registration documents. In most instances, it is the municipality who votes to create a transit district and appoints the directors. The municipality makes the determination as to whether the property is for the purpose of providing mass transportation and exempt from excise tax.

If the vehicle is not being used for providing transportation, and being used for other purposes by the transportation agency, then the vehicle is **not** exempt from fees. For example, a vehicle being used by an administrator or an employee who works in the office, would be required to pay fees.

Trailers are not covered by this exemption and fees must be paid.

No JB filing is required and Exempt from Registration and Title Fees

AROOSTOOK REGIONAL TRANSPORTATION SYSTEM INC
PO BOX 552
PRESQUE ISLE, ME 04769

CITY OF BATH, CITYBUS
55 FRONT STREET
BATH, ME 04530

BIDDEFORD-SACO-OLD ORCHARD BEACH TRANSIT COMMITTEE
13 POMERLEAU STREET
BIDDEFORD, ME 04005

CASCO BAY ISLAND TRANSIT DISTRICT
PO BOX 4656
PORTLAND, ME 04112

COASTAL TRANS. INC
46 SUMMER STREET
ROCKLAND, ME 04841

COMMUNITY CONCEPTS INC
240 BATES STREET
LEWISTON, ME 04240

COMMUNITY CONNECTOR, CITY OF BANGOR
481 MAINE AVENUE
BANGOR, ME 04401

PUBLIC TRANSPORTATION AGENCIES EXEMPT FROM REGISTRATION FEES
continued

TOWN OF CRANBERRY ISLES
59 MAIN STREET, PO BOX 56
ISLESFORD, ME 04646

DOWNEAST COMMUNITY PARTNERS
248 BUSKPORT RD, PO BOX 648
ELLSWORTH, ME 04605

DOWNEAST TRANSPORTATION, INC.
117 GATEWAY CENTER DR, PO BOX 914
TRENTON, ME 04605

GREATER PORTLAND TRANSIT DISTRICT
114 VALLEY STREET
PORTLAND, ME 04102

ISLE AU HAUT BOAT SERVICE/IAH MAILBOAT
27 SEABREEZE AVENUE, PO BOX 709
STONINGTON, ME 04681

JOHN T CYR & SONS INC
153 GILMAN FALLS AVENUE
OLD TOWN, ME 04468

KENNEBEC VALLEY COMMUNITY ACTION PROGRAM (KVCAP)
97 WATER STREET
WATERVILLE, ME 04901

LEWISTON-AUBURN TRANSIT COMMITTEE-LATC
125 MANLY ROAD
AUBURN, ME 04210

PASSAMAQUODDY TRIBE
PLEASANT POINT RESERVATION
PO BOX 343
PERRY, ME 04667

PASSAMAQUODDY TRIBE
INDIAN TOWNSHIP RESERVATION
PO BOX 301
PRINCETON, ME 04668

PENQUIS – THE LYNX TRANSPORTATION PROGRAM
262 HARLOW STREET
BANGOR, ME 04401

PUBLIC TRANSPORTATION AGENCIES EXEMPT FROM REGISTRATION FEES
continued

REGIONAL TRANSPORTATION PROGRAM INC
127 ST. JOHN STREET
PORTLAND, ME 04102

SOUTH PORTLAND BUS SERVICE
46 O'NEIL STREET
SOUTH PORTLAND, ME 04106

WALDO COMMUNITY ACTION PARTNERS TRANSPORTATION PROGRAM
PO BOX 130
BELFAST, ME 04915

WEST'S TRANSPORTATION
PO BOX 82
MILBRIDGE, ME 04658

WESTERN MAINE TRANSPORTATION SERVICES INC
76 MERROW ROAD
AUBURN, ME 04210

YORK COUNTY COMMUNITY ACTION CORPORATION
PO BOX 72, 6 SPRUCE STREET
SANFORD, ME 04073

PROCEDURES TO PROCESS USDA MAINE FOREST FIREFIGHTER PROGRAM VEHICLES

The USDA Forest Service transfers title of certain vehicles to the Maine Forest Service under a cooperative agreement. The Fire Department **must** convert these vehicles and maintain them in service for two years and then the title can pass to them.

Procedures when the vehicle is in the two year status:

1. The BMV Main Office **must** have the Municipal Registration of Firefighter Program Vehicles form (MEFS-0197F) which identifies the 1348 Issue Release / Receipt Document number (H9FD01xxxxxxx). This form will identify the vehicle identification number (VIN), year, manufacturer, and model. (In lieu of that form, the "Information for State BMV" form may be used.)
2. The registration document will list the responsible parties to include the Maine Forest Service and the Municipality/Fire Department.
3. After the two year period is up, the Federal Form SF-97 will pass to the municipality and the Municipality/Fire Department may then title the vehicle in their name.

Procedures when the vehicle will be retained by the Maine Forest Service:

1. If the vehicle is being retained by the Maine Forest Service, the above paperwork will be required. The registration document will reference the Maine Forest Service.
2. If required by Maine Statute, the SF-97 for transfer of title will be presented.
3. The BMV Main Office, Registration Section will indicate plate number assigned and maintain a file for all firefighter vehicles.
4. BMV will accept copies of faxed documentation, if that is all that is available to the Maine Forest Service.

**MUNICIPAL REGISTRATION OF USDA
MAINE FOREST FIREFIGHTER PROGRAM VEHICLES**

Example:

The Maine Forest Service, by written agreement, transfers to the municipality of/fire department _____, federal excess property as described below for the purposes of fire suppression and emergency response.

As per Title 29-A, MRSA Section 652-1, this vehicle is exempt from the requirement to provide a title before registration. In lieu of a title, this memo shall serve as the official notice that the vehicle, to be registered, is in the two year use period before title can transfer.

The vehicle is described as follows:

YEAR: _____

Some vehicles may not have a year due to missing data plates.

MAKE: _____

MODEL: _____

SERIAL or VIN: _____

MILEAGE: _____

DRIVE: _____

DESCRIPTION: _____

After two years, the Municipality/Fire Department may request title transfer and the Federal Form SF-97 for title transfer will be passed to the municipality. Registrations may continue using the current plates if no other information changes.

MUNICIPALITY

MAINE FOREST SERVICE

Signed: _____

Signed: _____

Date: _____

Date: _____

MEFS-0197 _____ Plate Number: _____

NATIONAL GUARD PLATES



DEFINITION:

The Secretary of State, upon proper application and payment of fees, may issue a registration certificate and a set of special registration plates to members of the Maine National Guard.

SPECIAL REQUIREMENTS:

Applicants must pay an additional \$15.00 fee when applying for these plates.

COMMENTS:

The letters "NG" after the plate number distinguishes the National Guard plate (Example: 1234 NG). **This is not a vanity plate.** Regular registration fees will be charged at time of re-registration.

In order for a member of the Maine National Guard to obtain a set of these plates, the applicant must contact the Adjutant General's Office at Camp Keyes in Augusta. The phone number to call at Camp Keyes is (207) 626-4205. The applicant must forward a request in writing for the new plate, a copy of the current registration, and a \$15.00 one-time fee for the plate. Checks should be made payable to the Secretary of State. Once all the material is received, the Adjutant General's Office will contact the BMV Main Office. A new set of plates and corrected registration will be sent to the registrant. It will take approximately two weeks for the registrant to receive their plates.

NATIONAL GUARD PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	National Guard Plates
Vanity Plate	No
Class Code	PC
Registration Fee	Special one-time \$15.00 application fee, plus \$35.00: r.v.w should be less than or equal to 6,000 lbs. \$37.00: If r.v.w is 6,001-10,000 lbs.
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	BMV Branch Office only
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

NOTE:

This type of registration should be in the name of the National Guard member only; however, you will find some registrations bearing two names. If, at time of re-registration or transfer, two names appear on this type of registration, **DO NOT** delete either name without checking with the BMV Main Office.

Retired National Guard members may keep the NG Plate, as per the Adjutant's Office.

A surviving spouse may retain and display NG plates.

Temporary Registration Permit for the United States Armed Forces Deployments

REFERENCE:

Title 29-A Section 462-A, Temporary Registration Permit; United States Armed Forces Deployments; Rules

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec462-A.html>

DEFINITION:

The Secretary of State may issue a temporary registration for up to thirty days to any member of the United States Armed Forces whose vehicle(s) registration expired while in federal service outside the United States.

As follows:

1. The military member or family member must contact the registration manager at the BMV main office. They will determine eligibility. If they decide to provide a temporary registration, they will generate a letter much like the low digit/out-of-rotation plate letter. The letter will identify the plate, class code, vehicle, and registrant, as well as the period of temporary registration.
2. A temporary cardboard plate will be issued identifying the class code, plate number, and eligibility dates. The temporary cardboard plate is to be displayed over the rear license plate. The temporary registration permit is to be kept in the vehicle.
3. The registration manager will write a statement on the currently expired registration, stating that the Secretary of State has authorized a temporary registration for a particular time frame.
4. The registrant or the registrant's family member will be provided with a temporary plate and a copy of the letter.

PASSENGER VEHICLE PLATES



REFERENCE:

Title 29-A Section 501, Fees for Registration; Motor Vehicles
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec501.html>

DEFINITION:

Automobile is a motor vehicle designed for the conveyance of passengers with a seating capacity of not more than 15 persons, including the operator of the vehicle.

COMMENTS:

The passenger vehicle class includes all conventional passenger vehicles plus vans, station wagons and utility vehicles designed for carrying passengers. For vehicles with a seating capacity of more than 15, including the driver, refer to the “Bus” section of this manual.

A pickup truck may have a passenger plate provided the registered vehicle weight(r.v.w.) does not exceed 10,000 lbs.

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Passenger Plates
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee
Class Code	PC
Registration Fee	\$35.00: r.v.w should be less than or equal to 6,000 lbs. \$37.00: If r.v.w is 6,001-10,000 lbs.
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

PASSENGER-SHORT TERM RENTAL PLATES



REFERENCE:

Title 29-A Section 501, Fees for Registration; Motor Vehicles

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec501.html>

Title 29-A Section 1652, subsection 1, Liability

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1652.html>

DEFINITION:

Any vehicle primarily used to transport passengers for a period of less than 30 days.

SPECIAL REQUIREMENTS:

Rental vehicle displaying a passenger-type plate **must pay** double registration fee (\$70 or \$74) and file a JB Insurance filing with BMV. Specialty plates are allowed on passenger-type rental vehicles.

Vehicles displaying all other type plates are **not required** to pay a double registration fee. However, JB Insurance **must** be filed with BMV. This includes commercial, motorcycle, moped, tractor, special mobile equipment, special equipment, and school bus plates.

NOTE:

If an employee of the company signs the registration and title documents, a Power of Attorney (POA) is **not required**.

If an individual, who is not a company employee (driver), is signing the registration and title documents, a Power of Attorney (POA) **is required**.

COMMENTS:

Municipalities authorized for the short-term rental process may process first time registrations for these vehicles if the registrant has "blanket" insurance coverage with BMV. Municipalities need to contact the For Hire Unit to verify coverage before registering a For Hire vehicle. The For Hire Unit's phone number is (207) 624-9000 ext. 52131. If the registrant's name is **not** on the list, the municipality cannot process the registration. **The name on the JB filing must match exactly the name on the registration.**

Rental agencies returning registration plates for excise tax reimbursement must complete an MV-554 (Plate Return) form in duplicate. They must list all vehicle identification numbers and plate numbers on the form and place the plates in the box. The plates **must** be returned to a BMV Branch Office. The BMV Branch Office verifies the returned plates, validates the MV-554 (Plate Return Form/Short-Term Automobile Registrations) form, and returns one copy of the form to the registrant and the other copy is sent to the BMV Main Office.

PASSENGER-SHORT TERM RENTAL PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Class Code	Varies
Registration Fee	\$70 – JB Filing Required (or is \$74 if 6,001-10,000 lbs.)
Vanity Plate	Varies
Title Required	Yes
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes unless sales tax already paid to a Maine licensed dealer or paid to another taxing jurisdiction or exempt.
Insurance	Yes – JB Filing
First Registration	BMV Main Office and Branch Office or Municipal Office
Re-registration	BMV Branch Office
Stickers	Double
Gross Weight	No, if 6,000 lbs. or less; Yes, if 6,001 lbs. to 10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

PEARL HARBOR SURVIVOR PLATES



REFERENCE:

Title 29-A Section 524, subsection 3, Pearl Harbor Survivors; Special License Plates
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec524.html>

DEFINITION:

This section was enacted to provide a special plate to be used in lieu of regular registration plates, to any person who served in the U.S. Armed Forces and who was stationed in Pearl Harbor, Oahu, Hawaii, during the attack by Japanese forces on December 7, 1941.

COMMENTS:

These plates are issued in the name of the Pearl Harbor Survivor only and are not transferable to other parties. Registrant is **required to pay excise tax**, but is exempt from registration fee and title fee.

The surviving spouse may not use the Pearl Harbor plate on a motor vehicle, but may retain it as a keepsake.

SPECIAL REQUIREMENTS:

Individuals must provide military certification verifying the applicant's service at Pearl Harbor during the attack.

If it can be verified by the Veteran's registration that the Veteran qualifies for the plate, the Veteran does not need to provide the DD 214 again.

PEARL HARBOR SURVIVOR PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Pearl Harbor Survivor Plates
Vanity Plate	No
Class Code	PS
Registration Fee	Exempt
Duplicate Registration Fee	Exempt
Lost Plate Fee	Exempt
Transfer Fee	Exempt
Title Required	Yes: No fee, and if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	BMV Main Office only
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

PRISONER OF WAR PLATES



REFERENCE:

Title 29-A Section 524, subsection 2, Former Prisoners of War; Special License Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec524.html>

DEFINITION:

The Secretary of State on application and on evidence of payment of the excise tax required by Title 36, Section 1482, shall issue a registration certificate and set of special designating plates to be used in lieu of regular registration plates to any citizen of the United States who was interned as a prisoner of war, or to any person who served in the United States Armed Forces and was a prisoner of war during that tenure, or the surviving spouse of that person, when the application is accompanied by an official form issued by the Federal government providing proof. This special license plate is issued specifically to the former prisoners of war and their spouses and privilege of using the special plate is transferable to only the former prisoner's spouse. Upon the death of the former prisoner of war, the surviving spouse may retain and use the special license plate. Upon remarriage, the surviving spouse may not use the special license plate on a motor vehicle, but may retain it as a keepsake. Upon the death of the surviving spouse, the family may retain the special license plate, but not use it on a motor vehicle.

COMMENTS:

Any person who was a prisoner of war at any time during their tenure of service, or the surviving spouse, may be issued one set of these specially designed plates.

A corrected registration may be issued for use of this plate at re-registration time or any time during the registration year. The registrant must produce their current registration, the set of Prisoner of War plates and a letter of authorization from the Secretary of State.

Prisoner of War plates are issued only through the Office of the Secretary of State.

SPECIAL REQUIREMENTS:

Application must be accompanied by a copy of the appropriate military form certifying that the person is a former prisoner of war (letter from Veteran Affairs) or proof submitted that person is the surviving spouse of a POW.

PRISONER OF WAR PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Prisoner of War Plates
Vanity Plate	No
Class Code	PO
Registration Fee	Exempt
Duplicate Registration Fee	Exempt
Lost Plate Fee	Exempt
Transfer Fee	Exempt
Title Required	Yes: No fee, and if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

NOTE:

Municipal Offices may process corrected registrations for Prisoner of War plates any time during the registration year.

If the current registration is in two names, the name of the former Prisoner of War and their spouse, both names may remain on the corrected registration. However, if the current registration is in two names and the second is not the spouse, the second name must be deleted by completing the MV-138.

PURPLE HEART PLATES



REFERENCE:

Title 29-A Section 453, Vanity Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec453.html>

Title 29-A Section 524, Subsection 4 Purple Heart Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec524.html>

Title 29-A Section 501, Registration

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec501.html>

Title 36 Section 1482, Excise Tax

<http://www.mainelegislature.org/legis/statutes/36/title36sec1482.html>

DEFINITION:

The Secretary of State, on application and upon evidence of payment of the excise tax shall issue a registration certificate and a set of Purple Heart Plates, to be used in lieu of passenger plates on passenger-type vehicles (automobiles and pickup trucks) registered in the Purple Heart Medal Veteran recipient's name. A Purple Heart recipient may have up to two passenger vehicles registered with these plates (plus one Purple Heart Motorcycle plate).

SPECIAL REQUIREMENTS:

Registration application must be accompanied by proof that the applicant was awarded the Purple Heart (Example: DD 214 or Orders). It is not necessary to retain a copy of the documentation. A Purple Heart plate does **not** entitle the registrant to disability parking privileges.

COMMENTS:

1. Not to be issued to vehicles registered for more than 10,000 lbs. r.v.w.
2. The surviving spouse of a Purple Heart recipient issued plates in accordance with this subsection may retain and use Purple Heart (PH) plates as long as the surviving spouse remains unmarried. Upon remarriage, the surviving spouse **may not** use the special license plate on motor vehicle, but may retain it as a keepsake. Upon the death of the surviving spouse, the family may retain the special license plates, but not use them as a registration.
3. A Purple Heart recipient who does not have a vehicle registered in their name and otherwise qualifies for the issuance of Purple Heart plates may apply for a single plate recognizing that person's award. The plate will say "**AWARD**" and will be available for a one-time fee of \$5.00. This plate is a recognition plate, cannot be used on a vehicle and is available from the BMV Main Office only. A surviving spouse of a Purple Heart recipient may have an "**AWARD**" plate.

PURPLE HEART PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Purple Heart Plates
Vanity Plate	Yes: Max of 5 characters, including one space or one dash \$25.00 annual fee
Class Code	PH
Registration Fee	Exempt
Duplicate Registration Fee	Exempt
Lost Plate Fee	Exempt
Transfer Fee	Exempt
Title Required	Yes: No fee, and if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

NOTES:

Before removing a name from an existing registration, check the DD 214 or Orders to ensure you are not removing the name of the individual entitled to the Purple Heart plates.

If it can be verified by the Veteran's current registration that the Veteran qualifies for the plate, the Veteran does not need to provide the DD 214 again.

PURPLE HEART MOTORCYCLE PLATES



REFERENCE:

Title 29-A Section 515-B, Purple Heart Medal Recipients; Special Motorcycle Registration Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec515-B.html>

DEFINITION:

The Secretary of State upon evidence of payment of the excise tax shall issue a Purple Heart Motorcycle plate, to be used in lieu of a regular motorcycle plate on a motorcycle that is registered in the Purple Heart Medal recipient's name.

SPECIAL REQUIREMENTS:

Proof that the applicant was awarded the Purple Heart must be presented. It is not necessary to retain a copy of the documentation. If the Veteran is currently registered with a passenger-type Purple Heart plate, it is not necessary to see proof of eligibility again.

Excise tax is calculated in the same manner as a regular motorcycle registration. See motorcycle registrations (MC) class code.

Retention policies are the same as for the passenger-type Purple Heart Plate.

PURPLE HEART MOTORCYCLE PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Purple Heart Motorcycle Plate
Vanity Plate	Yes: Max of 5 characters, including one space or one dash \$25.00 annual fee
Class Code	PM
Registration Fee	Exempt
Duplicate Registration Fee	Exempt
Lost Plate Fee	Exempt
Transfer Fee	Exempt
Title Required	Yes: No fee, and if 300 cc or greater
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Mandatory March 31 expiration
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	BMV Main Office only
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Combination Month/Year
Gross Weight	No
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

NOTES:

Before processing a name deletion from an existing registration, check the DD 214 or other proof of eligibility to ensure that you are not removing the name of the individual entitled to the Purple Heart Motorcycle plate.

If it can be verified by the Veteran's current registration that the Veteran qualifies for the plate, the Veteran does not need to provide the DD 214 again.

SPECIAL EQUIPMENT PLATES



REFERENCE:

Title 29-A Section 101, subsection 69, Special Equipment

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

Title 29-A Section 520, Special Equipment

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec520.html>

DEFINITION:

Special Equipment means equipment, other than self-propelled, which is not designed or used to convey property other than hand tools or parts used in connection with the operation of such equipment and which is drawn by a motor vehicle.

This definition shall include, but is not limited to air compressors, conveyors, cement mixers, wood splitting or sawing machines, sprayers, compactors, pumps, drills and brush chippers, portable stages, concession stands, carnival games and carnival rides.

COMMENTS:

No registration is required for special equipment when used solely on that part of way adjoining the premises of the owner of the special equipment; or when used solely for farm purposes and highway use is limited to travel from or to the premises where the same is kept, to or from a farm lot and between farm lots used solely for farm purposes by the owner of the special equipment. Special equipment used solely for farm purposes may also be towed without registration to and from a filling station or garage for gas, oil or repairs.

SPECIAL EQUIPMENT PLATES
continued


PROCESSING INFORMATION	
Excise Tax Required	No
Plate Type	Equipment Plate
Vanity Plate	No
Class Code	SE
Registration Fee	Fee based on net weight: 1-2,000 lbs. = \$10.00 per year 2,001-5,000 lbs. = \$15.00 per year 5,001 lbs. and greater = \$20.00 per year
Title Required	No
Style Code	Refer to Vehicle Style Code Chart: Commercial Section, in Appendix
Expiration	Mandatory February expiration Optional two year registration
Inspection Required	No
Sales Tax Required	Yes: If Dealer Sale or concession trailer. No: If Casual Sale, but must complete the Use Tax Certificate (S.T.M.V. 6U) No: If exempt
Insurance Required	No
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Single
Registered Weight	No, but "Net Weight" is required
Net Weight	Yes
Axles	Yes
Tires	Yes
Fuel	No
DOT Requirements	N/A

SPECIAL EQUIPMENT PLATES continued

NOTES:

Manual Municipalities, please indicate “**NON-EXCISE**” on the “Local Excise Tax” line, and “**EXEMPT**” on the “Balance” line.

The NET weight must be indicated on the registration form as this determines the registration fee. These vehicles receive only one plate and are issued a single month sticker and single year sticker.

State of Maine Vehicle Registration											
Eff Date is Validation Date But Not Prior To: 02/01/2017 Expires: 02/28/2018 Insurance: Mileage:										CLASS SE	REGISTRATION NUMBER 12-345
VIN 4427D351DW3007821	YEAR 1998	MAKE PION	MODEL CR	COLOR BK	STYLE CM	TIRES 4	AXLES 2	NET WEIGHT 12,000	REGISTERED WEIGHT	FUEL	
REGISTRANT(S) MICKEY MOUSE EQUIPMENT COMPANY				DOB(S) ID # 012345678		Local NON-EXC EXEMPT Ex Tax Ex Tx Date 01/19/2017 Rate 20.00 Fees 20.00 User Id BMV		-RE-REG			
LESSOR		UNIT #		DOT #							
MAILING ADDRESS 123 MICKEY MOUSE LANE PORTLAND ME 04101				Registration Void Unless Validated VALIDATED REGISTRATION CITY OF PORTLAND 05170 01/19/2017							
LEGAL RESIDENCE 123 MICKEY MOUSE LANE PORTLAND ME		LEGAL RESIDENCE CODE 05170									
											
Tax Receipt #: 12345678 Sticker# (M) _____ (Y) 18S12346578											
MVR-3VS Rev. 01-2016 REGISTRATION www.maine.gov/sos											

SPORTSMAN PLATES



REFERENCE:

Title 29-A Section 456-C, Sportsman Registration Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec456.html>

DEFINITION:

The Secretary of State, upon proper application and payment of fees, may issue a registration and a set of Sportsman specialty plates for vehicles with a registered vehicle weight of up to 10,000 lbs.

SPECIAL REQUIREMENTS:

The fee is \$20.00 at time of new registration and a \$20.00 fee for re-registration. This differs from all other specialty plate renewal fees. The Sportsman specialty plate is assigned a unique numbering sequence containing three numeric characters, a dash and three alpha characters.

Example: 101-AGA

COMMENTS:

If processing a plate correction during the registration year, Municipal Offices may charge an additional \$1.00 processing fee to be retained by the municipality.

SPORTSMAN PLATES

continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Sportsman Specialty Plates
Vanity Plate	Yes: Max of 6 characters, plus one space or one dash \$25.00 annual fee
Class Code	SW
Specialty Plate Fee	\$20.00: New Registration \$20.00: Re-registration
Registration Fee	\$35.00: If r.v.w is less than or equal to 6,000 lbs. \$37.00: If r.v.w is 6,001-10,000 lbs
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

When processing a \$35.00 registration, please use the passenger-type style codes.

When processing a \$37.00 registration, please use the passenger-type style codes and **indicate the GVW**.

NOTES:

When an existing Specialty Plate is put on a new registration (NROP), the Specialty Plate fee is \$20 once again.

No fees are charged if the registration is a transfer, and the credit and plates are **both** used on the vehicle.

\$20.00 of the annual Sportsman specialty plate fee is distributed as follows: \$9.00 to the Fish Hatchery Maintenance Fund, \$4.50 to support the Landowner's Program, \$2.70 to Boat Launch Facilities Fund, \$1.80 to the Maine Endangered and Non-Game Fund, \$1.00 to the Highway Fund, and \$1.00 to the Specialty Plate Fund.

STOCK CAR PLATES



REFERENCES:

Title 29-A Section 101, subsection 72, Stock Race Car

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

Title 29-A Section 516, Stock Car

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec516.html>

DEFINITION:

A factory produced motor vehicle with roll bars or bracing welded or attached to the frame in a permanent manner and special safety belts, firewalls and having a certain amount of the body removed.

Stock cars include dune buggies and other off-road vehicles which do not meet inspection requirements.

COMMENTS:

A vehicle registered as a stock car may not be operated on the highway under its own power. Therefore a stock car registration actually amounts to authority to tow the vehicle. Since it remains valid for a registration year, a stock car registration has an advantage over the **no fee** permit to tow an unregistered motor vehicle authorized by Section 351. These permits are a one-time permit and would have to be renewed each time the vehicle was moved on the highway.

STOCK CAR PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Passenger Plates
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee
Class Code	PC
Registration Fee	\$7.00
Title Required	No
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	No
Sales Tax Required	Yes, unless exempt
Insurance Required	No
First Registration	Any BMV Branch Office only
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

NOTE:

When processing the registration, indicate the words: **“STOCK CAR: NOT TO BE DRIVEN ON HWY”** on the registration.

STREET ROD PLATES



REFERENCE:

Title 29-A Section 101, subsection 76, Street Rod
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

Title 29-A Section 457, Hobbyist Registration Plates
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec457.html>

DEFINITION:

A replica of or a modified antique auto manufactured prior to 1949 that complies with the standards adopted by the Chief of the State Police.

COMMENTS:

An Affidavit for Antique Auto, Custom Vehicle, Horseless Carriage, or Street Rod Registration form (MV-65) must be completed by the applicant on a first time registration. An affidavit is not necessary on a re-registration. If the vehicle changes ownership, a new affidavit must be submitted.

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Street Rod Plates
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee
Class Code	SR
Registration Fee	\$30.00
Title Required	No
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office only
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

STREET ROD PLATES


continued

NOTES:

A non-resident may register a Street Rod, provided the vehicle is garaged or maintained in the State of Maine.

Below is a sample of the MV-65 that is required to be completed in order to register this vehicle for the first time.

Affidavit for Antique Auto, Custom Vehicle, Horseless Carriage, or Street Rod Registration form (MV-65)

 AFFIDAVIT ANTIQUE 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 §2103.

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

SUPPORT ANIMAL WELFARE SPECIALTY PLATES



REFERENCE:

Title 29-A Section 456-G, Support Animal Welfare Registration Plate
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec456-G.html>

DEFINITION:

The Secretary of State, upon proper application and payment of fees, may issue a registration and a set of Support Animal Welfare specialty plates for vehicles with a registered vehicle weight of up to 10,000 lbs.

SPECIAL REQUIREMENTS:

There is a \$20.00 fee due at time of new registration and a \$15.00 fee at time of re-registration. The Animal Welfare specialty plate is assigned a unique numbering sequence containing three numeric characters, a dash, and three alpha characters.

Example: 101-AMA

COMMENTS:

If processing a plate correction during the middle of a registration year, Municipal Offices may charge an additional \$1.00 processing fee to be retained by the municipality.

SUPPORT ANIMAL WELFARE SPECIALTY PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Support Animal Welfare Specialty Plates
Vanity Plate	Yes: Max of 6 characters, plus one space or one dash \$25.00 annual fee
Class Code	AW
Specialty Plate Fee	\$20.00: New Registration \$15.00: Re-registration
Registration Fee	\$35.00: If r.v.w is less than or equal to 6,000 lbs. \$37.00: If r.v.w is 6,001-10,000 lbs
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

When processing a \$35.00 registration, please use the passenger-type style codes.

When processing a \$37.00 registration, please use the passenger-type style codes and **indicate the RVW**.

NOTES:

When an existing Specialty Plate is put on a new registration (NROP), the Specialty Plate fee is \$20 once again.

No fees are charged if the registration is a transfer, and the credit and plates are **both** used on the vehicle.

\$5.00 of the annual Animal Welfare (AW) specialty plate fee is credited to the Animal Welfare Auxiliary Fund. \$5.00 of the annual Animal Welfare (AW) specialty plate fee is credited to Companion Animal Sterilization Fund.

SUPPORT YOUR TROOPS SPECIALTY PLATES



REFERENCE:

Title 29-A Section 456-D, We Support Our Troops Registration Plate

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec456-D.html>

DEFINITION:

The Secretary of State, upon proper application and payment of fees, may issue a registration and a set of “Support Your Troops” specialty plates for vehicles with a registered vehicle weight of up to 10,000 lbs.

SPECIAL REQUIREMENTS:

There is a \$20.00 fee due at time of new registration and a \$15.00 fee at time of re-registration. The Support Your Troops specialty plates are assigned a unique numbering sequence containing three numeric characters, a dash and three alpha characters.

Example: 101-AJA

COMMENTS:

If processing a plate correction during the middle of a registration year, Municipal Offices may charge an additional \$1.00 processing fee to be retained by the municipality.

**SUPPORT YOUR TROOPS
SPECIALTY PLATES
continued**

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Support your Troops Specialty Plates
Vanity Plate	Yes: Max of 6 characters, plus one space or one dash \$25.00 annual fee
Class Code	TS
Specialty Plate Fee	\$20.00: New Registration \$15.00: Re-registration
Registration Fee	\$35.00: If r.v.w is less than or equal to 6,000 lbs. \$37.00: If r.v.w is 6,001-10,000 lbs
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

When processing a \$35.00 registration, please use the passenger-type style codes.

When processing a \$37.00 registration, please use the passenger-type style codes and **indicate the RVW**.

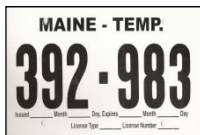
NOTES:

When a Specialty Plate is put on a new registration (NROP), the Specialty Plate fee is \$20 once again.

No fees are charged if the registration is a transfer, and the credit and plates are **both** used on the vehicle.

\$10.00 of the annual Support Your Troops specialty plate fee is credited to the Maine Military Families Relief Fund.

TEMPORARY DEALER PLATES



REFERENCE:

Title 29-A Section 462, Temporary Registration Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec462.html>

DEFINITION:

A temporary dealer plate is a temporary registration plate attached to the rear of a motor vehicle or trailer purchased from a licensed Maine vehicle dealer.

COMMENTS:

Temporary dealer plates are issued by Maine vehicle dealers when they sell a motor vehicle or trailer. Numbered temporary plates can be purchased by Maine dealers in any quantity at a BMV Branch Office or the BMV Main Office. However, the person purchasing the numbered temporary dealer plates must produce a letterhead, billhead or Maine Dealer's Certificate of Registration, identifying the Maine dealership making the purchase. Also, the person picking up the plates must show a valid operator's license or some other form of ID for identification purposes. The fee for each plate is \$1.00 and they are issued for a period of 14 days from date of sale.

SPECIAL REQUIREMENTS:

Must be a licensed Maine Auto Dealer.

INFORMATION:

1. Fee for each plate is \$1.00.
2. A supply of "Notice of Sales" form MVD-15 may be given to a Maine dealer who requests them at **no fee**.

NOTES:

Title 29-A, Section 462 provides that the period of validity of Maine dealer plates may be extended when the vehicle purchaser is unable to comply with Maine title requirements or in the case of a non-resident purchaser, has not received a registration from their home state. Such extensions are handled as follows:

1. The customer must return to the Maine dealership where the vehicle was purchased.
2. The Maine dealer must then call the BMV Main Office, Dealer Section so we may obtain the necessary information and issue a letter to the dealership for their records indicating the extension was given.
3. There can be no lapse between the expiration date of the original temporary date and the extension. If there is, the extension must be dated back to the expiration date and cannot be issued for more than a total period of 20 days.

A temporary registration plate may not be used on a loaded truck without written permission from the Secretary of State. (Refer to Special Permits Section in this manual.)

TRACTOR PLATES



REFERENCE:

Title 29-A Section 101, subsection 82, Tractor

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

Title 29-A Section 509, Tractor

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec509.html>

DEFINITION:

Farm Tractor: Any motor vehicle designed and used primarily as a farm implement for drawing plows, mowing machines and other implements of husbandry. Farm tractors used for agricultural purposes primarily used on public ways shall pay a fee of \$5.00 except as provided in Section 510 (farm tractors used on a farm do not need a registration or license to operate on a highway).

Homemade Farm Tractors: A homemade farm tractor is any tractor with a motor and a chassis at least ten years old and having a body capacity of not more than 1½ cubic yards used exclusively for agricultural purposes. These vehicles shall pay a registration fee of \$5.00. The homemade farm tractor can travel within a ten mile radius of where the vehicle is customarily kept. Homemade farm tractors are subject to a partial inspection which consists of running gear, brakes, lights, exhaust system and tires.

Road Tractor: Means any motor vehicle designed and used for drawing other vehicles and not so constructed as to carry any load thereon either independently or any part of the weight of a vehicle or load so drawn.

TRACTOR PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Tractor Plates
Vanity Plate	No
Class Code	TR
Registration Fee	Farm Tractor or Homemade Tractor: \$5.00 Road Tractor: \$20.00, or Use Road Tractor formula on the following page
Title Required	No
Style Code	Refer to Vehicle Style Code Chart: Commercial Section, in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Farm Tractor: No Homemade Tractor: Yes, Partial Road Tractor: Advise registrant to check with Maine State Police
Sales Tax Required	Yes, unless registrant provides proof of exemption with a "Farmer Exemption Card" issued by Maine Revenue Services.
Insurance Required	Yes
First Registration	Homemade Tractor: BMV Branch Office only Farm Tractor or Road Tractor: Any BMV Branch Office or Municipal Office that processes Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	Yes
Axles	Yes
Tires	Yes
Fuel	Yes
DOT Requirements	N/A

COMMENTS:

It is sometimes difficult to determine what a road tractor is. It is simply a vehicle manufactured as a tractor and used on the highway rather than on a farm. An example would be a tractor used to pull a mower for the purpose of cutting grass or underbrush along the side of the road.

Use the following formula to determine the registration fee for a road tractor:

TRACTOR PLATES
continued

FORMULA:

HORSEPOWER CHARGE + WEIGHT CHARGE = FEE

EQUIPPED WITH	PER HORSEPOWER	PER 100 lbs.
Pneumatic Tires	25 cents	25 cents
Solid Rubber Tires	25 cents	50 cents
Iron, steel or hard tires	25 cents	80 cents

Example of figuring the road tractor fee:

Road tractor has a 9 horsepower capacity and weighs 900 lbs.; this vehicle also has pneumatic tires:

HP Charge	$9 \times .25 = \$ 2.25$
WT Charge	$9 \times .25 = \$ 2.25$
	\$ 4.50 registration fee

If the fee is less than \$5.00, charge the minimum fee of \$5.00. If the registration fee cannot be determined in this manner, charge \$20.00.

Farm Tractor: No registration or license shall be required for a farm tractor when it is used solely for farming purposes. Farm tractors may be operated, without registration or license, to or from a farm lot and between farm lots used for farm purposes. Farm tractors may be operated without registration or license to or from a filling station or garage for gas, oil or repairs.

SPECIAL REQUIREMENTS:

In order to register a homemade farm tractor for the first time, the applicant must complete and sign a Homemade Farm Tractor Affidavit (PS-25). Completion of this form is not required at time of renewal.

All homemade farm tractors are subject to partial inspection consisting of running gear, brakes, lights, exhaust system and tires.

NOTE:

On a new registration or a re-registration of a regular farm tractor or a homemade farm tractor, indicate "**FARM USE ONLY**" on the registration form.

TRACTOR PLATES
continued

HOMEMADE FARM TRACTOR AFFIDAVIT (PS-25)



Bureau of Motor Vehicles
29 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 ½ 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

PLATES FOR TRAILERS, SEMITRAILERS, CAMPER TRAILERS AND MOBILE HOMES



REFERENCE:

Title 29-A 510, Exemption from Registration

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec510.html>

Title 29-A Section 511, Trailers and Semi-Trailers

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec511.html>

Title 29-A Section 652, Title Exemptions

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec652.html>

Title 29-A Section 2061, Riding in Certain Trailers Prohibited

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec2061.html>

DEFINITION:

See individual definition for each type of trailer on following pages.

COMMENTS:

Trailers commonly are used to carry many different loads and are designed for and referred to, based on what they usually carry, such as snowmobile trailers, horse trailers, pole trailers, car trailers, camper trailers, house trailers or boat trailers. What they carry does not alter how you register them except for what is indicated in the "Style" box on the registration form. In certain cases, it does determine the fee. Evidence of insurance is not required for trailers, even if the registrant is required to file an SR-22. However, if there is a suspension in place that affects an individual's privilege to register, for whatever reason, they **will not be allowed** to obtain any registration credential until the suspension has been restored by the BMV Main Office.

Non-excise trailers registered for 2,000 lbs. r.v.w. or less are processed with staggered registration dates. This also means that for the renewal of a registration expired over one year on these trailers; the expiration date may be changed to the current month of processing.

Non-excise trailers registered for over 2,000 lbs. r.v.w. have a mandatory February expiration date.

All trailers receive a single plate and single stickers.

Except for excisable trailers, trailer registrations may be issued for two (2) years for a fee twice that of the annual registration fee.

**PLATES FOR TRAILERS, SEMITRAILERS,
CAMPER TRAILERS AND MOBILE HOMES**
continued

Trailers with a model year of 1995 and newer are required to have a title if the “net” weight of the vehicle is over 3,000 lbs. For registration purposes, registration fees are based on trailer and load.

Any trailer used in commerce that either alone or in combination with a hauling unit will exceed 10,000 lbs. registered weight is subject to a commercial safety inspection.

Carnival trailers (Fun Houses) are exempt from the Maine title requirements. For processing information on carnival trailers, refer to Special Equipment.

To **transfer** a **one** year trailer registration, use the following fee schedule.

1. From a \$10.50 trailer to another \$10.50 trailer.....\$ 8.00
2. From a \$10.50 trailer to a \$20.00 trailer.....\$17.50*
(\$8.00 transfer fee and \$9.50 difference in registration fees)
3. From a \$20.00 trailer to another \$20.00 trailer.....\$ 8.00
4. From a \$20.00 trailer to a \$10.50 trailer\$ 8.00

* Note that the fee will vary depending on time left on registration.

To **transfer** a **two** year trailer registration, use the following fee schedule.

1. From a \$10.50 trailer to another \$10.50 trailer.....\$ 8.00
2. From a \$10.50 trailer to a \$20.00 trailer.....\$27.00
(\$8.00 transfer fee and \$9.50 difference in registration fees)
3. From a \$20.00 trailer to another \$20.00 trailer.....\$ 8.00
4. From a \$20.00 trailer to a \$10.50 trailer\$ 8.00

REMEMBER: NEVER HALF-RATE THE TRANSFER FEE.

SPECIAL REQUIREMENTS:


See individual section for type of trailer being registered.

INFORMATION:

See individual trailer section for processing information.

**PLATES FOR TRAILERS, SEMITRAILERS,
CAMPER TRAILERS AND MOBILE HOMES**
continued

Please indicate **“NON-EXCISE”** on the “Local Ex. Tax” line, and **“EXEMPT”** on the “Balance” line.

State of Maine Vehicle Registration										
Eff Date is Validation Date But Not Prior To:										Mileage:
Expires:										Insurance:
CLASS										REGISTRATION NUMBER
TL										A123456
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL
REGISTRANT(S)				DOB(s)/ID #		Local NON-EXCISABLE Ex Tax TRAILER Ex Tx Date 01/19/2016 Rate 20.00 Fees 20.00 User Id BMV				
LESSOR			UNIT #	DOT #		Registration Void Unless Validated				
MAILING ADDRESS										
LEGAL RESIDENCE				LEGAL RESIDENCE CODE						
 PI _____ Tax Receipt #: 7654321 MVR-3VS Rev. 01-2016 REGISTRATION Sticker # (M) _____ (Y) _____										
www.maine.gov/sos										

**PLATES FOR TRAILERS, SEMITRAILERS,
CAMPER TRAILERS AND MOBILE HOMES**
continued

Manual Municipalities: Prior to issuing the preprint, you must first determine if excise tax is due. If excise is due, please check the appropriate box, "Excise Taxable Trailer" and fill in the excise amount as usual and collect the correct registration fee.

For non-excisable trailers, **the preprint will not** reflect an expiration date or the registration fee. In this case, the disclaimer **"*MUST COMPLETE FEE AND EXPIRATION DATE*"** will print in the registration box. (See Example B).

NOTE:

A pickup truck hauling a trailer can be registered for up to 10,000 lbs. regardless of plate type.

Except for True Trailers and excised trailers, the power unit must be registered for the combined weight of the truck, trailer and load.


There are no registered weight requirements for towing a camper trailer. Therefore, a pickup truck may tow a camper trailer of any weight without a commercial plate.

A truck with a slide in camper must be registered for the adequate weight.

A truck hauling a 5th-wheel camper must be registered for the adequate weight.


Example A shows a camper trailer registration.

Example A:

State of Maine Vehicle Registration										
Eff Date is Validation Date But Not Prior To: 01/01/2017						Expires: 01/31/2018		Mileage:		
						Insurance:		CLASS	REGISTRATION NUMBER	
								TL	A123456	
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL
S78510002143162003	2010	HOLI	TL	GR	CT	4	2			
REGISTRANT(S) MOUSE, MICKEY				DOB(s)/ID # 02/17/1989		Base Mil Rate Local Ex Tax Ex Tx Bal Ex Tx Date Rate Fees Agent Fee User Id		5,545.00 .0040 22.18 22.18 01/19/2017 20.00 20.00 3.00 BMV		
LESSOR		UNIT #		DOT #		-RE-REG				
MAILING ADDRESS 123 MICKEY MOUSE LANE				Registration Validated & Sealed DATE 1/19/2017						
DISNEY		ME		04000						
LEGAL RESIDENCE 123 MICKEY MOUSE LANE		LEGAL RESIDENCE CODE 05250								
DISNEY		ME								
						PT				
Tax Receipt #: 12345678						Sticker# (AD)		(V) 18S12345678		
MVR-3VS Rev. 01-2016 REGISTRATION						www.maine.gov/sos				

**TRAILERS, SEMITRAILERS,
CAMPER TRAILERS AND MOBILE HOMES**
continued

Example B:

State of Maine Vehicle Registration											
Eff Date is Validation Date But Not Prior To: 02/01/2017										Expires:	
Mileage:										CLASS	
										REGISTRATION NUMBER	
										TL	
										J788888	
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL	
HOMEMADE	2017	HMDE	HOMEMAD	BK	UT	2	1				
REGISTRANT(S)			DOB(s) ID #		Local NON-EXCISABLE Ex Tax TRAILER User Id BMV			-MUST COMPLETE FEE AND EXPIRATION DATE			
MOUSE, MICKEY			01/22/1989								
LESSOR			UNIT #		DOT #						
MAILING ADDRESS				Registration Void Unless Validated							
123 MICKEY MOUSE LANE											
OAKLAND		ME	04963								
LEGAL RESIDENCE				LEGAL RESIDENCE CODE							
123 MICKEY MOUSE LANE				11160							
OAKLAND		ME									
										PT _____	
Tax Receipt #: 1234567										Sticker# (M) _____ (V) _____	
MVR-3VS Rev. 01-2016 REGISTRATION										www.maine.gov/sos	

On the following pages are descriptions and processing information for the following trailers:

- Boat Trailer
- Camper Trailer
- Concession Trailer
- Farm Trailer
- Horse/Livestock Trailer
- Long Term Trailer
- Mobile Home
- Office Trailer
- Semi-Trailer
- Side-in Truck Camper
- Tow Dolly
- Trailer Transit Plate
- Trolley Trailer
- “True” Trailer
- Utility Trailer

BOAT TRAILER PLATES



REFERENCE:

Title 29-A Section 511, subsection 1, Trailer and Semitrailers

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec511.html>

DEFINITION:

Any vehicle without motive power designed for carrying boats or property and being drawn by a motor vehicle and so designed that some part of its weight and load rests upon or is carried by the towing motor vehicle.

COMMENTS:

If the r.v.w. of the boat trailer and its contents is **2,000 lbs. or less**, the fee is \$10.50 and the **registered weight must be stated on the registration form**.

If the r.v.w. is **over 2,000 lbs.**, the fee is \$20.00 and the **registered weight is not stated on the registration form**.

BOAT TRAILER PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	No
Plate Type	Trailer Plate
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee / \$50.00 for two years
Class Code	TL
Registration Fee	\$10.50 per year: If 2,000 lbs. or less r.v.w \$20.00 per year: If greater than 2,000 lbs. r.v.w
Title Required	Yes: If trailer net weight is greater than 3,000 lbs. and model year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	All trailers less than or equal to 2,000 lbs. r.v.w: Last day of month, one year from month of issue. Optional two year registration All trailers greater than 2,000 lbs. r.v.w: Mandatory February expiration Optional two year registration
Inspection Required	No
Sales Tax Required	Yes, unless exempt
Insurance Required	No
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Single
Gross Weight	Yes: All trailers less than or equal to 2,000 lbs. r.v.w., always indicate 2,000 lbs. No: All trailers greater than 2,000 lbs. r.v.w., leave blank
Axles	Yes
Tires	Yes, whenever possible
Fuel	No
DOT Requirements	N/A

CAMPER TRAILER PLATES



REFERENCE:

Title 29-A Section 511, Trailer and Semitrailer

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec511.html>

DEFINITION:

A trailer primarily designed and constructed to provide temporary living quarters for recreational, camping, travel or other use, but shall not include mobile homes. It may mean a manufactured or homemade tent trailer, so called, which consists of a platform, shelf or box, with means of permanently or temporarily attaching a tent, used to provide living quarters for recreational, camping, travel or other use.

COMMENTS:

Commercial plate not required to tow a camper trailer.

If the r.v.w. of the camper trailer and its contents is **2,000 lbs. or less**, the fee is \$10.50 and the **registered weight must be stated on the registration form.**

If the r.v.w. is **over 2,000 lbs.**, the fee is \$20.00 and the **registered weight is not stated on the registration form.**

The motor vehicle drawing a camper trailer is not registered for the gross vehicle weight.

A truck hauling a 5th-wheel camper must be registered for the adequate weight. See the semitrailer page in the chapter.

CAMPER TRAILER PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Trailer Plate
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee
Class Code	TL
Registration Fee	\$10.50 per year: If 2,000 lbs. or less r.v.w \$20.00 per year: If greater than 2,000 lbs. r.v.w
Title Required	Yes: If trailer net weight is greater than 3,000 lbs. and model year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue No two year registration allowed
Inspection Required	No
Sales Tax Required	Yes, unless exempt
Insurance Required	No
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Single
Gross Weight	Yes: All trailers less than or equal to 2,000 lbs. r.v.w., always indicate 2,000 lbs. No: All trailers greater than 2,000 lbs. r.v.w., leave blank
Axles	Yes
Tires	Yes, whenever possible
Fuel	No
DOT Requirements	N/A

CONCESSION TRAILER PLATES



DEFINITION:

Any trailer used for the purpose of vending food or drink.

COMMENTS:

Concession Trailers are registered as special equipment. See “Special Equipment Section” and follow the same procedures.



FARM TRAILER PLATES



REFERENCE:

Title 29-A Section 510, Exemption from Registration

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec510.html>

Title 29-A Section 511, Trailers and Semi-trailers

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec511.html>

DEFINITION:

Any trailer used by a farmer for the sole and exclusive purpose of transporting the farm's products, crops, fertilizer, farm tools and utensils.

COMMENTS:

Registration is not required for a farm trailer when it is used solely for farming purposes. A farm trailer may be operated without registration, to or from the premises where it is kept, to or from a farm lot and between farm lots when used for farming purposes. Farm trailers may be operated without registration to a filling station or garage.

If the r.v.w. of the camper trailer and its contents is **2,000 lbs. or less**, the fee is \$10.50 and the **registered weight must be stated on the registration form.**

If the r.v.w. is **over 2,000 lbs.**, the fee is \$20.00 and the **registered weight is not stated on the registration form.**

SPECIAL REQUIRMENTS:

Indicate "**FARM USE ONLY**" on the registration form.

FARM TRAILER PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	No
Plate Type	Trailer Plate
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee / \$50.00 for two years
Class Code	TL
Registration Fee	\$10.50 per year: If 2,000 lbs. or less r.v.w \$20.00 per year: If greater than 2,000 lbs. r.v.w
Title Required	Yes: If trailer net weight is greater than 3,000 lbs. and model year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	All trailers less than or equal to 2,000 lbs. r.v.w: Last day of month, one year from month of issue. Optional two year registration All trailers greater than 2,000 lbs. r.v.w: Mandatory February expiration Optional two year registration
Inspection Required	No
Sales Tax Required	Yes, unless exempt
Insurance Required	No
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Single
Gross Weight	Yes: All trailers less than or equal to 2,000 lbs. r.v.w., always indicate 2,000 lbs. No: All trailers greater than 2,000 lbs. r.v.w. Leave blank
Axles	Yes
Tires	Yes, whenever possible
Fuel	No
DOT Requirements	N/A

NOTE:

A **true trailer** may be registered as a farm trailer if for farm use only. It is registered with the trailer fees and not by truck weight. This type of trailer should have “**FOR FARM USE ONLY**” indicated on the registration.

HORSE/LIVESTOCK TRAILER PLATES



REFERENCE:

Title 20-A Section 504, Registration of Trucks and Truck Tractors

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec504.html>

Title 29-A Section 511, Trailers and Semitrailers

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec511.html>

DEFINITION:

Trailer: means a vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle and so designed that some part of its weight and of its load rests upon or is carried by the motor vehicle.

COMMENTS:

Horse/Livestock trailer is a non-excisable trailer that is registered according to its gross weight.

If the r.v.w. of the Horse/Livestock trailer and its contents is **2,000 lbs. or less**, the fee is \$10.50 and the **registered weight must be stated on the registration form.**

If the r.v.w. of the Horse/Livestock trailer is **over 2,000 lbs.**, the fee is \$20.00 and the **registered weight is not stated on the registration form.**

Example:



If the Horse/Livestock trailer has **temporary living quarters, excise tax must be paid prior to registration.** (Title 36, Sec. 1481, B1-A) The registration fee is \$20.00 for a 1 year registration as we **cannot issue a two year registration because excise tax is due.** The \$20.00 registration fee is charged due to the weight of the trailer plus the load.

HORSE/LIVESTOCK TRAILER PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes: If Horse/Livestock Trailer and has temporary living quarters No: If does not have living quarters
Plate Type	Trailer Plate
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee / \$50.00 for two years
Class Code	TL
Registration Fee	\$10.50 per year: If 2,000 lbs. or less r.v.w \$20.00 per year: If greater than 2,000 lbs. r.v.w
Title Required	Yes: If trailer net weight is greater than 3,000 lbs. and model year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	All trailers less than or equal to 2,000 lbs. r.v.w: Last day of month, one year from month of issue. Optional two year registration only if non-excisable All trailers greater than 2,000 lbs. r.v.w: Mandatory February expiration Optional two year registration only if non-excisable Last day of month, one year from month of issue, only if excisable
Inspection Required	No
Sales Tax Required	Yes, unless exempt
Insurance Required	No
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Single
Gross Weight	Yes: All trailers less than or equal to 2,000 lbs. r.v.w., always indicate 2,000 lbs. No: All trailers greater than 2,000 lbs. r.v.w. Leave blank
Axles	Yes
Tires	Yes, whenever possible
Fuel	No
DOT Requirements	N/A

LONG TERM TRAILER PLATES



REFERENCE:

Title 29-A Section 511, Trailers and Semi-trailers

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec511.html>

Title 29-A Section 512, Semi-permanent and Permanent Registration Plates for Trailers and Semi-trailers

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec512.html>

DEFINITION:

Long term trailer registrations may be issued for periods of five to twelve years. Any person, partnership or corporation, owning or leasing and applying for registration of a semi-trailer or trailer, may make application on a blank registration form supplied by the Secretary of State. The persons, partnerships or corporations must be Maine residents or if they are not, must have a place and an address in Maine, or have a designated agent who is a Maine resident.

COMMENTS:

The fee for each semi-trailer registration is \$5.00 for a 2,000 lbs. trailer and \$12.00 for all trailers with a gross vehicle weight over 2,000 lbs.

SPECIAL REQUIREMENTS:

The appointment of a registration agent is required for non-resident applicants. The registration agent must be a Maine resident.

INFORMATION:

Processed only in the BMV Main Office. For more information call the Long Term Trailer Unit at 624-9000, ext. 52151.

LONG TERM TRAILER PLATES
continued

Long Term Semi-trailer Registration form (MVRT-10) (Completed Sample)
(front)

STATE OF MAINE					REGU 1007830568 02/03/2017 REG \$144.00 BMV
LONG TERM SEMI-TRAILER REGISTRATION					MAINE RE-REGISTRATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
MAKE HOLI	YEAR 2014	UNIT # MAEC855	COLOR BK	TLR 29999999	
STYLE FB	Vehicle Identification No. (Serial No.) 57S510002S3162001		TITLE STATE		
NAME	MICKEY MOUSE CONSTRUCTION				
MAILING ADDRESS	123 MICKEY MOUSE LANE				
	PALERMO, ME			ZIP CODE 04354	
LEGAL RESIDENCE					
EXPIRES 02/28/2029					
MVRT-10E 07/2015 APPLICATION COPY					

- TO APPLICANT -
NUMBER ALL
QUESTIONS ON BACK
OF THIS
APPLICATION

(back)

MAKE CHECK OR MONEY ORDER PAYABLE TO SECRETARY OF STATE

1. IS YOUR REGISTRATION OR PRIVILEGE TO REGISTER NOW UNDER SUSPENSION? YES NO

2. DATE OF BIRTH 03/16/1989

I HEREBY CERTIFY THAT I AM THE OWNER OF THE VEHICLE DESCRIBED ON REVERSE SIDE

Do not print Signature.

Use ink. 

Mickey Mouse
Owner's signature

IF UNDER 18, PARENT, GUARDIAN OR EMPLOYER'S SIGNATURE REQUIRED

APPLICATION FOR TITLE NO.

MOBILE HOME / MODULAR HOME PLATES



REFERENCE:

Title 29-A Section 101, subsection 35, Mobile Home

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

Title 29-A Section 511, Trailers and Semitrailers

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec511.html>

DEFINITION:

Mobile Home: Manufactured on a permanent chassis. A structure, transportable in one or more sections, which is eight feet or more in width and thirty-two feet or more in length and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities including internal plumbing, heating, air conditioning and electrical systems.

A mobile home may be used for the advertising, sales, display or promotion of merchandise or services, or for any other commercial purposes except the transportation of property.

Modular Home: Transported on a separate and reusable chassis. The chassis must be registered.

COMMENTS:

Registered vehicle weight (r.v.w.) is not required on a mobile home registration.

A truck towing a mobile home does not have to be registered for the combined registered weight of mobile home and hauling unit.

A truck towing a modular home must be registered for the combined registered weight of modular home, chassis and power unit.

SPECIAL REQUIREMENTS:

In order to move a mobile home from one lot to another or from one municipality to another, a registration or transit plate must be issued. Mobile homes are subject to local taxes and fees. A statement must be produced from the tax collector of the municipality from where the mobile home is being moved, stating the property tax and sewage bills have been paid or that none are due. This is done by using the Certificate of Taxes/Sewer Fees Paid on a Mobile Home (MV-47). All municipalities, including those without public sewer systems, must still indicate that no sewerage bills are due.

MOBILE HOME/MODULAR HOME PLATES
continued

Unorganized Territory:

A customer from an unorganized territory must contact Maine Revenue Services, Personal Property Tax Section at (207) 624-9693 to obtain the completed MV-47 form.

A municipality may waive the requirement that real estate tax be paid before moving a mobile home within the same municipality, so long as there will be no change in ownership. Please refer to the State of Maine Certificate of Taxes/Sewer Fees Paid on Mobile Home (MV-47). See MV-47 Below.

If the mobile home unit is longer than forty-five feet or the power unit/mobile home combination is longer than sixty-five feet or is wider than eight and one half feet, an Overlimit Permit must be obtained from the Motor Carrier Services, Overlimit Permit Unit, (207) 624-9000, ext. 52134.

**State of Maine Certificate of Taxes/Sewer Fees Paid on Mobile Home form
(MV-47)**

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: _____

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 signatures. A release also is required for intra-municipal moves.

Mobile Home Information

Make: _____ Model: _____ Year: _____ Color: _____

Serial #: _____ Dimensions: _____

Taxpayer: _____ Mover: _____

Moved from: _____ Moved to: _____

I certify that all applicable property taxes have been paid on the above mobile home including for the current tax year. **Town Stamp**

Date: _____ Tax collector: _____
(Typed or printed)

Tax Collector Signature: _____

Water Fees

I certify that all applicable water fees and assessments have been paid on the above mobile home.

Date: _____ Name and title: _____
(Typed or printed)

Signature: _____

Sewer Fees

I certify that all applicable sewer fees and assessments have been paid on the above mobile home.

Date: _____ Name and title: _____
(Typed or printed)

Signature: _____

Return to: Overlimit Permit Unit, 29 State House Station, Augusta, ME 04333-0029 or any Motor Vehicle Branch office. This certificate is necessary to obtain a permit/registration to move the mobile home. O/L Unit phone: (207) 624-9000 X 52134; fax (207) 622-5332.

MV-47 Rev. 02/07

MOBILE HOME/MODULAR HOME PLATES
continued



Department of the Secretary of State
Bureau of Motor Vehicles

Matthew Dunlap
Secretary of State

Patty A. Morneau
Deputy Secretary of State

Stephen P. Ashcroft
Director of Vehicle Services

September 20, 2019

To: All Municipalities issuing registrations
Re: "Tiny Homes" registration guidelines

The very confusing issues surrounding registration of "tiny homes" continues. The Bureau of Motor Vehicles would like to set some general guidelines as to how to answer the ever increasing number of questions regarding them. As an agent for the Bureau of Motor Vehicles, you have been, or will be faced with questions regarding these tiny homes. Tiny homes are just that, homes. Callers or inquirers may want to classify their tiny homes as recreational vehicles or "park model RVs" for the purpose of registering them. The following is a guideline that should be used when trying to answer questions or in determining if a registration is warranted.

1. If the tiny home is in excess of legal dimensions for the roadway, they will have to obtain an Overlimit Permit to accommodate that. The registration plate needed for that permit would be a Transit plate, for the one time move only.
2. If the tiny home is within legal dimensions for the roadway, a Transit plate may be issued for the one time move only. We will not continue to give Transit plates for multiple moves for that particular tiny home.
3. If the person is claiming that this tiny home is a recreational vehicle or a "park model RV" then they will have to prove that the tiny home/ recreational vehicle has been certified by the RV Industry Association before registration as such. Typically they would get a seal seen below.



4. If municipal offices get inquiries regarding how to obtain that certification please refer them to the Recreational Vehicle Industry Association. <https://www.rvia.org/standards-regulations/standards-compliance>

I'm sure that many more questions will come up and inquiries will get persistent, but until the legislature sets hard and fast rules or laws governing these, we are going to maintain the stance as we do with "unconventional vehicles". To be on the highways, they must meet some standard of safety as recreational vehicles do now.

Stephen Ashcroft

Director – Vehicle Services

101 Hospital Street, 29 State House Station, Augusta, Maine 04333-0029
(207) 624-9000 ext. 52163 TTYusers call Maine relay 711

MOBILE HOME/MODULAR HOME PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes, or must pay property Tax (Refer to "Special Requirements" section on prior pages)
Plate Type	Trailer Plate
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee
Class Code	TL
Registration Fee	\$10.50 per year: If 2,000 lbs. or less r.v.w \$20.00 per year: If greater than 2,000 lbs. r.v.w
Title Required	Yes: If trailer net weight is greater than 3,000 lbs. and model year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Mandatory February expiration No two year registration allowed
Inspection Required	No
Sales Tax Required	Yes, unless exempt
Insurance Required	No
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Single
Gross Weight	No
Axles	Yes
Tires	Yes, whenever possible
Fuel	No
DOT Requirements	N/A

NOTES:

Mobile homes may be issued a transit plate at a BMV Branch Office or a Municipal Office. The fee is \$12.00 and the applicant must furnish a statement from the tax collector who must include the current tax year, and tax not yet committed.

For more information about Transit Plate, please refer to Chapter 5.

Payment of property tax, when applicable, must be verified prior to the issuance of the overlmit permit.

For Modular Homes, see Chapter 6 for title requirement information.

OFFICE TRAILER PLATES



DEFINITION:

Structure for office use and storage and not designed for permanent habitation.

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Trailer Plate
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee
Class Code	TL
Registration Fee	\$10.50 per year, regardless of r.v.w
Title Required	Yes: If trailer net weight is greater than 3,000 lbs. and model year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	All trailers less than or equal to 2,000 lbs. r.v.w: Last day of month, one year from month of issue. No two year registration allowed
	All trailers greater than 2,000 lbs. r.v.w: Mandatory February expiration No two year registration allowed
Inspection Required	No
Sales Tax Required	Yes, unless exempt
Insurance Required	No
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Single
Gross Weight	Yes: All trailers less than or equal to 2,000 lbs. r.v.w., always indicate 2,000 lbs.
	No: All trailers greater than 2,000 lbs. r.v.w. Leave blank
Axles	Yes
Tires	Yes, whenever possible
Fuel	No
DOT Requirements	N/A

SEMITRAILER PLATES



REFERENCE:

Title 29-A Section 511, Trailers and Semitrailers

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec511.html>

DEFINITION:

"Semitrailer" means a vehicle:

- A. Without motive power;
- B. Designed for being drawn by a motor vehicle; and
- C. Designed so that some part of its weight and its load rests upon or is carried by that motor vehicle.

"Semitrailer" includes, but is not limited to, so-called pole dollies and pole dickets and wheels commonly used as a support for the ends of logs or other long articles.

"Semitrailer" excludes tow dollies.

COMMENTS:

Semitrailers may have one or more permanent axles and come in multiple styles and configurations.

Do not indicate any registered weight on the registration.

The power unit must be registered for the combined weight of the truck, trailer and load.

Example: A truck hauling a 5th-wheel camper must be registered for the weight of the truck, the weight of the trailer, and the load.

SEMITRAILER PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	No
Plate Type	Trailer Plate
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee / \$50.00 for two years
Class Code	TL
Registration Fee	\$20.00 per year, regardless of r.v.w
Title Required	Yes: If trailer net weight is greater than 3,000 lbs. and model year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Mandatory February expiration Optional two year registration
Inspection Required	No, unless actual g.v.w.is over 10,000 lbs.
Sales Tax Required	Yes, unless exempt
Insurance Required	No
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Single
Gross Weight	No
Axles	Yes
Tires	Yes, whenever possible
Fuel	No
DOT Requirements	N/A

NOTE:

A semitrailer converted to a trailer by a dolly is still a semitrailer for registration purposes.

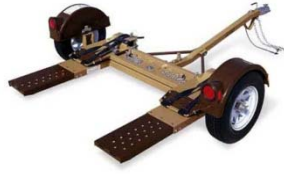
SLIDE-IN TRUCK CAMPER DECALS



Repealed and Closed (Effective November 1, 2017)

Do not issue slide-in truck camper decals after October 31, 2017. Any slide-in truck camper decals that were issued prior to the repeal will expire naturally, and will not be renewed.

TOW DOLLY PLATES



REFERENCE:

Title 29-A Section 101, subsection 81, Tow Dolly

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

DEFINITION:

A device towed by a motor vehicle and designed and used exclusively to transport another registered motor vehicle and upon which the front or rear wheels of the towed vehicle are mounted, while the other wheels of the towed motor vehicle remain in contact with the ground.

COMMENTS:

The maximum registered weight is 2,000 lbs., which should be indicated in the "REGISTERED WEIGHT" box.

This is an optional registration. Maine does **NOT** require tow dollies to be registered. However, some states do require a registration for a tow dolly, so a registrant may request it.

The vehicle in tow must be either registered or display a transit plate.

TOW DOLLY PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Decal
Vanity Plate	No
Class Code	TC
Registration Fee	\$12.00
Title Required	No
Style Code	SL
Expiration	Last day of month, one year from month of issue
Inspection Required	No
Sales Tax Required	Yes, unless exempt, but all are required to complete yellow Use Tax Certificate (S.T.M.V. 6U). See "Comments" on prior pages for details.
Insurance Required	No
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Decal
Gross Weight	No
Axles	No
Tires	No
Fuel	No
DOT Requirements	N/A

TRAILER TRANSIT PLATES



REFERENCE:

Title 29-A Section 462, subsection 8, Trailer Transit Plate

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec462.html>

Title 29-A Section 852, Fees

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec852.html>

Title 29-A Section 951, subsection 6, Term

<http://www.mainelegislature.org/le/statutes/29-A/title29-Asec951.html>

DEFINITION:

A business that delivers or services mobile homes, leases or transports storage trailers, modular homes or frames for transporting modular homes or transports light trailers with a load appropriate for the light trailer, may apply for a trailer transit license and plate.

COMMENTS:

The trailer transit plate may not be loaned, used in place of registration plates on another vehicle, used for personal reasons or used on the towing vehicle.

The holder of a trailer transit license and plate must have a physical location in the State of Maine.

Issuance of a trailer transit license and plate does not exempt the holder from compliance with any state law or municipal ordinance governing the movement of mobile homes, storage trailers, modular home or frames for transporting modular homes or light trailers over the highways of this state and does not exempt the holder from required permits or certificates prior to moving the vehicles.

Trailer transit plates issued pursuant to this subsection may only be used subject to the following conditions:

- A. A storage trailer must be empty during transportation.
- B. A light trailer may be transported with a load appropriate for the light trailer, provided that the load is owned by or in the custody of the transporting business.
- C. A light trailer may be transported with a trailer transit plate only if the business owner or an employee of the business accompanies the vehicle transporting the light trailer.

TRAILER TRANSIT PLATES continued

APPLICATION AND FEES:

Original application and renewal applications for licenses are processed through the BMV Main Office, Dealer Section, (207) 624-9000, ext. 52143. The original application fee is \$150.00, the renewal fee is \$150.00 and the plate fee is \$20.00 per plate.

LICENSE AND REGISTRATION:

The registration certificate shall be carried in the power unit when moving mobile homes or storage trailers.

PLATE DISPLAY:

While on the highways the plate shall be displayed at the rear of the storage trailer or mobile home and the validation sticker shall be displayed on the lower right side of the plate.

ISSUING PERIOD:

The license period for trailer transit plates shall be from January 1 through December 31. Application for additional plates applied for during the period between the first day of September and the last day of December in any year will pay half the normal plate fee.

CHANGE OF ADDRESS:

A change in the address of the principal place of business of any carrier must be immediately reported to the BMV Main Office, Dealer Section, (207) 624-9000, ext. 52143.

TROLLEY TRAILER PLATES



REFERENCE:

Title 29-A Section 101, subsection 87, Trolley Trailer

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

DEFINITION:

Trolley trailer means a trailer equipped with permanent seats that face forward, are parallel to each other and have devices at each end to prevent a passenger from falling from the trailer when it is in motion. A trolley trailer has a maximum seating capacity of 24 passengers.

COMMENTS:

Trolley trailers support their own weight; in other words, no part of its weight rests on the hauling unit.

SPECIAL REQUIREMENTS:

Anyone wishing to operate a trolley trailer for HIRE must contact the BMV Main Office, Motor Carrier Services for Operating Authority, (207) 624-9000 ext. 52131.

A JB filing is required on the hauling unit of the trolley.

NOTE:

This trailer must have a front and rear axle.

TROLLEY TRAILER PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	No
Plate Type	Trailer Plate
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee / \$50.00 for two years
Class Code	TL
Registration Fee	Fee based on r.v.w. Use Schedule of Truck Fees (MV-60) [Top section]
Title Required	Yes: If trailer net weight is greater than 3,000 lbs. and model year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Mandatory February expiration Optional two year registration
Inspection Required	No
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes: JB filing is required on the hauling unit if for hire
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Single
Gross Weight	No
Axles	Yes
Tires	Yes, whenever possible
Fuel	No
DOT Requirements	N/A

TRUE TRAILER PLATES



REFERENCE:

Title 29-A Section 504, Registration of Trucks and Truck Tractors

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec504.html>

Title 29-A Section 511, Trailers and Semitrailers

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec511.html>

DEFINITION:

Any vehicle without motive power, designed for carrying persons or property and for being drawn by a motor vehicle, not operated on railroad tracks and so constructed that no part of its weight rests upon the towing vehicle.

COMMENTS:

True trailers support their own weight, in other words, no part of its weight rests on the hauling unit. An easy way to remember what a true trailer looks like is to picture a child's wagon.

NOTES:

This trailer must have a front and rear axle. When issuing this type of registration, indicate on the registration "**TRUE TRAILER**".

A true trailer may also be registered as a farm trailer if used for farm use only. In this case, register for either \$10.50 or \$20.00 and do not use the truck weight schedule. When issuing this type of registration, indicate on the registration "**FOR FARM USE ONLY**".

TRUE TRAILER PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	No
Plate Type	Trailer Plate
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee / \$50.00 for two years
Class Code	TL
Registration Fee	For True Trailers (Non-farm) : Fee based on r.v.w. Use Schedule of Truck Fees (MV-60)
	For Farm Type True Trailers: \$10.50 or \$20.00. Refer to "Notes Section" on prior page.
Title Required	Yes: If trailer net weight is greater than 3,000 lbs. and model year is 1995 or newer
Style Code	Refer to Trailer Style Code Chart in Appendix
Expiration	Mandatory February expiration Optional two year registration
Inspection Required	No
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes: JB filing is required on the hauling unit if for hire
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Single
Gross Weight	No
Axles	Yes
Tires	Yes, whenever possible
Fuel	No
DOT Requirements	N/A

UTILITY TRAILER PLATES



REFERENCE:

Title 29-A Section 511, Trailers and Semitrailers

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec511.html>

DEFINITION:

Any vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle and so designed that some part of its weight and of its load rests upon or is carried by the motor vehicle.

COMMENTS:

Utility trailers are usually used to carry objects such as motorcycles, snowmobiles, trash, etc.

If the r.v.w. of the utility trailer and its contents is 2,000 lbs. or less, the fee is \$10.50 and the registered weight should be indicated on the registration form.

If the r.v.w. of the utility trailer and its contents is over 2,000 lbs., the fee is \$20.00 and the **registered weight should not be indicated on the registration form.**

UTILITY TRAILER PLATES

continued

PROCESSING INFORMATION	
Excise Tax Required	No
Plate Type	Trailer Plate
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee / \$50.00 for two years
Class Code	TL
Registration Fee	\$10.50 per year, all trailers less than or equal to 2,000 lbs. r.v.w., always indicate 2,000 lbs. \$20.00 per year, all trailers greater than 2,000 lbs. r.v.w.
Title Required	Yes: If trailer net weight is greater than 3,000 lbs. and model year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	All trailers less than or equal to 2,000 lbs. r.v.w: Last day of month, one year from month of issue. Optional two year registration allowed All trailers greater than 2,000 lbs. r.v.w: Mandatory February expiration Optional two year registration allowed
Inspection Required	No
Sales Tax Required	Yes, unless exempt
Insurance Required	No
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Single
Gross Weight	Yes: All trailers less than or equal to 2,000 lbs. r.v.w., always indicate 2,000 lbs. No: All trailers greater than 2,000 lbs., r.v.w. leave blank
Axles	Yes
Tires	Yes, whenever possible
Fuel	No
DOT Requirements	N/A

UNIVERSITY OF MAINE SYSTEM PLATES



REFERENCE:

Title 29-A Section 456, University of Maine System; Special Registration Plates
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec456.html>

DEFINITION:

The Secretary of State upon receiving an application and evidence of payment of the excise tax required by Title 36, Section 1482, the registration fee required by Section 501 and the administrative fee and voluntary contribution provided for in subsection 2, shall issue a registration certificate and a set of University of Maine System designating plates to be used in lieu of regular registration plates.

COMMENTS:

A person may contribute to the University of Maine System Scholarship Fund by applying for the special registration plates and submitting, in addition to the regular motor vehicle registration fee, a sum of \$20.00. A portion of the \$20.00 fee goes to the Maine System Scholarship Fund and a portion for manufacturing and distribution of the plates.

NOTE:

This plate is not to be issued to vehicles registered for more than 10,000 lbs.

UNIVERSITY OF MAINE SYSTEM PLATES
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	University of Maine System Specialty Plates
Vanity Plate	Yes: Max of 5 characters, includes any space or dash \$25.00 annual fee
Class Code	UM
Specialty Plate Fee	\$20.00: New Registration \$15.00: Re-registration
Registration Fee	\$35.00: If r.v.w is less than or equal to 6,000 lbs. \$37.00: If r.v.w is 6,001-10,000 lbs Use Schedule of Truck Fees (MV-60) (commercial section) if r.v.w. is 10,001-26,000 lbs.
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

NOTES:

When an existing Specialty Plate is put on a new registration (NROP), the Specialty Plate fee is \$20 once again.

No fees are charged if the registration is a transfer, and the credit and plates are **both** used on the vehicle.

WABANAKI RECOGNITION PLATES



REFERENCE:

Title 29-A Section 524-A, Wabanaki Registration Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec524-A.html>

DEFINITION:

The Secretary of State, upon proper application and payment of fees, may issue a registration and a set of Wabanaki recognition plates in lieu of regular registration plates.

SPECIAL REQUIREMENTS:

The registrant must be a member of the Penobscot, Passamaquoddy, Maliseet, or Micmac tribe.

The Wabanaki plates are assigned a unique numbering sequence containing three numeric characters, a dash and three alpha characters.

Example: 100-AFA.

A Certification of Membership Wabanaki Confederacy (MV-18) must be completed upon issuance of a set of Wabanaki plates, unless that registrant is already in possession of another set of the same class plates. The MV-18 is a two part form; the white copy should be retained by the registrant and the yellow 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.

COMMENTS:

A pickup truck may have Wabanaki plates provided the registered weight does not exceed 10,000 lbs.

NOTE:

It does not matter which copy of the MV-18 the customer provides as evidence of certification. It is not necessary to retain a copy in the BMV Main Office, BMV Branch Offices or Municipal Offices.

A surviving spouse cannot display the Wabanaki plate, unless they are a tribal member. If the surviving spouse is a tribal member, they must have the Certification of Wabanaki Confederacy (MV-18), filled out and signed by the Chief.

If the surviving spouse is **not** a tribal member, they may retain the Wabanaki plate as a memento, but cannot display the plate.

WABANAKI RECOGNITION PLATES

continued

A set of Wabanaki Veteran decals may be issued to a person who has or receives a Special Veteran (VT) registration plate. An application and a statement signed by a tribal official from the federally recognized tribe within the Wabanaki Confederacy proving the applicant's membership in the tribe is required. A \$5.00 fee will be charged. See "Veterans Commemorative Decals".

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Wabanaki Recognition Plates
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee
Class Code	WB
Specialty Plate Fee	None
Registration Fee	\$35.00: If r.v.w is less than or equal to 6,000 lbs. \$37.00: If r.v.w is 6,001-10,000 lbs.
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No: If r.v.w is less than or equal to 6,000 lbs. Yes: If r.v.w is 6,001-10,000 lbs.
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

WABANAKI RECOGNITION PLATES
continued
CERTIFICATION OF MEMBERSHIP WABANAKI CONFEDERACY form (MV-18)



Department of the Secretary of State
Bureau of Motor Vehicles
Certification of Membership
Wabanaki Confederacy

I certify that _____
Name Printed or Typed Date of Birth

Whose address is _____ is a member
Address

of the following tribes: **Penobscot, Passamaquoddy, Maliseet, Micmac Tribe**

Signature of Tribal Official Office held by Official

Printed or Typed Name of Tribal Official Date

MV-18 Rev 1-2013

WOOD TRACTORS / LOG SKIDDERS



REFERENCE:

Title 29-A Section 510, Exemption from Registration

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec510.html>

Title 29-A Section 1752, subsection 8, Inspections

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1752.html>

Title 29-A Section 1917, subsection 3, Tires and Wheels

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1917.html>

DEFINITIONS

Woods Tractor: No registration is required for a converted motor vehicle used as a woods tractor when used solely for logging purposes. The woods tractor may be operated without registration, from or to the premises where the woods tractor is kept; to or from a wood lot and between wood lots. The woods tractor may be operated without registration, from or to a filling station or garage for gas, oil or repairs.

This type of vehicle is to be used solely for logging purposes and is to be operated only within a 10-mile radius of the place where the vehicle is customarily kept or in the immediate vicinity of the work site where wood is being harvested.

These vehicles shall be operated in daylight hours only.

These vehicles have a partial annual inspection of running gear, steering mechanism, brakes and exhaust system and tires.

Log Skidder: No registration is required for a log skidder used solely for logging purposes when operated between the premises where kept and a wood lot or between wood lots used for logging purposes. The log skidder may be operated, without registration, to or from a filling station or garage for fuel or repairs. Any chains attached to the tires or wheels of the skidder shall be removed prior to operation on any paved road.

Chapter 2
REGISTRATION
PROCEDURES

11.25.19.V11

RE-REGISTRATION PROCESSING SUMMARY

REFERENCE:

Title 29-A, Section 351, Registration Required

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec351.html>


DEFINITION:

The owner of a vehicle that is operated or remains on a public way is responsible for registering the vehicle.

A re-registration (or renewal) is when the same vehicle is being registered to the same registrant in this state for a second or subsequent time.

COMMENTS:

There are some differences in how municipalities process registrations depending on whether the municipality processes manually or electronically through an approved vendor. The registration examples provided throughout this chapter reflect manual processing. Municipalities that process registrations electronically can contact their vendor for guidance on how to process specific registration transactions in their electronic system.



State of Maine Vehicle Registration										Mileage:	CLASS	REGISTRATION NUMBER	
CUMBERLAND CNTY											CO	COMMERL	
Eff Date is Validation Date But Not Prior To: 01/19/2016										Expires: 01/31/2017		Insurance: C666	
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL			
17FDL78154T237435	2012	FORD	F150	BK	00	4	2		10,000	D			
REGISTRANT(s) MOUSE, MICKEY M				DOB(s) ID # 04/18/1971		Base Mil. Rate		34,680.00 .0040	-NEW REG				
LESSOR				UNIT #		DOT #		Local Ex Tax		138.72 138.72			
MAILING ADDRESS 8 GINN ROAD				Registration Void Unless Validated		ExTx Date		Rate		01/19/2016 37.00			
WINDHAM ME 04062				VALIDATED REGISTRATION WINDHAM 01192016		Fees		Agent Fee		4.00			
LEGAL RESIDENCE 8 GINN ROAD WINDHAM ME 05250						Sales Tax		DEALER					
						CTA #		Vanity		25.00			
						User Id		BMV					
 PT _____ Tax Receipt #: 9999999 MVR-3VS Rev. 01-2016 REGISTRATION										Sticker# (M) 01D111111 (T) 17D222222		www.maine.gov/sos	


White copy: Send to Bureau of Motor Vehicles.

Yellow copy: Give to registrant.

Municipalities: Retain copy.

RE-REGISTRATION PROCESSING SUMMARY
continued
RE-REGISTRATION APPLICATION

State of Maine Vehicle Registration										PLATE	ISSUING OFFICE	
CUMBERLAND CNTY										CO	COMSERL	
Reg Date in Validation Date Start Year From To: 01/01/2016 Expires: 01/31/2017										Mileage:		
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	SEAT	AXLES	WT (LBS)	REGISTERED WEIGHT	PLATE		
17FDL78154T237435	2012	FORD	F150	BK	00	4	2		10,000	D		
REGISTRATION:				DOB/BIRTH:		FEES:						
MOUSE, MICKEY M				04/18/1971		Base 34,600.00						
						MI Rate 0040						
						Local 138.72						
						Exc Tax 138.72						
						Exc Tax Date 01/30/2016						
						Rate 37.00						
						Fees 37.00						
						Agent Fee 8.00						
						Vandy 25.00						
						User Id BMV						
ADDRESS:				REGISTRATION FEE:		VALIDATED REGISTRATION:						
8 GISHN ROAD				WINDHAM		WINDHAM						
WINDHAM ME 04062				ME 04062		WINDHAM						
8 GISHN ROAD				WINDHAM ME 04062		WINDHAM						
WINDHAM ME						WINDHAM						
										Tax Receipt #: 11111111 State # (S): 170555555		
MVA-073 Rev. 01-01-08 REGISTRATION										WWW.MAINE.BOV/300		

- Look at customer's previous registration.
- Pull preprint.
- If you did not receive a pre-print, indicate a new registration form and indicate **"NO PREPRINT"** on the top of the registration form. If the information is not correct on the preprint, the form must be redone.
- Verify information. Make sure the correct vehicle is being registered.
- Check to be sure that you have the correct year stickers.
- Ask the customer if he/she wants to complete the re-registration in your office and indicate the municipal issuing fee.
- Calculate the excise tax and complete the excise tax box on the registration form.
- Have the customer indicate the mileage (if applicable) and answer questions on the back of the white copy. A signature is not required on a re-registration.
- Verify insurance card. On a re-registration, the insurance must be active on the day the registration is processed. On an early re-registration, the insurance coverage must be active on the effective date of the registration.
- Collect all fees. If customer pays by check, indicate the plate number and date of birth on the top portion of check. This will aid in the recovery of check returned for insufficient funds.

RE-REGISTRATION PROCESSING SUMMARY continued

- Capture year sticker number on all copies of the registration form.
- Stamp/validate all copies of the registration form, and indicate the date processed on the “**DATE**” line.
- Separate copies. Attach stickers to yellow copy and give to customer.
- The white copy is to be mailed to the BMV Main Office with cash report.
- Complete your record of transaction and file municipal copies.

**DO NOT MAKE ANY CHANGES OR CORRECTIONS ON PREPRINTS.
CROSS-OUTS, WHITE-OUTS, X’S ARE NOT ACCEPTABLE.**

RE-REGISTRATION APPLICATION (Back of form)

Mileage: For motor vehicles, indicate the current mileage in the mileage box. The mileage figure should be as accurate as possible. The mileage will print on the front of the registration document for electronic municipalities.

<p>PLEASE BE ACCURATE IN ENTERING CURRENT MILEAGE 97,568</p> <p>1. Is/are the registrant(s) registration or privilege to register now under suspension? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>2. Is/are the registrant(s) required to file an SR22 certificate of insurance with the Bureau of Motor Vehicles? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>3. Is this vehicle for: livery or hire <input type="checkbox"/> ambulance <input type="checkbox"/> school bus <input type="checkbox"/> bus <input type="checkbox"/> rental <input type="checkbox"/> limousine <input type="checkbox"/> transportation of students to school under contract <input type="checkbox"/> If so, a JB filing is required.</p> <p>4. Tractor or truck: Is this vehicle for farm use only? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>5. Commercial vehicles: I acknowledge that I am familiar with the Federal and State Motor Carrier Safety Regulations. Please initial _____</p> <p>6. This vehicle is eligible for \$40 commercial tractor credit (GVW greater than 23,000 pounds: tractor-semitrailer configuration only) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>I hereby certify that I am the registrant of this vehicle and the information on this form is accurate.</p> <p style="text-align: center;"><i>Mickey Mouse</i> _____ Registrant's Signature</p> <p style="text-align: center;">Mickey Mouse _____ Printed Name</p> <p style="text-align: center;">_____ If under 18, parent/legal guardian signature required</p>	<p style="text-align: center;">TO APPLICANT</p> <p style="text-align: center;">Answer all the questions on this side of the form.</p> <p>Take both copies to any Motor Vehicle Office or Mail fee to:</p> <p style="text-align: center;">Secretary of State Registration Section 29 State House Station Augusta, ME 04333-0029</p> <p>Make check payable to: Secretary of State</p>
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NOTE:

If there are multiple names on the registration, the following questions must be answered as if **all** registrants are responding.

Questions 1 and 2: If a “**YES**” answer is indicated on either Question 1 or 2, **do not issue the registration at a Municipal Office.** It must be processed at a BMV Branch Office.

RE-REGISTRATION PROCESSING SUMMARY continued

Please be aware that some people answer “**YES**” because they have had a recent accident or conviction. Unless they have received a letter from the Bureau of Motor Vehicles telling them they must file an SR-22 Certificate of Insurance, they should answer “**NO**”. If they are not sure whether they are required to file evidence of insurance, you may call the BMV Main Office, Municipal & Agent Services Section for assistance. BMV Branch Offices may check the computer system for verification.

Question 3:

Municipalities may process school bus and transportation of students to school under contract. If either of these is indicated, contact the BMV Main Office, Office of Motor Carrier Services at (207) 624-9000 ext. 52131 for insurance approval.

Municipalities authorized to process short term rental vehicles can process first time registrations for short-term rental vehicles that are leased for fewer than 30 days. To verify proof of insurance, please call the BMV Main Office, Office of Motor Carrier Services at (207) 624-9000 ext. 52131. If not so authorized, collect excise tax only and send them to a BMV Branch Office for completion of the process.

If any other option is indicated, collect excise tax only and send them to a BMV Branch Office for completion of the process.

Question 4: This must be completed on all tractor and truck registrations. The registrant must indicate “**YES**” to be eligible for a Farm (FM) or Agriculture Farm (AF) plate.

Question 5: Is applicable to vehicles used in commerce if any of the following apply:

- The vehicle is registered for more than 10,000 lbs.
- The vehicle is designed or used to transport 16 or more passengers (including the driver).
- The vehicle is carrying any amount of hazardous material.

This requirement applies to both intrastate and interstate operation.

This statement should be initialed by the registrant or the registrant’s agent. If the registrant is not familiar with the safety regulations, refer the individual to the Commercial Vehicle Enforcement Unit of the State Police at (207) 624-8939. In either case, **issue the registration.**

Question 6: If the registrant checks “**YES**,” the \$40.00 commercial tractor credit will be given 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 (TT) plate.

NEW REGISTRATION PROCESSING SUMMARY

REFERENCE:

Title 29-A, Section 351, Registration Required

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec351.html>

DEFINITION:

The owner of a vehicle that is operated or remains on a public way is responsible for registering the vehicle.

A new registration is when a vehicle is registered in this state by the registrant for the first time.

COMMENTS:

There are some differences in how municipalities process registrations depending on whether the municipality processes manually or electronically through an approved vendor. The registration examples provided throughout this chapter reflect manual processing. Municipalities that process registrations electronically can contact their vendor for guidance on how to process specific registration transactions in their electronic system.

REFERENCE MINORS:

Title 29-A, Section 352, Minors

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec352.html>

MINORS

If the front of the registration has the name of a minor (applicant under 18 years of age), a parent, legal guardian or spouse of age 18 years or older must co-sign the registration and include an indication of the relationship plus signature. **Legal guardianship papers must be presented in cases where guardianship is declared.**

If the registration is for an emancipated minor, BMV requires an attested copy of the court order of emancipation.

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

NOTE: Anyone at least 15 years old may register a vehicle in only the minor's name. The parent or legal guardian **must** sign the reverse side of the registration. If the vehicle is a titled vehicle, the parent or legal guardian **must** sign the bottom of the title application along with the minor. The registrant may want to check with their insurance company before registering and titling only in the minor's name.

NEW REGISTRATION PROCESSING SUMMARY **continued**

COMPANIES OR CORPORATIONS:

A registrant that is a company or corporation must provide a Federal ID # or EIN. A non-profit organization must possess a Federal ID # or EIN as well.

If the registrant is a company or corporation and does not have a Federal ID # or EIN, then the registrant may apply online to the IRS: <https://www.irs.gov/>.

If the front of the registration has a company or corporation name, the reverse side of the registration **must** have the signature of the person authorized to sign for the company, along with an indication of the person's title (president, owner, treasurer, etc.)

A registrant may provide a "Doing Business As" (DBA) name. A DBA is not a legal name, and may not be used alone to register a vehicle. A DBA is not an incorporated company.

NEW REGISTRATION INFORMATION:

- Use the correct form for processing a new registration.
- Indicate the class code and plate number(s) according to the type of vehicle being registered.
- Indicate all appropriate vehicle information as indicated on the form (For guidance on specific class code requirements, refer to Chapters 1 or 3).
- Indicate registrant(s) legal name, mailing address, and legal residence.
- Calculate excise tax and complete the excise tax box on the form.
- Ask the customer to indicate mileage (if applicable) and answer questions on the back of the white copy of the registration.
- The printed name and the signature of the registrant must be written on the back of the white copy of the registration. If the front of the registration has multiple names, the reverse side of the registration may have one or all signatures.
- Verify the insurance card. On a new registration, the insurance coverage must be active on the effective date of the registration.

NEW REGISTRATION PROCESSING SUMMARY continued

- Collect all fees. If the customer pays by check, indicate the plate number and date of birth on the top portion of the check. This will aid in collection if the check is returned for insufficient funds.
 - Indicate the correct month and year sticker numbers on the form.
 - Process title application and sales tax as appropriate.
 - The validation/document process is the same as the re-registration process.
 - An Authorization for Registration form (MV-39) may be used at this time.
- A.** The box marked UNIT # is used to record the unit number for companies with large fleets. Unit number is optional.
- B.** The box marked DOT # is used to record the appropriate DOT number when applicable. Refer to Chapter 4 for additional information.

CUMBERLAND CNTY										State of Maine Vehicle Registration			Mileage: 54, 678		CLASS	REGISTRATION NUMBER
Eff Date is Validation Date But Not Prior To: 12/19/2016			Expires: 12/31/2017		Insurance: CBB		CO		1A-0000							
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	PLATE						
2F15MPG0378F2361	2016	GMC	2500HD	BK	00	4	2		12,000	G						
REGISTRATION(S) MICKEY MOUSE CONSTRUCTION				DOB(D)ID# 00-0000800		Base		47,680.00		NEW REG						
LESSOR				UNIT#		DOT#		Mbl Rate		Local						
				5		123456789		0.024		Ex Tax						
MAILING ADDRESS 8 GINN ROAD				Registration Void Unless Validated		Rate		48.00		ExTx Date						
WINDHAM ME		04062		VALIDATED REGISTRATION WINDHAM 12192916		Fees		48.00		12/19/2016						
LEGAL RESIDENCE 8 GINN ROAD WINDHAM ME		LEGAL RESIDENCE CODE 05250				Agent Fee		4.00								
						Sales Tax		33.00		DEALER						
						Title		33.00		SS11111						
						User Id		CBB								
				PT 123456789 ME												
Tax Receipt #: 2222222				Sticker # (M) 12D001228 (Y) 17D222222												
MVR-115 Rev. 01-2016 REGISTRATION												www.maine.gov/sos				

NEW REGISTRATION PROCESSING SUMMARY continued

- C. When collected by the Municipal Office/BMV Branch Office, the amount of sales tax (S.T.) is recorded here. If a yellow "Use Tax" form is completed, but no sales tax is collected or due, indicate "0" (zero). If the sales tax was paid to a Maine dealer, ask applicant for the bill of sale. Indicate "**DEALER**" or "**DLR**" on the registration. (Do not record the sales tax amount if it was collected by a Maine Dealer). The green sales tax form is no longer required by Maine Revenue Services.

- D. When processing a Maine Title Application, the total fee collected is indicated here. This may include a double application fee. If the application is processed at no fee, indicate "0" (zero). If the title fee was paid to a Maine Dealer, verify the blue "Owner's Copy" of the Certificate of Title Application, and indicate "**DEALER**" or "**DLR**" on the registration.

- E. If applicable, the Certificate of Title Application number (CTA #) must be indicated here on all new registrations, including dealer sales.

- F. If subject to Maine title, indicate the prior title number and state on the "Prior Title" (PT) line. This information may be obtained from the original (prior) title, or from the blue "Owner's Copy" of the Certificate of Title Application. If the vehicle is new, "MCO"/"MSO" (Manufacturer's Certificate/Statement of Origin) should be indicated, since there will be no prior title.

REVERSE SIDE OF REGISTRANT'S YELLOW COPY

"Totally Discontinued" language from back of MVR-3VS:

The owner of the vehicle must be provided a signed statement attesting that use of the vehicle from which the credit is being transferred is totally discontinued. "**Totally discontinued**" means that the owner has **permanently** discontinued all use of the vehicle except for selling, transferring ownership of, junking or abandoning that vehicle. If the owner who has totally discontinued use of a vehicle later seeks to register that vehicle, no excise tax credits may be applied with respect to the registration of that vehicle or any subsequent transfer of that vehicle's registration.

If the owner has totally discontinued a vehicle and requests to register the vehicle later, the registration is to be treated as a renewal. The registration will retain the original expiration date (unless in or after the expiration month) and a full year of fees are to be collected. The owner will pay a full year of excise tax and the full registration fee. Half-rates may not apply in this situation. The owner will also be charged a lost plate fee of \$5.00 per plate and issued new plate(s) accordingly.

NEW REGISTRATION PROCESSING SUMMARY
continued

REVERSE SIDE OF REGISTRANT'S YELLOW COPY

If name or address changes from that given on the registration, you must notify the Secretary of State within 30 days. The motor vehicle excise tax is a local tax. Funds raised through the collection of the excise tax remain in your community.

The owner of the vehicle must provide a signed statement attesting that use of the vehicle from which the credit is being transferred is totally discontinued. "Totally discontinued" means that the owner has permanently discontinued all use of the vehicle except for selling, transferring ownership of, junking or abandoning that vehicle. If the owner who has totally discontinued use of a vehicle later seeks to register that vehicle, no excise tax credits may be applied with respect to the registration of that vehicle or any subsequent transfer of that vehicle's registration.

I hereby report that the ownership of this motor vehicle described in this certificate has been retained transferred
 lost by fire, theft, accident junked abandoned totally discontinued

Mickey Mouse 12/14/2017

Registrant's Signature Date

Upon the transfer of ownership of the vehicle described herein, this registration expires. The person to whom this certificate was issued must remove the plates from the vehicle. This certificate must be presented to your municipal tax collector in order to obtain excise tax credit.

This vehicle was Transferred to: Name Minnie Mouse Street Address 456 Minnie Mouse Lane
City Disney State Maine Date Transferred 12/14/2017 Odometer Reading 12,345 miles.

NOTE: Registrants should not give the yellow copy of the registration to a dealer or to the person to whom they transfer the vehicle. Municipalities may retain old yellow registration copies turned in by registrants. Please do not send to the BMV Main Office.

CREDITS: When an individual checks off any box other than "RETAINED," credit may be given for both the registration fee and the excise tax. A transfer fee is charged and the expiration date remains the same. (Refer to the section on transfers).


If the registration and excise tax credits have already been transferred to another vehicle, the full fees for registration and excise tax would be due. **If the registrant comes in during the last four months of the registration period, half-rate the fees as applicable.** This situation would occur if excise tax credit was given for a transfer and the vehicle was retained and later re-registered. A new plate and stickers would be issued at no additional charge. The expiration date would remain the same.

The expiration date would be changed only if the registration has expired over one year. For clarification of the transaction, indicate across the top of the registration document: "REPLACING PLATE # _____" and, if applicable, "NEW EXPIRATION DATE".


In a situation where the customer is not entitled to an excise tax credit, a registration credit may still be allowed.

NEW REGISTRATION PROCESSING SUMMARY
continued
NEW REGISTRATION APPLICATION SAMPLES

New registration for passenger vehicle with new plate issued (NP).

State of Maine Vehicle Registration										Mileage:		CLASS	REGISTRATION NUMBER
Eff Date is Validation Date But Not Prior To: 01/19/2016 Expires: 01/31/2017 Insurance: C88												PC	0001ZZ
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL			
18FGT56WRT45W5678	2017	FORD	F150	BK	00	4	2		10,000	D			
REGISTRANT(S) MOUSE, MICKEY M				DOB(M)ID # 04/18/1971		Base Mfl Rate		34,680.00 0.024	-NP				
LESSOR				UNIT #		Local							
MAILING ADDRESS 8 GINN ROAD				Registration Void Unless Validated		Ex Tax		138.72					
WINDHAM ME 04062				VALIDATED REGISTRATION WINDHAM 01192816		ExTy Bal		138.72					
LEGAL RESIDENCE 8 GINN ROAD				LEGAL RESIDENCE CODE 05250		ExTy Date		01/19/2016					
WINDHAM ME						Rate		37.00					
						Fees		37.00					
						Agent Fee		4.00					
						Sales Tax		DEALER					
						CTA #		ZZX1189					
						User Id		EMV					
 PT 987654321 (ME)													
Tax Receipt #: 8888888										Sticker # (M) 01D222222 (V) 17D333333			
MVR-3VS Rev. 01-2016 REGISTRATION										www.maine.gov/sos			

New registration for passenger vehicle using old plates (NROP).

State of Maine Vehicle Registration										Mileage:		CLASS	REGISTRATION NUMBER
Eff Date is Validation Date But Not Prior To: 01/19/2016 Expires: 01/31/2017 Insurance: C88												PC	0101ZZ
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL			
18FGT56WRT45W5678	2017	FORD	F150	BK	00	4	2		10,000	D			
REGISTRANT(S) MOUSE, MICKEY M				DOB(M)ID # 04/18/1971		Base Mfl Rate		34,680.00 0.024	-NROP				
LESSOR				UNIT #		Local							
MAILING ADDRESS 8 GINN ROAD				Registration Void Unless Validated		Ex Tax		138.72					
WINDHAM ME 04062				VALIDATED REGISTRATION WINDHAM 01192816		ExTy Bal		138.72					
LEGAL RESIDENCE 8 GINN ROAD				LEGAL RESIDENCE CODE 05250		ExTy Date		01/19/2016					
WINDHAM ME						Rate		37.00					
						Fees		37.00					
						Agent Fee		4.00					
						Sales Tax		DEALER					
						CTA #		ZZX1238					
						User Id		EMV					
 PT 987654321 (ME)													
Tax Receipt #: 8888888										Sticker # (M) 01D222222 (V) 17D333333			
MVR-3VS Rev. 01-2016 REGISTRATION										www.maine.gov/sos			

ADDRESSES ON REGISTRATIONS

Motor Vehicle's ability to provide information and preprints to registration municipalities and agents depends upon the municipality/agency providing correct Legal Residence and Legal Residence Codes on the registration documents. We use these entries to help with reporting, auditing, and accounting functions. Mailing Address should reflect the postal mailing address where the 'primary' registrant receives mail. Three lines are available in the data system that include two lines for the mailing details, and one line that includes the City, State, and Zip Code where the registrant receives mail.

Example: 2143 MAIN STREET
SUITE 21
AUGUSTA ME 04330

Legal Residence normally reflects the physical location within the municipality as line 1 of the block and the municipality where the excise tax is paid as line 2 followed by the State Code and Legal Residence Code

Example: 13 RIVER RD
AUGUSTA ME 04330
AUGUSTA ME 11020

Agents with geo codes starting with 44 will put the agent name in the Legal Residence area. Agents should put either the agency mailing address in the mailing address area or the mailing address of the registrant.

Example: 3455 GALAXY AVE
PIER 21
CAPE ROCKET FL 85642
STAR AGENCY ME 44999

BMV Staff registering vehicles for in-state residents with out-of-state temporary address should use their **out-of-state residence** city and state **as the mailing address** and use the Maine municipality and specific geo code as the legal address.

Example: 17 OLD ELM ST
KISSIMMEE FL 34746
MONMOUTH ME 11140

CANCELLED and REACTIVATED REGISTRATIONS

Registrants may request cancellation of a registration for one of two reasons:

1. A parent who has signed a registration application for a minor may request to cancel the registration through the BMV Main Office. The parent should prepare a letter requesting that the Bureau cancel the registration, and mail the letter to the BMV Main Office, Registration Section.
2. Registrants may voluntarily request cancellation of a registration document through either the main office or a BMV Branch Office. **ALL** parties named on a registration must sign a request to cancel, preferably using the Plate Cancellation Request form (MVR-60) and all signers must be verified. For companies, the letter requesting cancellation should be on the company letterhead. The request should be sent to the BMV Main Office for processing. If the intention is to have the BMV Main Office to process the cancellation, instruct the registrant(s) to forward all materials to the BMV Main Office, Registration Section.

BMV Branch Offices - Cancellations:

Provide the customer with the Plate Cancellation Request form (MVR-60). If the BMV Branch Office witnesses the registrant(s) signing the form, it does not need to be notarized. However, if the signing was not witnessed in the office, the form must be notarized. The staff provides the completed request form to the BMV Branch supervisor. The supervisor ensures the form is complete and signatures are in order, then updates the status from "Active" to "Cancelled" on the computer system, and inserts into the note field: "Cancelled by Registrant". The BMV Branch Office provides the registrant with a copy of the signed and dated request to serve as a cancellation order for their purposes. Forward the original copy to the BMV Main Office, Registration Section.

BMV Branch Offices - Reactivations:

Provide the customer the Plate Activation Request form (MVR-60A). If the BMV Branch Office witnesses the registrant(s) signing the form, it does not need to be notarized. However, if the signing was not witnessed in the office, the form must be notarized. The staff provides the completed request form to the BMV Branch supervisor. The supervisor ensures the form is complete and signatures are in order, then updates the status from "Cancelled" to "Active" on the computer system, and inserts into the note field: "Reactivated by Registrant." The BMV Branch Office provides the registrant with a copy of the signed and dated request to serve as an activation order for their purposes. Forward the original copy to the BMV Main Office, Registration Section.

CANCELLED and REACTIVATED REGISTRATIONS **continued**

NOTE: Only BMV Branch Office supervisors are allowed to authorize plate cancellation or plate reactivation requests.

Municipal Offices - Cancellations:

A pre-print will generate for a cancelled registration, however, “**NOT VALID-DO NOT ISSUE**” will print across the registration form.

Municipal Offices - Reactivations:

To process a registration reactivation, agents must call the BMV Main Office, Municipal & Agent Services Section at (207) 624-9000 ext. 52163 for approval.

Once the BMV Main Office cancels a registration, the excise tax and registration fees are non-transferable unless reactivated. A registrant may request to reactivate a cancelled registration. If the registration period has expired, renewal fees will be due. A written notarized request or completion of the Plate Activation Request form (MVR-60A) is required.

There is no reactivation fee. If the registrant surrendered the original plates to the BMV at the time of cancellation, issue a replacement set at no additional charge. Registrants must present a valid insurance card at the time of reactivation.


**CANCELLED and REACTIVATED REGISTRATIONS
continued**

**Plate Cancellation Request
MVR-60**

	State of Maine Bureau of Motor Vehicles 29 State House Station Augusta, ME 04330-0029	PLATE CANCELLATION REQUEST <i>Once this form is signed and dated by BMV staff, it serves also as a Plate Cancellation Order Per MSRA Title 29A, Section 463.</i>			
<p>Fill in the information in this block and have this form Notarized. Take the form to a BMV branch office or mail it to the address above, ATTN: Registrations. Please attach a copy of your current registration if it is available to you.</p> <p><i>Registration Data:</i></p> Class Code: _____ Registration Number: _____ Vehicle Identification Number: _____ All persons listed on the registration must sign below: <table style="width:100%; border:none;"> <tr> <td style="width:60%;">Request Date: _____</td> </tr> <tr> <td>First Registrant Printed Name: _____ Signature: _____</td> </tr> <tr> <td>Second Registrant Printed Name: _____ Signature: _____</td> </tr> </table>			Request Date: _____	First Registrant Printed Name: _____ Signature: _____	Second Registrant Printed Name: _____ Signature: _____
Request Date: _____					
First Registrant Printed Name: _____ Signature: _____					
Second Registrant Printed Name: _____ Signature: _____					
THIS FORM MUST BE NOTARIZED					
Before me personally appeared _____ who by me being 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 _____. <div style="text-align:right; margin-right: 100px;"> _____ Signature of Notary or Attorney </div>					
BMV USE ONLY:					
Date Cancelled: _____	Branch Supervisor Signature: _____	Main Office Processed: _____			

MVR 60, Rev. 1-2013

**Plate Activation Request
MVR-60A**

	State of Maine Bureau of Motor Vehicles 29 State House Station Augusta, ME 04330-0029	PLATE ACTIVATION REQUEST <i>Once this form is signed and dated by BMV staff, it serves also as a Plate Activation Order.</i>			
<p>Fill in the information in this block and have this form Notarized. Take the form to a BMV branch office or mail it to the address above, ATTN: Registrations. Please attach a copy of your current registration if it is available to you.</p> <p><i>Registration Data:</i></p> Class Code: _____ Registration Number: _____ Vehicle Identification Number: _____ All persons listed on the registration must sign below: <table style="width:100%; border:none;"> <tr> <td style="width:60%;">Request Date: _____</td> </tr> <tr> <td>First Registrant Printed Name: _____ Signature: _____</td> </tr> <tr> <td>Second Registrant Printed Name: _____ Signature: _____</td> </tr> </table>			Request Date: _____	First Registrant Printed Name: _____ Signature: _____	Second Registrant Printed Name: _____ Signature: _____
Request Date: _____					
First Registrant Printed Name: _____ Signature: _____					
Second Registrant Printed Name: _____ Signature: _____					
THIS FORM MUST BE NOTARIZED					
Before me personally appeared _____ who by me being 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 _____. <div style="text-align:right; margin-right: 100px;"> _____ Signature of Notary or Attorney </div>					
BMV USE ONLY:					
Date Activated: _____	Branch Supervisor Signature: _____	Main Office Processed: _____			

MVR 60A Rev. 5/2017

CLASS CHANGES

When processing a class change, the old plates **should be turned in** unless the registrant indicates he/she plans to use the old plates on another vehicle in the near future. Issue a set of the correct class code plates and stickers.

If the old plates **are not available** to return at time of class change, the plates **must** be returned to any BMV Branch Office or the registrant's Municipal Office.

INFORMATION:

1. Customer should surrender the plates, if in their possession, and the yellow copy of the registration should be available to the Municipal Agent or BMV Branch Office for verification.
2. A corrected registration form is generated. The class code change should be indicated across the top of the registration form. It is important to reflect the previous class code and plate number that is being replaced, date of change and initials of the processing clerk.

Example: "CLASS/PLATE CHANGE: (PC) MISHL 01-14-16 HW"

3. There is no charge for the class change, so the registration is validated for **no fee**. However, there may be additional registration fees due depending on the circumstances, such as obtaining specialty plates. The customer is then given the corrected yellow registration, plates and stickers.
4. The white copy is retained and submitted to the BMV Main Office. Corrections processed by municipalities should be sent in with the cash report.


NOTE: The expiration date remains the same as was originally assigned to the vehicle.

Please see examples on the following pages.

CLASS CHANGES continued

Example: CLASS/PLATE CHANGE: (FM) & WEIGHT CHANGE

Registrant wants to change from Commercial Plates (Class CO) 10,000 lbs. r.v.w. for a fee of \$37.00 to Farm Plates (Class FM) for 14,000 lbs. r.v.w. for a fee of \$39.00. On the corrected registration indicate **“FM”** in the “Class” box, then the new plate number, “14,000” lbs. in the “Registered Weight” box and charge \$2.00, which is the difference between the new fee and credit for the old fee.

State of Maine Vehicle Registration										Mileage: 21,900	
Eff Date is Validation Date But Not Prior To: 11/19/2017 Expires: 11/30/2018 Insurance: CBS										CLASS FM	REGISTRATION NUMBER 00-999
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL	
12H8FBBGTYC007315	2015	INTL	F9370	BK	30	10	3		14,000	D	
REGISTRANT(S) MOUSE, MICKEY M				DOB(M)DD = 04/18/1971		Base 74,680.00 Mil. Rate 0.0135 Local Ex Tax 1008.18 ExTx Bal 1008.18 ExTx Date 11/19/2017 Rate 39.00 Credit -37.00 Fees 2.00 Agent Fee 3.00 User Id BMV		-FARM USE ONLY -REPL PL CO/1A000 -RE-REG -PRIOR TAX RCPT# 00000000 -NP -E-CORRECT PLT CHNG 11/19/2017			
LESSOR		UNIT #	DOT #		Registration Void Unless Validated						
MAILING ADDRESS 123 MINNIE MOUSE LANE			LEGAL RESIDENCE 123 MINNIE MOUSE LANE WINSLOW ME 04901 LEGAL RESIDENCE CODE WINSLOW ME 99999			VALIDATED REGISTRATION WINSLOW 11192017					
											
Tax Receipt #: 7777777 Sealer # (M) 11D333333 (V) 18D444444 MVR-JVS Rev. 01-2016 REGISTRATION											

www.maine.gov/sos

CORRECTED REGISTRATION CERTIFICATES

Occasionally, it will be necessary to correct/change information on an existing registration. Examples: incorrect vehicle identification number (VIN), color change, address change, name addition/deletion (refer to section relating to this), plate replacing plate, etc.

INFORMATION:

1. Produce a corrected registration. Across the top of the form, indicate the type of change being made, date of change, and initials of clerk processing the correction.

Example: "ADDRESS CHANGE 1-14-16 SAR"

2. There is **no charge** for this correction, so the registration is validated for **no fee**. Give the customer the corrected yellow copy of the registration.
3. The white copy is retained and submitted to the BMV Main Office. The corrections processed by the municipalities should be sent in with the cash report.

CONFIDENTIAL RECORDS

There are two programs to assist confidential customers.

The Restricted Access Program is administered by the Division of Enforcement, Anti-Theft and Regulations, located in the BMV Main Office.

The Address Confidentiality Program (ACP) is administered by the Secretary of State's Office.

RESTRICTED ACCESS PROGRAM:

REFERENCE:

Title 29-A, Section 255, Confidentiality for Public Safety

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec255.html>

Allows an individual's motor vehicle records to be held confidential in cases where a protection order has been issued.

Statutory Authority

1. **Confidential Records:** Notwithstanding any other provision of law, the Secretary of State or designee of the Secretary of State may hold records relating to a person's motor vehicle and driver's license as confidential for a specified period of time when the following conditions are met:
 - A. The Secretary of State has received a written request along with a copy of a protection order that has been issued under Title 5, section 4654 or 4655; Title 15, section 321; Title 19, section 765 or 766; or Title 22, chapter 1071 to protect the requestor from harassment or abuse.
 - B. The Secretary of State or a designee of the Secretary of State has:
 - 1) Received a written request showing cause that a person is in danger of serious bodily injury or death by another person and that the endangered person is relocating for the specific purpose of avoiding harm.
 - 2) Consulted with the Commissioner of Public Safety or a designee of the commissioner and the Attorney General or a designee of the Attorney General.
 - 3) Determined that holding the endangered person's driver's license and motor vehicle registration records as confidential is in the best interest of public safety.

CONFIDENTIAL RECORDS **continued**

- 2. Release of records:** The Secretary of State may release information held in confidence pursuant to subsection 1 to law enforcement officers, insurance companies and municipal, county, state or federal agencies that demonstrate a necessity for the information. The Secretary of State shall describe the conditions under which the information may be used and the person receiving the information may only use the information as prescribed.
- 3. Liability for release:** Neither failure of the Secretary of State or an employee of the Secretary of State to perform the requirements of this section nor compliance with it subjects the Secretary of State or employees of the Secretary of State to liability in a civil action.
- 4. Rules:** The Secretary of State may, in consultation with the commissioner of Public Safety and the Attorney General, adopt rules necessary for the implementation of this section. Rules adopted pursuant to this section are routine technical rules as defined in Title 5, chapter 375, subchapter 11-A.

Anyone inquiring about the application process should be referred to the Division of Enforcement, Anti-Theft and Regulations.

Once an application has been processed, a flag will be generated on the individual's record/s that indicates "RESTRICTED ACCESS."

ADDRESS CONFIDENTIALITY PROGRAM:

REFERENCE:

Title 5, Section 90-B, Confidentiality for Public Safety

<http://www.mainelegislature.org/legis/statutes/5/title5sec90-B.html>

The Address Confidentiality Program is administered by the Secretary of State and provides an important service to residents of Maine who are victims of domestic violence, sexual assault or stalking; and have taken the extraordinary step of relocating to escape their abuser. The program has two basic parts:

- it provides victims a designated address, which all state and local government agencies must accept as though it is the participant's actual residential address; and,
- it provides a free, first-class confidential mail forwarding service.

CONFIDENTIAL RECORDS **continued**

Victims do not apply directly to the Address Confidentiality Program. Application is made in person, with the help of an Application Assistant, at one of the designated ACP assistance locations throughout the State. A list of these locations is available at: www.maine.gov/sos/acp/apply.html.

Before processing an ACP registration, contact the ACP Office at the Secretary of State's Office at (207) 626-8400 or the Registration Section manager at the BMV main office. The manager will give you instructions that that must be followed.

Once an application has been processed, flags will be generated on the individual's record/s that indicates "RESTRICTED ACCESS" and "PROTECTED PERSON."

NOTE:

ACP or Redistricted Access participants are not able to renew their registrations online using Rapid Renewal.

DELAYED RE-REGISTRATIONS

DEFINITION:

When an individual has a registration that has been expired for a full year or more and elects to re-register the vehicle, the registration will expire one year from the month it is re-registered.

COMMENTS:

If the registration has expired for one full year or more, indicate “**DELAYED RE-REGISTRATION**” on the top of the registration document. The effective date will be the date the registration is being processed.

Example: The registration expired on 06/30/2015. The registrant wants to re-register the vehicle on 7/28/2016. The effective date will be 7/28/2016 with an expiration date of 7/31/2017.

If the registration has **not** been expired for a full year or more, the vehicle will keep the previous expiration date. The effective date is the first day of the month, one year prior to the expiration date.

Example: The registration expired 01/31/2016. The registrant wants to renew on 05/03/2016. The effective date will be 01/01/2016, and the expiration date will be 01/31/2017.

If the vehicle is being re-registered within the last four months of the registration year, only half of the excise tax and half of the registration fee will be charged.

Exceptions: Agriculture Farm (AF) and Farm (FM) plates are half-rated in the last six months of the registration.

However, if the registrant should wish to re-register on any day in the month of expiration, the excise tax will be collected for the upcoming year only, and the expiration will be dated for the following year.

Example: The registration expires 04/30/2016. On 04/01/2016 the registrant wants to re-register. The registration will be processed as a re-registration. Collect a full year's excise tax and the full year registration fee. The effective date will be 04/01/2016, with expiration of 04/30/2017.

SPECIAL REQUIREMENTS:

The individual must show proof that the vehicle being re-registered had previously been registered in their name. An expired registration certificate is sufficient proof. If not available, contact the BMV Main Office for verification.

NOTE: Those vehicles requiring mandatory February or March expiration dates are not eligible for new expiration dates.

DIVORCE AWARDS

When a divorce decree (legal court documents-signed by a judge) awards a particular vehicle to a party in the divorce, it will not be treated as a change in ownership, as long as the party given ownership was listed on the previous title. The divorce decree must provide enough information to identify the vehicle.

If this occurs at re-registration time, it will be handled as a re-registration. The name of the person who did not receive the car will be removed from the registration **without** the Request for Name Addition/Deletion on a Registration form (MV-138).

If this occurs during the registration year, it will be handled as a corrected registration for **no fee**. Again, the Request for Name Addition/Deletion on a Registration form (MV-138) is not necessary to process the name deletion.

If the transaction involves the exchange of low digit plates or vanity plates, contact the BMV Main Office for further instructions.

If the vehicle requires a Maine title, the \$33.00 title fee must be paid.

If the person awarded the vehicle **was not named on the previous title**, this is a “change of ownership,” and must be processed as a new registration.

DUPLICATE REGISTRATION CERTIFICATES

REFERENCE:

Title 29-A, Section 1405, Duplicate Documents

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1405.html>

DEFINITION:

A person may obtain a duplicate registration certificate if the original is lost or destroyed, upon providing satisfactory proof. The fee for a duplicate registration is \$5.00.

COMMENTS:

The certificate of registration must be available in the vehicle. A copy of the registration may not be used as the actual document. Section 1405 authorizes the Secretary of State to issue a second original certificate for a \$5.00 fee to a person who still has the original registration. On occasion, a fleet owner or a car rental agency will request "second originals" (duplicates) since the drivers of their vehicles quite often lose the certificates.

Duplicate registration certificates may be issued by the Municipal Agent who **collected the excise tax**, or by any BMV Branch Office. **If a registrant has moved to another municipality** and needs a duplicate registration, that municipality may issue a **correction** by calling the BMV Main Office at (207) 624-9000 ext. 52163 to verify the information.

Duplicate registrations may be issued to someone other than the registrant. Such requests might be made if the registrant is unavailable to obtain the duplicate registration. Staff should handle these requests by having the requesting person verify the registrant's name, date of birth and address on the registration.

Municipal Agents are not required to contact the BMV Main Office for authorization to issue a duplicate registration if the registrant answers "**NO**" to Questions 1 and 2 on the Request for a Duplicate Registration Application (MV-11) and the Municipal Office is able to verify current registration information. If the registrant answers "**YES**" to Questions 1 and/or 2 on the Request for a Duplicate Registration Application (MV-11), the Municipal Office may not issue a duplicate registration certificate. The registrant must be referred to a BMV Branch Office.

DUPLICATE REGISTRATION CERTIFICATES continued

A second original registration may be issued to a vehicle required to pay a double registration fee (“for hire” only). The law states, “Upon payment of a double registration fee, the Secretary of State may, at his discretion, issue a second registration for the same vehicle(s) at the request of the owner.” When these requests are granted, no additional fee will be charged for this service. BMV Branch Offices and authorized Municipal Offices may issue the second registration upon request at time of registration.

If a person has misplaced or destroyed their registration and requests a duplicate, but also state they have changed their address, name, color of the vehicle, VIN correction, etc., please process the replacement registration as a no fee correction. The registration is generated and validated at **no fee**.

SPECIAL REQUIREMENTS:

Applicant must complete a Request for Duplicate Motor Vehicle Registration Certificate (MV-11).

INFORMATION:

1. The Municipality must confirm they have collected the excise tax.
2. Have the applicant complete and sign the Request for a Duplicate Registration Certificate (MV-11).
3. Issue a new registration certificate and at the top of the registration form indicate: “**DUPLICATE**,” the date, and the initials of the clerk processing the duplicate.
4. **Manual Municipalities Only:** Cross out the tax receipt number in the upper left-hand corner of the new registration certificate and indicate the tax receipt number for the original registration. Do not make any marks or write in the bar code area on the number below it.
5. Collect \$5.00 fee and the MV-11 form from the customer. Stamp the MV-11 form with your municipal validation stamp and mail it with the \$5.00 fee to the BMV Main Office with your next cash report. **An additional \$1.00 fee may be charged and retained by the municipality.**
6. **Manual Municipalities:** Must retain the white copy of the duplicate registration with all voids and unused preprints. Do **not** mail the white copy into the BMV Main Office.


DUPLICATE REGISTRATION CERTIFICATES
continued

- 7. **Electronic Municipalities:** Must submit the white copy of the duplicate registration with the cash report.
- 8. The yellow copy of the duplicate registration is stamped with your municipal validation stamp and given to the customer.

BMV Branch Offices and BMV Main Office: Print a copy of the original registration; tax receipt number does not change. Validate the yellow duplicate registration and give to the customer.


Please see the examples on following pages.

Example 1:
Request for a Duplicate Registration Certificate (MV-11)

<p>Secretary of State Bureau of Motor Vehicles 29 State House Station Augusta, Maine 04333 (207) 624-9000 Ext. 52149</p>	 REQUEST FOR A DUPLICATE REGISTRATION CERTIFICATE	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Fee \$5.00</div>
Name <u>JOHN JONES</u>		Vehicle Year <u>2020</u>
Address <u>101 HOSPITAL STREET</u>		Vehicle Make <u>GMC</u>
City/State/Zip <u>AUGUSTA, ME 04333</u>		Plate No. <u>11199SF (PC)</u>
<p>1. Is your registration or privilege to register now under suspension? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>2. Are you required to file an SR-22 certificate of insurance with the Bureau of Motor Vehicles? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>I hereby request a duplicate registration for the vehicle described above in the information provided is true.</p>		
<p><u>John Jones</u> Signature</p>		<p><u>10/29/2019</u> Date</p>
<p>MV-11 (9/2019)</p>		

**DUPLICATE REGISTRATION CERTIFICATES
continued**

**Example 2: Manual Municipality
Request for a Duplicate Registration Certificate (MV-11)**

State of Maine Vehicle Registration										CLASS	REGISTRATION NUMBER																														
Eff Date is Validation Date But Not Prior To: 03/01/2017 Expires: 03/31/2018 Insurance: CBB Mileage: 678										PC	1234AB																														
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL																															
1FADX03F2YD317511	2016	CHEV	IMPALA	BK	4D					G																															
REGISTRANT(S) MOUSE, MINNIE				DOB(M) (D) = 01/22/1994		<table> <tr><td>Base</td><td>47,680.00</td><td>-DUP REG 03/24/2017</td></tr> <tr><td>Mil. Rate</td><td>0.0175</td><td>-RE-REG</td></tr> <tr><td>Local</td><td></td><td></td></tr> <tr><td>Ex Tax</td><td>834.40</td><td></td></tr> <tr><td>ExTx Bal</td><td>834.40</td><td></td></tr> <tr><td>ExTx Date</td><td>03/04/2017</td><td></td></tr> <tr><td>Rate</td><td>35.00</td><td></td></tr> <tr><td>Fees</td><td>35.00</td><td></td></tr> <tr><td>Agent Fee</td><td>6.00</td><td></td></tr> <tr><td>User Id</td><td>CBB</td><td></td></tr> </table>						Base	47,680.00	-DUP REG 03/24/2017	Mil. Rate	0.0175	-RE-REG	Local			Ex Tax	834.40		ExTx Bal	834.40		ExTx Date	03/04/2017		Rate	35.00		Fees	35.00		Agent Fee	6.00		User Id	CBB	
Base	47,680.00	-DUP REG 03/24/2017																																							
Mil. Rate	0.0175	-RE-REG																																							
Local																																									
Ex Tax	834.40																																								
ExTx Bal	834.40																																								
ExTx Date	03/04/2017																																								
Rate	35.00																																								
Fees	35.00																																								
Agent Fee	6.00																																								
User Id	CBB																																								
LESSOR		UNIT #	DOT #																																						
MAILING ADDRESS 456 MINNIE MOUSE LANE CHINA ME 04358				Registration Void Unless Validated SAMPLE 00000 DATE 03/04/2017																																					
LEGAL RESIDENCE 456 MINNIE MOUSE LANE CHINA ME				LEGAL RESIDENCE CODE 05250																																					
										PT _____																															
Tax Receipt #: 3333333										Sticker # (M) _____ (V) _____																															
MVR-3VS Rev. 01-2016 REGISTRATION										www.maine.gov/sos																															

EARLY REGISTRATIONS

DEFINITION:

An early registration is a re-registration of a vehicle before its normal expiration date.

INFORMATION:

Occasionally, a customer will want to re-register their vehicle early because they will be out of state when the registration expires. If the municipality does not have the correct stickers, they should collect the excise tax only.

Give the customer the white and yellow copies of the registration document and instruct them to mail forms, proper registration fee and proof of insurance to the BMV Main Office or to go to a BMV Branch Office.

When the stickers are available, a valid registration and stickers will be forwarded to the individual. Make sure to tell the individual to indicate where the valid registration and stickers should be mailed.

Rapid Renewal: Rapid Renewal registrations are available sixty days prior to the expiration date. If the current mailing address is different from the registration address, the registrant should choose “**ALTERNATE MAILING ADDRESS.**”

Manual Municipalities: May process this transaction if the correct year stickers are available within the Municipal Office supplies.

Electronic Municipalities: May process this transaction six months in advance. Be sure to emphasize to the customer that the new stickers should not be placed on the license plate prior to the effective date.

NOTE: Insurance must be valid on the effective date of the registration.

ERROR IN VEHICLE IDENTIFICATION NUMBER (VIN)

A municipal official or BMV Branch staff may do VIN corrections any time during the registration year if the VIN can be verified by the title, or by visual inspection by an authorized inspection station, law enforcement, a BMV Branch Office or municipal official, or by calling the BMV Main Office.

INSTRUCTIONS:

1. Verify the VIN by one of the above methods.
2. Create a new registration. Indicate on the top of the form **“VIN CORRECTION,” date processed, and the initials of the clerk** processing the correction.
3. Municipalities will include the new white copy with the regular white registration forms, and forward to the BMV Main Office with the cash report.

NOTE:

Authorized inspection stations and law enforcement must complete the Inspection of Vehicle Identification Number (VIN) by Authorized Person form (MVT-10), and give it to the registrant to proceed to a municipality or BMV Branch Office to process the corrected registration.

FLEET VEHICLE REGISTRATIONS

REFERENCE:

Title 29-A, Section 405, subsection C, Expiration Dates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec405.html>

DEFINITION:

Any person who has a fleet of five or more motor vehicles may ask for a common expiration date of all vehicles in the fleet. The common expiration date requested should be one of the months already established on the previous registrations.

COMMENTS:

To change the expiration date of a vehicle to obtain a fleet registration, the vehicle is assigned the expiration date at time of registration renewal.

The excise tax and registration fee are prorated for the number of months the vehicle will be registered prior to its new expiration date.

Previously, trailers with registered weight less than or equal to 2,000 lbs. could be included as part of a fleet of registrations. Trailers can **no longer** be added to an existing fleet or included in establishing a new fleet. However, trailers already included in an existing fleet may remain in that fleet.

SPECIAL REQUIREMENTS:

The registrant must have five or more motor vehicles which will share the common expiration date. To verify correct prorated fees, please call the BMV Main Office, Municipal & Agent Services Section at (207) 624-9000 ext. 52163.

INFORMATION:

Proration of Excise Tax: Proration of excise tax and registration fees is required when a motor vehicle is placed in a fleet. Fee and tax should be calculated as normal for a full year. Then the fee and tax is divided by twelve and multiplied by the number of months to take the registration to the common date. Any portion of a month is a full month.

Example: If the re-registration to be prorated expired December 31 and the vehicle is being placed in a July fleet, count January as the first month and July as the last for a total of seven months. The total fee for excise tax and registration is divided by twelve and multiplied by seven.

FLEET VEHICLE REGISTRATIONS **continued**

Vehicle #1 ~ Registration rate is \$450.00 divided by 12 = \$37.50. (The 12 represents the number of months in a year.) $\$37.50 \times 7 = \262.50 . (The 7 represents the number of months the vehicle will be used before reaching the common expiration date.) The \$262.50 represents the registration fee required to place this vehicle into the fleet (changing from the December expiration date to the common expiration month of July.) The excise tax is calculated in the same manner.

Vehicle #2 ~ Registration rate is \$35.00 divided by 12 = \$2.92. $\$2.92 \times 7 = \20.44 .

A new fleet registration is processed in the same manner. Please remember to count the current month when calculating the period of usage. For example, a new registration being processed in December to expire with a July expiration date would be eight months rather than seven months.

Indicate on the top of the registration document: **“FLEET VEHICLE”**.

FLEET VEHICLE REGISTRATIONS
continued

Manual Municipalities:

Indicate fleet vehicles on the cash report by doing a breakdown of the different fees for the different vehicle types in the “**NOTES**” Section as shown below:

"DEPOSIT MONEY DAILY"		BUREAU OF MOTOR VEHICLES
WORK ANALYSIS		REGISTRATION PROGRAM
ITEM	UNITS	MONEY
Passenger		
Island Use		
Antique		
<i>Motor Home</i>		
Street Rod		
No Fee		
Half Rate		
Hire/Rental		
<i>Commercial Trucks</i>		
<i>Trailers</i>		

BOLD <i>ITALIC</i> item categories indicate the need to please Farm, Trailer etc.		
NOTES:	PASSENGER 3 @ 29.20 (10 mos.) FLEET	COMMERCIAL 1 @ 111.25 (5 mos.) FLEET
THIS DOCUMENT WAS COMPLETED BY:		

HALF-RATED REGISTRATIONS

REFERENCE:

Title 29-A, Section 502, Transfer and Return of Registration; Prorated Registration Fees

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec502.html>

Title 29-A, Section 504, Registration of Trucks and Truck Tractors

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec504.html>

Title 36, Section 1482, subsection 2, Tax ½ During Certain Periods

<http://www.mainelegislature.org/legis/statutes/36/title36sec1482.pdf>

HALF-RATE SCHEDULE

EXPIRATION DATE	HALF-RATE 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 31	April 1
August 31	May 1
September 30	June 1
October 31	July 1
November 30	August 1
December 31	September 1

INFORMATION:

Vehicles shall be charged one half the excise tax and one half the registration fees if registered **during the last four months of the registration year. In the case of vehicles that have mandatory February expiration dates, the registration fee would be half-rated as of November 1st.**

For late re-registrations of truck tractors, the \$40.00 credit allowed is **half-rated**, as well as the excise tax and registration fees.

Excise tax and registration fees for **farm trucks (class codes AF & FM only)** are **half-rated during the last six months of the registration year.**

These policies are in effect regardless of whether or not the vehicle has been used.

HALF-RATED REGISTRATIONS continued



NEVER HALF-RATE THE FOLLOWING FEES:

- Island Use (IU) registration fees
- Occasional Crossing Use Permit form (MVR-100) fees
- Road Tractor (TR) registration fees
- Special Registration Permit Certificate (MVR-10) fees
- Specialty plate fees
- Transfer registration fees
- Vanity plate fees

Half-rate Registrations

Re-registration during the last four months of the registration year-charge one half of the registration fee and one half of the excise tax fee.



Example:

State of Maine Vehicle Registration																																		
Eff Date is Validation Date But Not Prior To: 06/01/2017						Expires: 06/30/2018		Mileage: 506																										
						Insurance: CBB		CLASS PC	REGISTRATION NUMBER 1234AB																									
VIN 1FADX03F2YD317511	YEAR 2016	MAKE CHEV	MODEL IMPALA	COLOR BK	STYLE 4D	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT G																									
REGISTRANT(S) MOUSE, MINNIE				DOB(M)DD(S) 01/22/1994		<table style="width: 100%; border-collapse: collapse;"> <tr><td>Base</td><td style="text-align: right;">30,650.00</td><td rowspan="10" style="vertical-align: top;">-HALF RATE 03/21/2018 -RE-REG</td></tr> <tr><td>Mil. Rate</td><td style="text-align: right;">0.0175</td></tr> <tr><td>Local</td><td style="text-align: right;">536.38</td></tr> <tr><td>Ex Tax</td><td></td></tr> <tr><td>Credit</td><td style="text-align: right;">-268.19</td></tr> <tr><td>ExTx Bal</td><td style="text-align: right;">268.19</td></tr> <tr><td>ExTx Date</td><td style="text-align: right;">03/21/2018</td></tr> <tr><td>Rate</td><td style="text-align: right;">35.00</td></tr> <tr><td>Credit</td><td style="text-align: right;">-17.50</td></tr> <tr><td>Fees</td><td style="text-align: right;">17.50</td></tr> <tr><td>Agent Fee</td><td style="text-align: right;">8.00</td></tr> <tr><td>User Id</td><td style="text-align: right;">CBB</td></tr> </table>				Base	30,650.00	-HALF RATE 03/21/2018 -RE-REG	Mil. Rate	0.0175	Local	536.38	Ex Tax		Credit	-268.19	ExTx Bal	268.19	ExTx Date	03/21/2018	Rate	35.00	Credit	-17.50	Fees	17.50	Agent Fee	8.00	User Id	CBB
Base	30,650.00	-HALF RATE 03/21/2018 -RE-REG																																
Mil. Rate	0.0175																																	
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Ex Tax																																		
Credit	-268.19																																	
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ExTx Date	03/21/2018																																	
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Agent Fee	8.00																																	
User Id	CBB																																	
LESSOR		UNIT #		DOT #																														
MAILING ADDRESS 456 MINNIE MOUSE LANE			Registration Void Unless Validated																															
CHINA ME 04358		LEGAL RESIDENCE CODE 05250		 SAMPLE 0000 0 DATE 03/21/2018																														
LEGAL RESIDENCE 456 MINNIE MOUSE LANE CHINA ME																																		
					PT _____ Tax Receipt #: 3333333 Secker # (M) _____ (V) 18D333333																													
www.maine.gov/sos																																		

HALF-RATED REGISTRATIONS continued


Delayed re-registration with mandatory February expiration ~ After November 1st, charge one half the registration fee.

Example:

State of Maine Vehicle Registration										Mileage:	CLASS	REGISTRATION NUMBER	
Eff Date is Validation Date But Not Prior To: 02/01/2018										Expires: 02/28/2019		Insurance: CBB	
VIN 1GABE9224EB085701	YEAR 2017	MAKE PELT	MODEL TL	COLOR BK	STYLE UT	TIRES 4	AXLES 2	NET WEIGHT	REGISTERED WEIGHT	FUEL	TL	A123456	
REGISTRANT(S) MICKEY MOUSE CONSTRUCTION					DOB(M) (DD) = 0123456789		Local NON-EXCISABLE Ex Tax TRAILER		-HALF RATE 11/21/2018 -RE-REG				
LESSOR					UNIT #		DOT #		Rate 20.00 Credit -10.00 Fees 10.00 Agent Fee 5.00 User Id CBB				
MAILING ADDRESS P.O. BOX 000					Registration Void Unless Validated		 SAMPLE 00000 DATE 11/21/2018						
LEGAL RESIDENCE AUGUSTA ME 04333 29 STATE HOUSE STATION AUGUSTA ME 99999													
 Tax Receipt #: 987654321 MVR-3VS Rev. 01-2016 REGISTRATION										PT		Sticker # (M) _____ (V) 19S444444	
												www.maine.gov/sos	

Never half-rate transfer fees. Re-registration transfer-half-rate only the excise tax.

Example:

State of Maine Vehicle Registration										Mileage:	CLASS	REGISTRATION NUMBER	
Eff Date is Validation Date But Not Prior To: 03/14/2018										Expires: 06/30/2018		Insurance: CBB	
VIN 1FADX03F2YD317511	YEAR 2018	MAKE CHEV	MODEL IMPALA	COLOR BK	STYLE 4D	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL G	PC	4321AB	
REGISTRANT(S) MOUSE, MINNIE					DOB(M) (DD) = 04/18/1994		Base 30,650.00		-NEW REG				
LESSOR					UNIT #		DOT #		Mfl. Rate .024 Local 735.60 Ex Tax Credit -376.80 Trans. Chg. 3.00 ExTx Bal 361.80 Credit No. 12345678 ExTx Date 03/14/2018 Rate 35.00 Credit -35.00 Agent Fee 3.00 Sales Tax DEALER Title DEALER CTA # AA00000 Transfer 8.00 User Id CBB				
MAILING ADDRESS 456 MINNIE MOUSE LANE					Registration Void Unless Validated		VALIDATED REGISTRATION CHINA 03142018						
LEGAL RESIDENCE CHINA ME 04358 456 MINNIE MOUSE LANE CHINA ME 05250													
 Tax Receipt #: 88888888 MVR-3VS Rev. 01-2016 REGISTRATION										PT 999999999 ME		Sticker # (M) _____ (V) _____	
												www.maine.gov/sos	

HALF-RATED REGISTRATIONS continued

Never half-rate the vanity or specialty plate fees. Re-registration with a vanity conservation plate - half-rate the registration fee and the excise tax.

Example:

State of Maine Vehicle Registration										Mileage: 506	CLASS SW	REGISTRATION NUMBER ZZZZZ
Eff Date is Validation Date But Not Prior To: 03/14/2018			Expires: 06/30/2018			Insurance: CBB						
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL		
4FADX30F2YD311175	2018	CHEV	IMPALA	BK	4D							G
REGISTRANT(S) MOUSE, MINNIE				DOB(M/D/Y) 04/18/1994		Base			Transfer 8.00			
LESSOR				UNIT #		DOT #			Mil. Rate .024 Local 735.60 Ex Tax Credit -376.80 Trans. Chg. 3.00 ExTy Bal 361.80 Credit No. 12345678 ExTy Date 03/14/2018 Rate 35.00 Credit -35.00 Agent Fee 3.00 Sales Tax DEALER Title DEALER CTA # AA00000 SW 20.00 Vanity 25.00 User id CBB			
MAILING ADDRESS 456 MINNIE MOUSE LANE				Registration Void Unless Validated		Rate			-NEW REG			
CHINA ME 04358		LEGAL RESIDENCE CODE		VALIDATED REGISTRATION		Credit			-PRIOR TAX RCPT# 88888888			
456 MINNIE MOUSE LANE		05250		CHINA 05140917		Agent Fee						
CHINA ME						Sales Tax						
						Title						
						CTA #						
						SW						
						Vanity						
						User id						
						CB						
PI 666666666 ME												
Tax Receipt #: 77777777 Sticker # (M) _____ (V) _____												
MVR-4VS Rev. 01-2016 REGISTRATION www.maine.gov/sos												

HOLD / RESERVATION OF SAME PLATE NUMBER

REFERENCE:

Title 29-A, Section 461, Reservation of Same Number

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec461.html>

DEFINITION:

A registrant may reserve their plate number for one or two years for a fee of \$15.00 per year. A registrant may reserve their antique auto plate number (AQ) for a maximum of four years for a sum of \$15.00 per year.

INFORMATION:

All requests should be submitted to:

**ATTN: REGISTRATION SECTION
BUREAU OF MOTOR VEHICLES
29 STATE HOUSE STATION
AUGUSTA ME 04333-0029**

Upon receipt, the request will be processed and a letter of confirmation forwarded to the customer. This letter will contain the expiration date of the reservation fee.

LEASED VEHICLES

DEFINITION: Any vehicle owned by one party and leased to another party can be registered in one of two ways:

- A. In the name of the lessor (owner) only,
- OR**
- B. In the name of both lessor and lessee

A copy of the lease agreement **must** be verified. **Power of attorney (POA) is not required.**

Leased vehicles designed for carrying passengers are subject to the double registration fee and insurance requirements. However, persons who register leased trucks should be advised that the BMV Motor Carrier Service, Operating Authority Unit has certain requirements for leased trucks used for hire. The lessor is the owner for purposes of the title. The lessee is the registrant and the user, but not the owner.

SPECIAL REQUIREMENTS:

Proof of insurance filing is required when registered in the name of the lessor only. Verification of Form JB filing is provided by the Motor Carrier Services Section, (207) 624-9000 ext. 52131. Blanket insurance coverage is acceptable.

NOTES:

Two Required Forms:

To verify the lessee/lessor names, a copy of the lease agreement and the Lessor's Certificate **must** be presented for registrations to be processed. Names not shown on the lease agreement cannot be added to the registration.

Class Code Specific Processing:

For specific processing information, please refer to the individual class code section in Chapter 1.

Title Processing:

A copy of the lease agreement **must** be attached to the title application. For more information about the title process, reference the chapter on title forms and procedures.

LEASED VEHICLES
continued

**SHORT TERM or FOR HIRE LEASES:
VEHICLE REGISTERED TO LESSOR ONLY**

Class Code Specific Processing:

For specific processing information, please refer to the individual class code section in Chapter 1.

Company registration signed by non-employee:

Lessor signs the registration and title application. If a person who is **not a company employee** signs the registration and title documents, a Power of Attorney (POA) document is required.


Lessor is located out-of-state:

The excise tax will be collected by the municipality where the vehicle is housed. The mailing address may reflect the lessor's out-of-state address; however, the Legal Residence field will reflect the municipality's name and geo code.

Normal transfer allowance:

Lessor has normal transfer allowance both on excise tax and registration fees.

Example: If a vehicle is registered in the name of the lessor only and is leased for a period of less than one month, excise tax is paid to the municipality, and a double registration fee (\$70.00) is charged.

State of Maine Vehicle Registration										CLASS	REGISTRATION NUMBER	
Eff Date is Validation Date But Not Prior To: 11/28/2017 Expires: 11/30/2018 Insurance: CBB										PC	4321AB	
Mileage: 506												
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL		
JT2BR12E7EC286693	2016	CHEV	IMPALA	BK	4D							G
REGISTRANT(S) DONALD DUCK LEASING CORP.				DOB(X)ID # 0987654321		Base		14,053.00	- RENTAL VEH			
LESSOR				UNIT #		DOT #		Mil Rate	.0175	-NEW REG		
MAILING ADDRESS 789 DONALD DUCK WAY				Registration Void Unless Validated		Local		245.93				
BANGOR ME 04401		LEGAL RESIDENCE CODE BANGOR 05000		VALIDATED REGISTRATION BANGOR 11282017		Ex Tax		220.00				
LEGAL RESIDENCE 789 DONALD DUCK WAY BANGOR ME						Credit		220.00				
						ExTx Bal						
						ExTx Date		11/28/2017				
						Rate		70.00				
						Agent Fee		5.00				
						Sales Tax		DEALER				
						Title		33.00				
						CTA #		AA00001				
						User Id		CBB				
										PT MCO (ME)		
Tax Receipt #: 88888888										Sticker # (M) 11D444444 (V) 18D333333		
MVR-3VS Rev. 01-2016 REGISTRATION										www.maine.gov/sos		

LEASED VEHICLES

continued

VEHICLES REGISTERED TO LESSOR AND LESSEE

Class Code Specific Processing:

For specific processing information, please refer to the individual class code section in Chapter 1.

Non-Resident Service Member:

A lease agreement for a non-resident service member may reflect more than just the non-resident service member's name. The registration document would indicate the name of the lessor and non-resident service member's name **ONLY** as the lessee. A copy of the lease agreement **must** be verified, but not retained.

Excise should be collected as follows:

- If the lessor is located out-of-state and the lessee is located out-of-state, but the operator of the vehicle lives in Maine and keeps the vehicle in Maine, then the excise tax is paid to the municipality where the vehicle is kept.
- If the lessor is located out-of-state and the lessee is a business located in Maine, then the excise tax is paid to the municipality where the vehicle is kept.
- If the lessor is located out-of-state and the lessee has a main office in one municipality in Maine, but has a second office in another municipality in Maine and the vehicle is kept at the second location in Maine, the excise tax is paid to the municipality where the vehicle is kept.
- If the lessee is located out-of-state and the vehicle is **not** customarily kept in any municipality in Maine, the excise tax is paid to the Bureau of Motor Vehicles. These transactions must be processed by a Maine Statutory Agent.

Assigned Driver on Registration / Not Leased Vehicle:

An out-of-state company may choose to list an assigned driver on the registration in lessor and lessee format, with the company as the lessor and the employee as lessee. In this case, the employee must reside in the state of Maine and keep the vehicle at that location. The excise tax is paid to the municipality in which the vehicle is kept.

LEASED VEHICLES

continued

VEHICLES REGISTERED TO LESSOR AND LESSEE

continued

Registration and title applications may be signed by either lessor or lessee. Both signatures are not required.

Lessee has normal excise tax and registration credits.

1. The credits may be used toward registration of a different vehicle in the name of the same or different lessor.

OR

2. The credits may be used to register another vehicle in registrant's name only.

Purchase of a leased automobile by the lessee:

If the lessee decides to purchase the vehicle they are leasing, a sale occurs and this transaction **must** be processed as a new registration. This transaction is considered a new registration and may be processed as a transfer, allowing the transfer of excise credits and charging a transfer fee of \$8.00, or the transaction may be processed for a full year.

If a Maine dealer has completed this sale, the registrant must provide the blue copy of the title application plus the Maine dealer's bill of sale stating sales tax has been paid. If these documents cannot be provided, process both a new title application and a yellow "Use Tax Certificate". The sales tax is based on the total amount paid for the vehicle, including any advanced monthly lease payments.

Assumption of Lease and Payments:

An Assumed Lease is a transfer of an existing or continuing lease to another lessee (lessor remains the same). Review the lease agreement to verify new lessee name. This type of transaction is processed as a **new registration** as the excise tax is **NOT** transferable. The lessee must complete a yellow "Use Tax Certificate" form and indicate on the sales tax form "**assumption of lease**". There will be no sales tax due.


Change of Lessor:

When the lessor changes but the lessee remains the same, this transaction may be processed as a **new registration** or a **new registration transfer**. The excise tax is transferable and the \$8.00 transfer fee would be charged. The lessee must complete a yellow "Use Tax Certificate"; sales tax **is due** unless the lessee produces a Maine dealer's bill of sale.


LEASED VEHICLES continued

VEHICLES REGISTERED TO BOTH LESSEE and LESSOR

Example: If the vehicle is registered in the names of both the lessor and lessee and is leased for a period of one month or longer, excise tax is paid to the municipality indicated as “legal residence” and a regular registration fee of \$35.00 is charged.

State of Maine Vehicle Registration										Mileage: 506			
Eff Date is Validation Date But Not Prior To: 03/10/2018										Expires: 03/31/2019		Insurance: CBB	
										CLASS PC		REGISTRATION NUMBER 9876AB	
VIN JT2BR12E7EC286693	YEAR 2016	MAKE GMC	MODEL ACADIA	COLOR BK	STYLE 4D	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL G			
REGISTRANT(S) MOUSE, MICKEY				DOB(M)DD = 01/19/1989		Base Mbl. Rate Local Ex Tax Credit ExTx Bal ExTx Date Rate		14,053.00 0.0135 245.93 220.00 28.93 03/10/2018 35.00		-NEW REG			
LESSOR DONALD DUCK LEASING CORP.		UNIT #	DOT #		Agent Fee Sales Tax Title CTA # User Id		4.00 DEALER 33.00 AA00002 CBB						
MAILING ADDRESS 789 MICKEY MOUSE WAY BANGOR ME 04401				Registration Void Unless Validated VALIDATED REGISTRATION BANGOR 03102018									
LEGAL RESIDENCE 789 DONALD DUCK WAY BANGOR ME				LEGAL RESIDENCE CODE 05000									
 PT MCO (ME)										Tax Receipt #: 77777777		Sticker # (M) 03D555555 (V) 19D666666	
MVR-JVS Rev. 01-2016 REGISTRATION										www.maine.gov/sos			

Example: If the vehicle is registered in the names of both lessor and lessee, both are located out-of-state, and the vehicle is **not** customarily kept in any municipality in Maine, the lessee **must use a Maine Statutory Agent** to collect the appropriate excise tax and registration fee.

State of Maine Vehicle Registration										Mileage: 506			
Eff Date is Validation Date But Not Prior To: 03/10/2018										Expires: 03/31/2019		Insurance: CBB	
										CLASS PC		REGISTRATION NUMBER 9876AB	
VIN JT2BR12E7EC286693	YEAR 2016	MAKE GMC	MODEL ACADIA	COLOR BK	STYLE 4D	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL G			
REGISTRANT(S) MICKEY MOUSE CONSTRUCTION				DOB(M)DD = 001234567		Base Mbl. Rate Local Ex Tax Credit ExTx Bal ExTx Date Rate		14,053.00 0.0135 245.93 220.00 28.93 03/10/2018 35.00		-NEW REG			
LESSOR DONALD DUCK LEASING CORP.		UNIT #	DOT #		Agent Fee Sales Tax Title CTA # User Id		4.00 DEALER 33.00 AA00002 CBB						
MAILING ADDRESS 789 MICKEY MOUSE WAY BANGOR ME 04401				Registration Void Unless Validated VALIDATED REGISTRATION BANGOR 03102018									
LEGAL RESIDENCE 789 DONALD DUCK WAY BANGOR ME				LEGAL RESIDENCE CODE 05000									
 PT MCO (ME)										Tax Receipt #: 66666666		Sticker # (M) 03D444444 (V) 19D333333	
MVR-JVS Rev. 01-2016 REGISTRATION										www.maine.gov/sos			

LIVING TRUSTS

INFORMATION:

A living trust is a fund that is established and set up with an individual's assets. A motor vehicle might be one of the assets. The following policies will apply when processing a living trust registration.

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 trust as a separate entity assumes ownership of the vehicle. Therefore, this type of transaction **must** be processed as a new registration, even if the person named in the trust owned the vehicle before. This means payment of excise tax, registration fees, a new title application (if applicable), and completion of a yellow "Use Tax Certificate".

To determine what name(s) must appear on the registration and/or title application, the customer must furnish a copy of the trust papers. For example: Jane Brown and Harry Brown are setting up a trust together, it would be considered a family trust and the registration would read "The Brown's Family Trust". In this case, either husband or wife can sign the paperwork and no trustee is named on the registration and/or title application. If the trust papers read "Jane Brown Trust" and John Doe is named as trustee, the paperwork should read "Jane Brown Trust/John Doe, Trustee". In this situation, the trustee, John Doe would sign the registration and title documents.

NOTE:

If this is a titled vehicle, a copy of the trust papers must be submitted to the BMV along with the title application.

Excise Tax: Maine Revenue Service requirements;

When a vehicle is being placed in a trust, sometimes there is time left on the registration and the person whose name is on the registration requests excise tax and registration credit.

Excise tax and registration credit can both be allowed if the title assigns ownership to:

John Doe Trust
John Doe –Trustee

If the title assigns ownership in the sole name of the John Doe Trust, no excise tax or registration credit is allowed.

LIVING TRUSTS continued

Sales tax: Maine Revenue Service requirements;

If the vehicle was purchased by a married couple and the trust will be in both names, or if both will be trustees, then no sales tax is due because sales tax was previously paid in both names.

Example: If the husband purchased a vehicle and titled it in his name and the trust is set up in both husband and wife's name, sales tax is due on one half the value of the vehicle at the time the vehicle is placed in trust. Because the husband had previously paid sales tax, the wife must pay sales tax on her half interest in the vehicle.

Revocable Trusts

If a customer is processing a revocable (temporary) living trust, a Federal ID # or EIN is **not** required.

If the title reads only "John Doe Trust," no excise tax credit or registration credit is allowed.

If an individual is taking a vehicle out of a trust, the title would be signed over to the new owner. Proceed with a new registration transaction.

State of Maine Vehicle Registration																																	
Eff Date is Validation Date But Not Prior To: 04/10/2018						Expires: 04/30/2019		Insurance: CBB																									
						Mileage: 506		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">CLASS</th> <th style="width: 50%;">REGISTRATION NUMBER</th> </tr> <tr> <td style="text-align: center;">PC</td> <td style="text-align: center;">9876AB</td> </tr> </table>		CLASS	REGISTRATION NUMBER	PC	9876AB																				
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MVR-1VS Rev. 01-2016 REGISTRATION						www.maine.gov/sos																											

LIVING TRUSTS continued

Irrevocable Trusts

If a customer is processing an irrevocable (permanent) living trust, a Federal ID # or EIN is required.

State of Maine Vehicle Registration										Mileage: 506	CLASS	REGISTRATION NUMBER																																	
Eff Date is Validation Date But Not Prior To: 04/10/2018										Expires: 04/30/2019		Insurance: CBB																																	
VIN JT2BR12E7EC286693	YEAR 2016	MAKE GMC	MODEL YUKON	COLOR BK	STYLE 4D	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL G	PC	9876AB																																	
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										PI 00000001 (ME)																																			
Tax Receipt #: 66666666										Sticker # (04) 04D44444		(V) 19D333333																																	
MVR-3VS Rev. 01-2016 REGISTRATION										www.maine.gov/sos																																			

LOST OR MUTILATED PLATES

REFERENCES:

Title 29-A, Section 503, Miscellaneous Registration Fees

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec503.html>

Title 29-A, Section 465, Loss of Registration Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec465.html>

DEFINITION:

The fee for lost plates is \$5.00 per plate. The fee for a sticker is \$0.25 per sticker. If plate(s) have been lost, faded, or damaged during the registration year and the registrant wants to either keep the same plate numbers or request a new set, a fee must be charged for lost plates and for stickers.

EXCEPTION:

If a lost plate request is for a **no fee** registration, such as Disabled Veteran (DV) plates or municipal plates (CI), then the new plate(s) should be issued for **no fee**. Similarly, veteran decals should be issued for **no fee**.

If a customer's plates are faded or worn-out plates, issue new plates for no fee.

If a customer's plates are defective and peeling, and the customer has had the plates 5 years or less, issue new plates off the shelf at no fee. If the customer wishes to order plates with the same number, charge the customer lost plate fee.

NOTE:

If a lost plate is requested at time of the registration renewal, the lost plate fee **is** to be paid. If a lost plate is requested at time of a transfer, the lost plate fee **is** to be paid. Refer to the replacement plates section within this chapter for additional information.

INFORMATION:

To request replacement plates, a customer must complete the upper portion of the Notice of Loss of Number Plates & Request for New Plates form (MV-9). The customer should indicate the number of plates and stickers needed, the reason new plates are needed, and other required information.

The bottom portion of the Notice of Loss of Number Plates & Request for New Plates form (MV-9) should be completed by a BMV Branch Office or Municipal Office. Whenever possible, a copy of the current registration certificate should be attached to the form. If replacement plate(s) need to be ordered through the BMV Main Office, municipalities should instruct customers to mail forms and fees to the address indicated on the form.

The Notice of Loss of Number Plates & Request for New Plates form (MV-9) must be completed regardless of whether new (different plate number) or replacement (same plate number as original) plates are issued. The form must be validated if

LOST OR MUTILATED PLATES continued

fees are collected. If a municipal validation stamp is used, the “Fee Collected” amount should be indicated directly above the validation stamp box.

The BMV Branch Office will verify that the information on the Notice of Loss of Number Plates & Request for New Plates form (MV-9) matches the registration record on the computer system; a copy of the record should be attached to the form.

If the record does not match the information on the form, the customer must provide a copy of their yellow registration; the information on the form and on the registration must agree. The yellow registration should be returned to the customer after photocopying and attaching copy to Notice of Loss of Number Plates & Request for New Plates form (MV-9).

If the registrant wants to keep the same plate number and both plates are lost, the BMV Branch Office should issue one 60-day temporary plate.

If new plates are issued, a new registration certificate must be issued as well. The words “Replacing Plate # _____” should be printed on the certificate. The white copy of the new registration and form MV-9, with appropriate fees, should be forwarded to the BMV Main Office. Municipalities should send these documents with the corresponding municipal cash report. (Please be sure the new plate number, class code, and sticker number for month and year are indicated on the form.)

BMV Branch Office - Ordering Lost Plates:

The BMV Branch Office should place an order on the system by selecting “LOST” from the dropdown list and pressing the “Perform Action” button. When the Lost Plate pop-up window appears on the screen, the user will select the (# of plates) needed, press the “ORDER” button and “SAVE” (F7) the record.

Law Enforcement:

If plates are removed by a law enforcement officer, either a new set of plates can be issued or replacement plates can be made. A fee of \$5.00 per plate and \$0.25 per sticker must be charged.

Notice of Loss of Number Plates & Request for New Plates Form (MV-9):

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: 1 or 2

Name: _____ Date of Birth: _____

Address: _____

Daytime Telephone: () _____ Signature: _____ Zip: _____

PERMANENT ADDRESS CHANGE: Please check this box for address to be changed on your registration.
Please attach a copy of your current registration.

To be completed by BMV representative or Municipal Agent

Were new plates issued? Yes No (check one)

If Yes: New Plate Number: _____ Class: _____

Were validation stickers issued? Yes 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**

Stickers Needed:
 Yes No (check one)
Exp. Month: _____

Plate was:
 Lost
 Mutilated
 Stolen
 Removed by Law Enforcement

Fee Collected: _____

Validation Stamp

LOW DIGIT PLATES AND OUT-OF-ROTATION PLATES

LOW DIGIT PLATES DEFINITION:

A low digit plate is a registration plate number with 1, 2, 3, or 4 digits or 1 or 2 digits followed by a single or double letter. Many class codes allow the issuance of low digit plates, excluding the combination series and many of the specialty plates. Low digit plates are only issued by the Secretary of State's Office directly.

OUT- OF-ROTATION PLATES DEFINITION:

An out-of-rotation plate is **any** request for a license plate to be manufactured out of sequence, in any class code. To request an out-of-rotation plate, it must be a past or current, valid sequence within that class code. Out-of-rotation plates may be issued by the Registration Section manager, at the BMV main office.

GENERAL OVERVIEW:

Requests for low digit plates (listed below) must be submitted to the Secretary of State's Office.

Requests for out-of-rotation plates (anything not listed under the low digit plates below) must be submitted to the Registration Section manager, at the BMV main office.

When registering with a low digit or out-of-rotation plate, registrants are required to pay a one-time fee of \$25.00, in addition to the regular registration fee. If obtaining a low digit or out-of-rotation plate in a specialty plate class code, the applicable specialty plate fee will also be due.

Upon initial registration of a low digit or out-of-rotation plate, the customer must present a letter from the Secretary of State, stating the customer's name and plate issued.

The law states that plate numbers that remain expired for six consecutive months become available for reassignment.

LOW DIGIT PLATES MAY ONLY BE ISSUED BY THE SECRETARY OF STATE.

LOW DIGIT PLATES AND OUT-OF-ROTATION PLATES continued

THE FOLLOWING ARE LOW DIGIT PLATES:

- Agriculture (AG) 1 through 1000
- Commercial (CO) 1 through 999
- Conservation (CR) 1 through 999
- Conservation (CR) 1A through 9Z
- Medal of Honor (MO) All numbers - Recipient chooses number
- Motorcycle (MC) 1 through 99
- Motorcycle (MC) 1A – 9A through 1Z – 9Z
- Passenger (PC) 1 through 9999
- Passenger (PC) 1A – 99A through 1Z – 99Z
- Passenger (PC) 1AA – 9AA through 1ZZ – 9ZZ
- Prisoner of War (PO) 1 through 999; 1A through 99Z
- Purple Heart (PH) 1 through 200
- Single digit with double letters, example: 1BH in any class
- Sportsman (SW) 1 through 1000
- University of Maine (UM) 1 through 2000
- Veteran (VT) 1 through 320

NOTE:

Low digit and out-of-rotation plates are not available for most specialty plates (Lobster, Black Bear, Breast Cancer, etc., as well as Combination plates).

REMEMBER: Do not add or delete a name on any low digit plate registration anytime during the registration period, UNLESS you have written or verbal permission from the Secretary of State's Office. Also do not transfer a low digit plate from one person to another without permission from the Secretary of State's Office.

Registrants of plates 1-99 may renew online using Rapid Renewal if their municipality of legal residence participates in the program.


LOW DIGIT PLATES AND OUT-OF-ROTATION PLATES
continued

INFORMATION FOR LOW DIGIT AND OUT-OF-ROTATION PLATES:

BMV Branch Offices:

Upon presenting a letter authorizing use of a plate, an MV-62, Reserve Number Plate Request form, must be completed and the required \$25.00 fee collected. Generate a corrected registration document (provided the vehicle is currently registered) and validate both the MV-62 form and the registration documents (white and yellow).

REGU 100783056B 10/03/2019 REG \$25.00 BMV



STATE OF MAINE
BUREAU OF MOTOR VEHICLES
Reserved Plate Number Application

Present Plate Number 000		Class Code PC	
Requested Plate Number 001		Class Code PC	
Name JOHN JONES		Date of Birth 01/01/1989	
Address 123 JONES WAY			
City JONESPORT		State ME	Zip Code 04649
Date	NOTE: This form must accompany a copy of the current registration certificate.		

MV-62 Rev. 09/18

Municipal Offices:

Upon presenting a letter authorizing use of the plate, an MV-62, Reserve Number Plate form must be completed and the required \$25.00 fee collected. Generate a corrected registration document (provided the vehicle is currently registered) and validate both the MV-62 form and all registration documents with the municipal validation stamp.

NAME CHANGES

REFERENCE:

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec406.html>

Title 29-A, Section 406 states that on a change of ownership a registration expires. The policies listed below do **not** apply if there is clear intent to change the vehicle ownership. This could include a bill of sale, transfer of title, vehicle gifted to another party, or death of an owner.

This section of the law is significant where there is a name change of a company or a corporation that has registered vehicles.

Name Additions:

To request a name addition to a registration, the registrant may complete the Request for Name Addition/Deletion on a Registration form (MV-138). The form allows for written permission from the person(s) named on the current registration and the person(s) being added. If not signed in front of issuing agent, the signatures must be notarized. In lieu of this form, a signed and notarized statement is acceptable. (A copy of this form is shown on the following pages).

Name Deletions:

To request a name deletion, the registrant may complete the Request for Name Addition/Deletion on a Registration form (MV-138).

It is important to obtain written permission from the person whose name is being deleted and the signature of that person. If not signed in front of issuing agent, the signatures must be notarized. The other party on the registration cannot make the request. In lieu of this form, a notarized, signed statement is acceptable.

If someone is being deleted from a registration and the plate is one that someone has qualify to have, ensure that the remaining person on the registration qualifies to retain the type of plate. Example: Bob and Jane get divorced. Jane retains the vehicle and has Bob's name removed from the registration. They had a Special Veteran plate on their vehicle because Bob is a veteran. Since Jane doesn't qualify to keep the Special Veteran plate, she must be issued a different plate class.

If a divorce decree shows the vehicle was awarded to the individual, delete the name using the information on the divorce decree. Take a copy of the divorce decree. No form is needed to process this.

Deletions Not Allowed: A name cannot be deleted from a registration when there is only one name on the registration, or if the name being deleted is the only one on the title. A name cannot be deleted from a registration unless the remaining name is on the title.

NAME CHANGES **continued**

Name Changes:

The registration can be changed only by reason of marriage, divorce, or a court order directing a name change. The registrant must provide proof of the name change (e.g. marriage certificate, divorce decree, court judgment). If registrant is unable to provide proof of name change, the registrant must complete the Request for Name/Address Change form (MV-178).

A name change at renewal time by reason of marriage, divorce, or court order is a re-registration because the same person is registering the same vehicle.

Name Substitutions:

A name can be substituted for another name on a current registration by completing the Request for Name Addition/Deletion on a Registration form (MV-138). It must be signed by the person(s) whose name is being substituted and by the person(s) whose name is being deleted. If not signed in front of the issuing agent, the signatures must be notarized.

A notarized letter is also acceptable in lieu of the Request for Name Addition/Deletion on a Registration form (MV-138).

NOTES:

Leased Vehicles

If the vehicle is leased and the name of the Lessor changes, please refer to the "Leased Vehicle" section of this chapter.

Low Digit Plates

A name cannot be deleted or added on any low digit plate registration at any time during the registration period, unless the Secretary of State's Office gives written permission.

Change from Individual to Corporate Name / Sole Ownership

If Charles Jones is sole owner of a company and a registration is issued in that name, it can be corrected for **no fee** to read Charles Jones, Inc. or Jones Pipe Company.

Important: Cannot process the reverse. To change from corporate to individual's name is considered a change in ownership transaction.

NAME CHANGES **continued**

Corporate Name Changes: New Ownership

A change in ownership requires a new registration and a new title, plus payment of full fees. When a corporation or company changes its name, it is considered a change in ownership. Some examples include:

- A change in **EIN / FID #** (Employer Identification Number/Federal ID Number).
- A change from a corporation name to an individual's name.
- A merger: two or more companies are merged into one company.
- A change in owners: the current owners are different from the previous owners.

If a corporation or company changes names and there is no change in ownership, a registration can be corrected for **no fee**. In this scenario, a corporation simply changes its current name to another name, and ownership remains the same.

Company Signatures:

When the registration is issued in the name of the company or corporation, the person signing the form must be an authorized representative of the company and indicate their official title. For example, the person could sign as Charles Jones, President or Charles Jones, Treasurer or Charles Jones, Clerk.

Notarizations:

- If the person(s) being added or deleted signs the Request for Name Addition/Deletion on a Registration form (MV-138) in front of Municipal Office staff, BMV Branch Office staff, or BMV Main Office staff, the form does not need to be notarized.
- If not signed in front of Municipal Office staff, the Request for Name Addition/Deletion on a Registration form (MV-138) must be notarized.

Suspensions:

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec2434.html>

Title 29-A, Section 2434 applies to any conviction for OUI or for any offense for which the court suspends a registration. If a person's privilege to register is under court ordered suspension and there is an additional name or names on the registration, the name of the registrant under suspension can be deleted by completing the Request for Name Addition/Deletion on a Registration form (MV-138). At least one of the names on the original registration must appear on the new registration. In these instances, the name deletion procedure will be processed at a BMV Branch Office following the same procedure as the name deletion outlined above. This applies to non-family members as well.


If the person under suspension is the only name on the registration, please refer to the section titled "Affidavit for Authorization for Reissuance of Suspended Registration".

NAME CHANGES
continued

Municipal Offices:

When processing a name change transaction, Municipal Agents should validate the Request for Name Addition/Deletion on a Registration form (MV-138) with the municipal validation stamp and mail it to the BMV Main Office with the appropriate cash report.

Example: Completed Request for Name Addition/Deletion on a Registration form (MV-138)


REQUEST FOR NAME ADDITION/DELETION ON A REGISTRATION

Vehicle Information: Plate Number: 9876AB Class Code: PC
Year: 2017 Make: GMC Vehicle Identification Number: 2T1BR12E77C286685
Current Registrant(s): Mickey Mouse Date of Birth: 03/16/1989
Date of Birth: _____
Address: 123 Mickey Mouse Way City: Disneyland State: ME Zip: 04000

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

Validation Stamp
SAMPLE
GOOD
TO
USE
DATE 04/24/17

Registrant Signature: Mickey Mouse Print Name: Mickey Mouse Date: 04/24/2017
Addee Delettee Signature: Minnie Mouse Print Name: Minnie Mouse Date: 04/24/2017
Addee/Delettee Date of Birth: 04/18/1994

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 Waldo personally appeared the
above named Minnie Mouse, and made oath that the statements contained in the
foregoing application are true.

Before me, Walt Disney 04/24/2017
(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)

PLATES NEVER USED

REFERENCE:

Title 29-A, Section 464, Unused Registration Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec464.html>

DEFINITION:

An owner returning registration plates with an affidavit stating that the plates have never been used may be refunded the registration fee paid if the plates are returned within 120 days of issue, and the Secretary of State is satisfied that the plates have never been used.

COMMENTS:

Refund of registration fee is allowed when any type or class of registration certificate, plates and validation stickers are returned along with a completed and notarized Statement of Facts, Plates Never Used-Plate Never Received form (MV-34). Plates must be surrendered within 120 days of issue. If the refund is in conjunction with a first time registration and new plates were issued, the returned plates must look "unused". A refund may be allowed even if the stickers were affixed to the plates. If the refund is requested in conjunction with a re-registration, it is impossible to confirm that the plates were not used as the plates have been in use for one or more registration years and therefore look used. The MV-34 must be accepted as representing the truth.

Advise the applicants that it may take six to eight weeks before they receive their refund from the Bureau of Motor Vehicles. A refund may also be issued in cases when plates were never received, or where the same vehicle was registered twice for the same registration year.

PROCESSING INFORMATION:

- The MV-34 form must be completed and notarized.
- Direct customer to take plates, validation stickers and registration certificate to a BMV Branch Office,


OR

- Send plates, stickers and registration certificate to:

**ATTN: REGISTRATION SECTION
BUREAU OF MOTOR VEHICLES
29 STATE HOUSE STATION
AUGUSTA ME 04333-0029**

PLATES NEVER USED
continued

Statement of Facts
Plates Never Used ~ Plates Never Received (MV-34)

	<i>Department of the Secretary of State</i> Bureau of Motor Vehicles			
	STATEMENT OF FACTS PLATES NEVER USED—PLATES NEVER RECEIVED			
I, _____		of _____		
First/Last Name		City/Town		
in the County of _____, hereby certify that I have:				
<input type="checkbox"/> never used plates *		<input type="checkbox"/> never received plates		
(_____) _____, issued in connection with the registration of my motor vehicle				
(_____) _____	Plate Number			
_____	_____	_____	_____	
Year	Make	Model	Vehicle Identification Number	
<input type="checkbox"/> If I am eligible, I would like to request a registration fee refund for these never used plates. *				
Signature _____				
(Printed signature not accepted.)				
STATE OF MAINE _____ County, ss.				
Personally appeared the above named _____				
and made oath that the statements contained in the foregoing application are true.				
Before me, _____				
(Notary Public/Attorney)				
MV-34 (1-2013)				

REBATE / REFUND PROCEDURES

BMV Branch Offices:

Refund: A refund may only be issued to a customer who has overpaid, and has notified the Branch of the error on the same day. The refund transaction must be processed on the same business day as the overpaid transaction(s). Once the Rebate/Refund card (MVC-24) is completed, it will be validated using the POS fee type of "Refund". Send it to the BMV Main Office Cash Office with the daily financial reports.

Rebate: A rebate may be issued for overpayment on a prior day's transaction.

The staff receiving the request will complete a Rebate/Refund card (MVC-24). In the upper right hand corner, indicate the amount to be rebated and the fee type. On the lower portion, indicate the applicable information. **Write the transaction number on the Rebate/Refund card so the Cash Office staff can verify the revenue source that needs to be given credit.**

Plates Never Used or Never Received:

If a customer requests a rebate for plates never used or never received, the Statement of Facts, Plates Never Used-Plate Never Received form (MV-34) must be completed. If not signed in front of issuing agent, the signatures must be notarized. In addition to the completed form, validation sticker(s) and registration certificate must be returned. The registration plates must be returned if the customer indicates the plates were never used.

The BMV Branch Offices will also complete a Returned Plate Card (MV-553) and forward with the plates. Forward the completed Rebate/Refund card (MVC-24) and materials to the BMV Main Office, Cash Office for processing.

Municipal Agents: If an error is observed before reports and materials are sent to the BMV Main Office, place a note on the document, and BMV will process approved refunds. If a customer comes to you and is requesting a refund of registration fees, refer to the BMV Main Office.

REBATE / REFUND PROCEDURES

Continued

Rebate/Refund Card (MVC-24)

MVC-24 Rev 6/01	Amount of Rebate/Refund _____
Rebate/Refund (Please type or print clearly)	
Name _____	
Mailing Address _____	
City/Town _____	State _____ Zipcode _____
Please Include the Applicable: Plate # <input type="text"/>	License # <input type="text"/>
Check # <input type="text"/>	Title/App# <input type="text"/>
Branch or Section _____	Date _____
Completed By _____	Approved By _____
Explanation: _____	(Accounting Use Only)
(Please be brief and use specific information for explanation.)	
<input type="text"/>	

REGISTRATION OF INCORRECT VEHICLE

COMMENTS:

Registering the wrong vehicle may occur when plates are transferred to a vehicle the customer no longer possesses. Or, it could happen when a customer is issued a preprinted renewal registration for a vehicle no longer in their possession.

INFORMATION:

Due to the many different scenarios that may occur, both BMV Branch Offices and Municipal Offices should contact the BMV Main Office, Registration Section for customer assistance at (207) 624-9000, ext. 52149.

AFFIDAVIT FOR AUTHORIZATION FOR REISSUANCE OF SUSPENDED REGISTRATION

REFERENCE:

Title 29-A, Section 2434, Notice of Suspension by Court

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec2434.html>

Title 29-A, Section 2416, subsection 3, Registration Suspension by Court

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec2416.html>

DEFINITION:

If a registration is suspended due to a conviction for OUI or for any offense for which the court suspends a license or registration, the Secretary of State may re-issue that registration to a spouse, domestic partner, or family member. If the owner is the only name on the registration, the owner must complete an Affidavit for Authorization for Reissuance of Suspended Registration form (MV-83) and a Request for Name Addition/Deletion on a Registration form (MV-138).

EXCEPTION:

When more than one name is on the registration, the individual under suspension must complete **only** the Request for Name Addition/Deletion on a Registration form (MV-138). Completion of the Affidavit form (MV-83) is not necessary.

INFORMATION:

Due to the nature of a court ordered suspension, both BMV Branch Offices and Municipal Offices should contact the BMV Main Office, Registration Section for customer assistance at (207) 624-9000, ext. 52149.

**AFFIDAVIT FOR AUTHORIZATION FOR
REISSUANCE OF SUSPENDED REGISTRATION
continued**

**Affidavit For Authorization for Reissuance Of Suspended Registration Form
(MV-83)**



AFFIDAVIT FOR AUTHORIZATION FOR REISSUANCE
OF SUSPENDED REGISTRATION

I am an owner of the motor vehicle described below and hereby authorize my

spouse _____ or _____
(name) (name and relationship of family member - family member may include domestic partner)

_____, 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)

_____, ss.

Personally appeared before me the above named: _____

and made oath or affirmation that the foregoing statements are true.

(Notary Public)

REPLACEMENT PLATES

REFERENCE:

Title 29-A, Section 503, Miscellaneous Registration Fees

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec503.html>

DEFINITION:

At time of new registration, when a customer has available plate(s) that have not been expired for more than eight months, the customer is expected to use the plate(s) on the new registration. If the available plates are not used, then the customer is subject to a replacement plate fee of \$5.00 per plate.

COMMENTS:

This law was enacted to conserve valuable resources and limit the waste to the environment.

INFORMATION:

When a customer requests the processing of a new registration transaction, ask the customer if they have plate(s) in their possession that are not currently being used on another vehicle, and have not been expired for more than eight months.

- **If the answer is YES:** The plate(s) should be used on the new registration. If the customer elects not to use the plate(s), then the Replacement Plate Fee of \$5.00 per plate should be assessed.
- **If the answer is NO:** New plate(s) may be issued at no additional fee.

Exception:

The customer should not be assessed the replacement plate fee if the old plate(s) are damaged or lost, or if the customer requests a new class of plate. In both of these instances, new plate(s) may be issued at no additional fee.

The replacement plate fee amount should be indicated on the registration document as a separate charge.

Municipalities should report any replacement plate fee units and monies on the cash report under the "Lost Plate" category.

NOTE:

The Notice of Loss of Number Plates and Request for New Plates form (MV-9) should **not** be completed for this type of transaction.

To report this transaction on the cash report, indicate the additional fee in the "**LOST PLATES**" field.

REPLACEMENT VALIDATION STICKERS

REFERENCE:

Title 29-A, Section 503, Miscellaneous Registration Fees

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec503.html>

DEFINITION:

Replacement registration validation stickers for registration plates shall be furnished to replace lost or mutilated validation stickers for \$0.25 each.

COMMENTS:

Due to the small size of the validation stickers, they are frequently lost or misplaced by registrants. If a customer needs to replace lost stickers, verify the registration, issue the proper stickers and charge the following fees:

EXAMPLE:

1 - Single Sticker ~ \$0.25

2 - Single Stickers ~ \$0.50

1 - Double Sticker ~ \$0.50

2 - Double Stickers ~ \$1.00

If a customer was issued an incorrect sticker, issue a replacement sticker at **no fee**. The incorrect sticker must be returned if it has not been affixed to the plate. If a customer returns a sticker that has fallen apart, or if the customer states the sticker is faded, issue a free replacement. Stickers occasionally do fall apart when a customer attempts to apply them during extremely cold weather. There is no charge for stickers issued in conjunction with a transfer from one class of vehicle to another, and new plates must be issued.

A customer with a two plate registration (example – PC) may request a replacement sticker for only one plate. This may result in issuing a single sticker to a plate that typically is issued double stickers. If the transaction only involves a replacement sticker, a corrected registration certificate is not needed. Complete the Request for Replacement of Validation Sticker form (MV-14) and issue a single sticker. The MV-14 is the only form needed in this situation. **A vehicle that is correctly registered will not necessarily have matching stickers on the front plate and back plate.**

INFORMATION:

1. Have the customer complete the Request for Replacement of Validation Sticker form (MV-14.)
2. Determine that the registration involved is current, verifying the month and year of expiration.

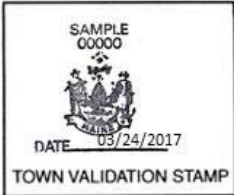
REPLACEMENT VALIDATION STICKERS
continued

3. Enter the month and/or year, double or single and the control numbers of the replacement sticker(s).
4. Determine the appropriate fee.
5. **Municipalities:** Stamp the MV-14 with your municipal validation stamp in the upper right hand box and indicate the date. Mail the form with the fee to the BMV Main Office with your next cash report.

The second copy of the MV-14 form (white) is to be retained by the Municipal Office for your records.

6. **BMV Branch Offices and BMV Main Office:** Enter and validate the form in the POS system.

Completed Request for Replacement of Validation Sticker Form (MV-14):

REQUEST FOR REPLACEMENT OF VALIDATION STICKER				
<input type="checkbox"/> 1 Single Sticker	\$.25	<input checked="" type="checkbox"/> 1 Set Double Stickers	\$.50	
<input type="checkbox"/> 2 Single Stickers	\$.50	<input type="checkbox"/> 2 Set Double Stickers	\$ 1.00	
NAME: <u>Daffy Duck</u>		Date of Birth: <u>08/18/2017</u>		
<small>(Please Print Name)</small>				
ADDRESS: <u>143 Daffy Duck Way, Disneyland, Maine 04000</u>				
FOR USE WITH PLATE NUMBER: <u>PC 8765AB</u>		IF NO FEE - WHY: _____		
STICKER ISSUED: _____		18D	0000001	
<small>Month</small>		<small>Control Number</small>		
DATE: <u>03/24/2017</u>		CLERK: <u>Minnie Mouse</u>		
<small>Year</small>		<small>Control Number</small>		
MV-14, Rev. 11/04 Secretary of State, BMV, 29 State House Station, Augusta, ME 04333-0029				

AGENT COPY

RETURNED PLATES

REFERENCE:

Title 29-A, Section 463, Disposition of Registration Plates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec463.html>

INFORMATION:

Registrants should be encouraged to return plates that are not in use so their responsibility for these plates will end. All plates are the property of the Secretary of State.

The Returned Plate Card (MV-553) should be completed whenever an individual turns in their plates. For example, plates should be turned in any time another plate number is issued due to a change of class, replacement with vanity plates, etc.

MUNICIPAL OFFICES:

When plates are returned to your office, complete form MV-553 and send it in with your cash report. The information will be on file in our office. Keep the actual plates with other discarded plates to be returned to BMV.

BMV BRANCH OFFICES - REGULAR PLATE RETURNS:

Please indicate whether or not you updated the Vehicle Services system by placing a check mark in the box in the upper right hand corner (BMV-Entered). Please follow the instructions below for updating the system.

If the customer NEVER plans on re-registering with the plates that they are returning, the BMV Branch Office will go into the VS system and perform a search on the plate number. Perform the "Plate Returned" function which will then ask the staff to enter the date the plates were returned. That date will then appear in the "Plate Returned Date" field on the registration screen and the status of the plate will change to "Inactive".

If the customer is receiving any other set of plates, such as, a new plate class, vanity, suspension or another number plate, the BMV Branch Office will "PLEX" the old plates with the new plates. Place a check mark in the (BMV-Entered box) indicating that the "PLEX" process was completed. After the "PLEX" action has been completed, perform the "Plate Returned" action on the previous plate if those plates are being returned.

RETURNED PLATES

continued

NOTE:

If the customer places a check mark in any of the following boxes: Mutilated, Lost/Found, Recovered/Removed by Law Enforcement, etc., we do not want to prevent a preprint from being generated because the customer's registration may still be valid. **Do not** perform the "Plate Returned" action. This action will inactivate the registration.

"FOR HIRE" RETURNED PLATES

BMV BRANCH OFFICES ONLY – "FOR HIRE" RETURNED PLATES:

DEFINITION:

The "For Hire" category of registration plates is defined as applying to any vehicles for which fees are charged to someone other than the owner for use of the vehicle. Plates can be issued from several different class types, such as PC, TX, etc.

INFORMATION:

When "For Hire" plates are returned, the BMV Branch Office may contact the BMV Main Office, Motor Carrier Services, Operating Authority Unit at (207) 624-9000 ext. 52131 to alert them; and then complete a Returned Plate Card (MV-553). Mail the completed card along with the plates to the BMV Main Office, Motor Carrier Services, Operating Authority Unit. The information required is company/individual name, location, plate numbers and date of receipt of the plates.

If more than one set of plates is returned, please generate a list of plate numbers, the legal name and address, the date of receipt and the clerk's initials. A copy should be submitted to the BMV Main Office, Motor Carrier Services, Operating Authority Unit.

A cash receipt may be completed for returned plates only if the customer wants proof they have returned the plates. The BMV Main Office, Motor Carrier Services, Operating Authority Unit only wants the plates and the Returned Plate Card; they do not need a copy of the receipt.

For seasonal or temporary plate returns, the carrier may request that the plates be held. The BMV Branch Office submits the plates to the BMV Main Office, Motor Carrier Services, Operating Authority Unit with written notification to hold the plates. At the time the "For Hire" carrier service re-registers that vehicle, the original "For Hire" plates may be returned. In this situation, no reinstatement fee will be required.

RETURNED PLATES

continued

The staff should go into the VS system and bring up the plate number. If the plates have been returned, perform the "Plate Returned" function. Enter the date the plates were returned; that date will then appear in the "Plate Returned Date" field on the registration page.

If the customer is seeking reimbursement of excise tax, please refer to Chapter 7, pp 3-5.

"SHORT TERM RENTAL" RETURNED PLATES

BMV BRANCH OFFICES ONLY - SHORT TERM RENTAL AGENCIES:

Many rental agencies replace vehicles prior to the registration expiration date. When they return their registration plates to BMV, they often request an excise tax credit from the Maine Revenue Services (MRS), Excise Tax Division. MRS requires the rental agencies to complete the Plate Return Form for State of Maine Short-Term Automobile Registrations (MV-554).

Rental agencies do not need to provide BMV with the yellow registration when they return their plates. The MV-554 form indicates the following data: the vehicle information, plate number, number of plates returned, amount paid for excise tax, and the amount of excise tax to be refunded. This form replaces the need for individual Returned Plate Card forms (MV-553). The MV-554 is only intended for **Short Term Rental Agencies**.

When the rental agencies return their plates to BMV, they must provide two copies of the completed MV-554 forms. The plates must be in the same order as listed on the form.

The BMV representative will verify all the plates listed on the MV-554 forms, then sign and date both copies. Retain one copy of the MV-554 for BMV returned plate records and give the second copy to the rental agency, to submit to MRS, Excise Tax Division.

NOTE:

It is not necessary for the rental agency to have the calculated amount of excise tax to be refunded on the form prior to turning in the plates. BMV is only verifying that the plates were returned-which is stated on the form.

RETURNED PLATES continued

BMV BRANCH OFFICES ONLY - COMPLETING THE PLATE RETURN FORM (MV-554):

- **Column A** Plate Number (Class Code)-Refer to the Registration Certificate.
- **Column B** Number of Plates returning.
- **Columns C thru F** The year, make, model and VIN of the vehicle being surrendered.
- **Column G** The date the vehicle was registered. Refer to the registration certificate. If the vehicle's registration was obtained through a transfer, indicate the transfer date here.
- **Column H** The month and year the registration plate expires.
- **Column I** The number of months remaining on the registration. Compute this by taking the surrender month minus the original registration month and subtracting this total from 12.

Example: If registered in June and surrendered in October, the answer is 8. ($10 - 6 = 4$ and $12 - 4 = 8$).

- **Column J** The total excise tax originally paid on this vehicle. If this registration was transferred to another vehicle, leave this blank. On a transferred vehicle, the total excise tax paid is the original amount paid plus/minus any adjustment at the time of transfer.
- **Column K** The amount allowable to be reimbursed. Compute by dividing the total excise tax paid (Column J) by 12 and multiplying by the number of months in Column I.

Example: If excise tax paid was \$300.00 and Column I is 8, answer is \$200.00. ($\$300 / 12 * 8$). If this registration was a transfer to another vehicle, leave this blank.

RETURNED PLATES continued

Returned Plate Card (MV-553):

RETURNED PLATE CARD		<input type="checkbox"/> BMV-Entered
Registrant (s) Name: <u>Goofy</u>		Plate # Returned <u>12345AB</u> Class <u>PC</u>
Address <u>118 Goofy's Way</u> <u>Disneyland, Maine</u> Zip <u>04000</u>		# of Plates Returned <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2
Expires: Month <u>November</u> Year <u>2018</u>		Registration Cert. Returned (Yellow): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reason For Return (check all that apply):		New Plate # <u>56789AB</u> Class <u>CR</u>
<input checked="" type="checkbox"/> Requested new style (class) plates.	<input type="checkbox"/> Mutilated.	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Validation Stamp</p> <p style="text-align: center; font-size: small; margin: 0;">SAMPLE 0000</p> <p style="text-align: center; font-size: x-small; margin: 0;">DATE</p> </div>
<input type="checkbox"/> Requested vanity plates.	<input type="checkbox"/> Lost/Found.	
<input type="checkbox"/> Will no longer register a vehicle in Maine.	<input type="checkbox"/> Recovered/removed by law enforcement.	
<input type="checkbox"/> Suspension.	<input type="checkbox"/> Other: _____	
Branch Office/Municipal Office <u>Disneyland</u> Date: <u>10/27/2018</u>		
MAINE BUREAU OF MOTOR VEHICLES 29 State House Station Augusta, ME 04333-0029		Clerks Initials: <u>DD</u>

MV-553-Revised 5/97

STATE OF MAINE BUREAU OF MOTOR VEHICLES Returned Plate Card			
Registrant Name 1 <u>MICKEY MOUSE</u>		BMV ENTERED <input checked="" type="checkbox"/>	
Registrant Name 2 <u>MINNIE MOUSE</u>		Class Code <u>PC</u>	Plate # Returned <u>999-888</u>
Address <u>99 MINNIE MOUSE WAY</u>		# of Plates Returned <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	
City <u>MOUSETOWN</u>		Expiration Month <u>OCT</u>	Expiration Year <u>2019</u>
State <u>ME</u>	Zip Code <u>09999</u>	New Class Code <u>BH</u>	New Plate # <u>BBA-123</u>
Reasons for return (check all that apply):			
<input type="checkbox"/> Defective Plate	<input type="checkbox"/> Lost / Found	<input type="checkbox"/> Mutilated	<input type="checkbox"/> Recovered / removed by law enforcement
<input checked="" type="checkbox"/> Requested new style / class plate (s)	<input type="checkbox"/> Requested vanity plate (s)	<input type="checkbox"/> Suspension	<input type="checkbox"/> Vehicle Sold
<input type="checkbox"/> Will no longer register a vehicle in Maine	<input type="checkbox"/> Other _____		
BMV Branch Office	Clerk's Initials	Date Returned	
Municipal Office <u>WATERVILLE</u>	Clerk's Initials <u>CP</u>	Date Returned <u>01/22/2019</u>	
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			
<p>Note:</p> <p>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.</p>			

STAGGER AND NON-STAGGER REGISTRATIONS

REFERENCE:

Title 29-A, Section 405, Expiration Dates

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec405.html>

DEFINITION:

Registrations for automobiles, trucks, truck tractors, motor homes, mopeds, semitrailers not exceeding a g.v.w. of 2,000 pounds, special mobile equipment, tractors, and camper trailers will expire on the last day of the month one year from the month of issuance. All other vehicle-registrations **must** expire either February or March of the next calendar year.

INFORMATION:

The registration year of automobiles, trucks and truck-tractors expire the last day of the month, one year from the month issued. Vehicles that fall into this category are commonly referred to as “stagger” vehicles. “Stagger” simply means that the registration expiration date on these types of vehicles is “staggered” throughout the year, on the last day of each month.

The registration year for those vehicles not included in the stagger system is referred to as “non-staggered” vehicles. Non-staggered registrations have either a mandatory February or March expiration date, expiring on the last day of the month.

Listed below are the vehicles/plates which must be assigned a mandatory February or March expiration dates. All other vehicles/plates have staggered expiration dates.

NON- STAGGER WITH A MANDATORY FEBRUARY EXPIRATION DATE:

Boat Trailers ~TL~ over 2,000 lbs. r.v.w.
Horse/Livestock Trailers ~TL~ over 2,000 lbs. r.v.w. ~ must be non-excisable
Long Term Trailers ~ TL
Mobile Homes ~ TL
Municipal Plates ~ CI
Special Equipment ~ SE
Semi-Trailers ~ TL
State Plates ~ ST
Trolley Trailers ~ TL
True Trailers ~ TL
Utility Trailers ~TL~ over 2,000 lbs. r.v.w.

NON- STAGGER WITH A MANDATORY MARCH EXPIRATION DATE:

Disabled Motorcycle ~ MX
Disabled Veteran Motorcycle ~ XV
Motorcycles ~ MC
Purple Heart Motorcycle ~ PM
Special Veteran Motorcycle ~ VM

STAGGER AND NON-STAGGER REGISTRATIONS

continued

NOTE:

Refer to the "Transfers" section when doing a transfer from a stagger vehicle to a non-stagger vehicle or vice versa.

COMMON EXPIRATION DATES FOR 5+ VEHICLES:

Registrants who have five or more vehicles registered under the stagger system may request to be assigned a common expiration date for all of their vehicles. The registrant must request the common expiration date at time of re-registration. The common expiration date requested **must** be one of the months already established on the previous registrations. If a registrant has five passenger vehicles, one of which expired in each of the following months: June, July, August, September and November, the common expiration date would have to be one of the five months. They could not ask for the common expiration month to be January.

REPLACEMENT OF A VEHICLE WITH AN EARLY RENEWAL

DEFINITION:

The replacement of a registration which is not in effect yet, by a registration on a different vehicle.

COMMENTS:

Occasionally, it is necessary to issue a registration on a replacement vehicle. This occurs when a person completes an early renewal and then sells or destroys the vehicle before the effective date of the early renewal.

SPECIAL REQUIREMENTS:

Before processing, municipalities should **always** contact Municipal & Agent Services, BMV Main Office, (207) 624-9000 ext. 52163.

Customers must have the early renewal registration certificate and stickers to surrender as a basis for excise tax credit and/or registration refund for replacement vehicle.

RECONSTRUCTED VEHICLES AND KIT CARS

REFERENCE:

Title 29-A, Section 101, subsection 60, Reconstructed Vehicle

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

DEFINITIONS:

Reconstructed Vehicles

Reconstructed vehicles shall mean vehicles that have been reconstructed in a way to change the original steering, braking system, suspension system, or body design. Reconstructed vehicles include, but are not limited to dune buggies, street rods, passenger cars converted to pickup trucks and manufactured vehicle bodies mounted on other manufactured chassis.

Kit Cars

A kit car is an automobile available as a set of parts that a manufacturer sells, and the buyer then assembles into a functioning car. Kit cars may be purchased as a complete kit including the frame, body, engine, and transmission; or may be purchased in different combinations with the builder supplying the remaining component parts from other vehicles. These kits are designed to be built to a standard where they can be driven on public roads. When fully assembled, kit cars are frequently replicas of well-known and often expensive classic vehicles. They look like the original, but the body is often made of fiberglass.

COMMENTS:

It can be difficult to determine whether or not a vehicle meets one of these definitions. At times, reconstructed vehicles and kit cars require a Maine assigned VIN. Many kit car and reconstructed vehicle transactions are complex. Prior to completing a new registration, BMV Branch Office should get guidance by contacting the Chief Title Examiner at BMV Main Office, Title Section at (207) 624-9000 ext. 52139.

The Application and Assignment of New Vehicle Identification Number form (MVT-6), plus additional documents and fees, should be forwarded to:

**ATTN: CHIEF TITLE EXAMINER
TITLE SECTION
BUREAU OF MOTOR VEHICLES
29 STATE HOUSE STATION
AUGUSTA, ME 04333-0029**

RECONSTRUCTED VEHICLES AND KIT CARS

continued

After the documents are examined, a copy of the completed form (MVT-6) will be sent to the BMV Main Office, Office of Investigations. At that point, a detective will contact the registrant to make an appointment to affix the new VIN to the vehicle.

The first registration must be completed at a BMV Branch Office. The registrant will receive a copy of the Application and Assignment of New Vehicle Identification Number form (MVT-6), which can be submitted for registration purposes. The BMV Branch Office should complete the registration using the Maine Assigned VIN shown on the form.

The year, make, model, and body style on the registration should agree with the vehicle information on the Application and Assignment of New Vehicle Identification Number form (MVT-6).

SPECIAL REQUIREMENTS:

Applicants may need to obtain a Maine Assigned VIN even though the vehicle may not require a title.

RECONSTRUCTED VEHICLES AND KIT CARS

continued

PROCESSING INFORMATION	
Excise Tax Required	Yes (see note below)
Plate Type	Depends upon the type of vehicle being registered
Vanity Plate	Depends upon the type of vehicle being registered
Class Code	Depends upon the type of vehicle being registered
Registration Fee	Depends upon the type of vehicle being registered
Title Required	Yes, if vehicle is a model year 1995 or newer
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Depends upon the type of vehicle being registered
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	BMV Main Office or any BMV Branch Office
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No
Axles	No
Tires	No
Fuel	Yes
DOT Requirements	N/A

NOTE:

According to Maine Revenue Services, a specific formula is used to determine the base price on “Kit Cars” for excise tax purposes. The formula is: use the price of the Kit plus parts, add half the price of the Kit, and then multiply the total by 35%.

On the following pages is a sample of the front and back of the Application and Assignment of New Vehicle Identification Number (MVT-6).

RECONSTRUCTED VEHICLES AND KIT CARS

continued

Application and Assignment of New Vehicle Identification Number (Front side of MVT-6)

**APPLICATION AND ASSIGNMENT OF NEW
VEHICLE IDENTIFICATION NUMBER**

SECRETARY OF STATE
BUREAU OF MOTOR VEHICLES
VEHICLE SERVICES – TITLE SECTION



\$33.00 FEE REQUIRED
Make Checks payable to:
SECRETARY OF STATE

OWNERS LEGAL NAME				DATE OF BIRTH									
CURRENT STREET ADDRESS			CITY		STATE		ZIP						
APPLICATION DATE			HOME PHONE		WORK PHONE								
YEAR	MAKE	MODEL	BODY TYPE	MISSING VEHICLE IDENTIFICATION NUMBER – IF KNOWN									
EXACT CURRENT LOCATION OF VEHICLE – STREET ADDRESS				CITY	STATE	ZIP							
NET WEIGHT - IF TRAILER			CC - IF MOTORCYCLE		ENGINE NUMBER – IF MOTORCYCLE								
<p>Subject to inspection by a Bureau of Motor Vehicle detective, the undersigned makes this application for a new vehicle identification number, to be assigned permanently to the vehicle listed above. The applicant also agrees to submit an application for a title certificate (MVT-2) to bear the new number, if this vehicle is 1995 or newer and subject to Maine title law.</p> <p style="text-align: center;">I certify that I am the owner of the vehicle described above and that said Vehicle requires a Vehicle Identification Number because (CHECK ONE REASON BELOW):</p> <p> <input type="checkbox"/> Number was destroyed or obliterated <input type="checkbox"/> Homemade vehicle <input type="checkbox"/> Other (Explain) _____ </p> <p style="text-align: center;">_____</p> <p style="text-align: center;">OWNER'S SIGNATURE</p> <p style="text-align: center;">IMPORTANT – PLEASE ALSO READ AND COMPLETE THE BACK OF THIS FORM ➡</p>													
FOR BMV USE ONLY		SPECIAL MOTOR VEHICLE CERTIFICATION				FOR BMV USE ONLY							
This permanent Vehicle Identification Number has been properly affixed to the vehicle described above				<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="text-align: center;">M</td> <td style="text-align: center;">E</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				M	E				
M	E												
INSPECTOR'S NAME (PLEASE PRINT CLEARLY)				INSPECTOR'S SIGNATURE									
DATE NUMBER AFFIXED	ODOMETER READING	COMMENTS											

101 Hospital Street, #29 State House Station, Augusta, ME 04333-0029 Tel. (207) 624-9000 ext. 52139
Fax: (207) 624-9239 TTY Users call Maine Relay 711

MVT-6 Rev. 01-2013

RECONSTRUCTED VEHICLES AND KIT CARS

continued

Application and Assignment of New Vehicle Identification Number (Reverse side of MVT-6)

LIST OF PARTS TAKEN FROM OTHER VEHICLES
--

PART	VEHICLE THAT PART WAS TAKEN FROM	VIN OF VEHICLE THAT PART WAS TAKEN FROM (9 – 17 CHARACTERS)																

PLEASE CAREFULLY READ THE APPLICATION INSTRUCTIONS BELOW:

1. YOU NEED TO MAIL: 

- A. THIS COMPLETED AND SIGNED APPLICATION
- B. COPIES OF DOCUMENTS SHOWING COMPLETE CHAIN OF OWNERSHIP
- C. FEE – MAKE CHECK PAYABLE TO: SECRETARY OF STATE
- D. TITLE APPLICATION IF NECESSARY: \$33.00 FEE REQUIRED

MAIL ALL ITEMS TO THE MOTOR VEHICLE ADDRESS LISTED BELOW.

- 2. THE BUREAU OF MOTOR VEHICLES TITLE SECTION WILL ASSIGN A NEW PERMANENT VEHICLE IDENTIFICATION NUMBER
- 3. A BUREAU OF MOTOR VEHICLE DETECTIVE WILL CONTACT YOU TO MAKE AN APPOINTMENT TO INSPECT YOUR VEHICLE AND ATTACH THE NEW PERMANENT VEHICLE IDENTIFICATION NUMBER.

101 Hospital Street, #29 State House Station, Augusta, ME 04333-0029 Tel. (207) 624-9000 ext. 52139
Fax: (207) 624-9239 TTY Users call Maine Relay 711

MVT-6 Rev. 01-2013

SURVIVING SPOUSE

REFERENCE:

Title 29-A, Section 406, , Nontransferability of Certificate

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec406.html>

DEFINITION:

A vehicle registration expires on the transfer of ownership except for a transfer to a surviving spouse.

COMMENTS:

Surviving Spouse: The Motor Vehicle laws provide that a corrected registration certificate and a new title can be issued for **no fee** to a surviving spouse when the vehicle or vehicles involved were registered and titled in the name of the surviving spouse's deceased husband or wife. A corrected registration certificate can be issued any time after the death of the registrant or at time of re-registration of the vehicle, whichever comes first. Issuance of a corrected registration does not alter the provisions of any will left by the deceased. In other words, if the will leaves the vehicle to a person other than the surviving spouse, the person named in the will would become the owner of the vehicle when the will is probated or settled, regardless of whether a registration has been issued to the surviving spouse. When a surviving spouse's corrected certificate is issued at time of re-registration, it can be treated as a re-registration rather than a new registration.

Reminder:

A surviving spouse is the surviving wife or husband only. It does not include any other relative.

When processing a re-registration, it is NOT mandatory that a new title application be completed.

Estate of: When a registrant dies and there is no surviving spouse, a corrected registration and title can be issued to:

**(Name of Applicant), Personal Representative
In the Estate of (Name of Deceased)**

The corrected registration is issued at **no fee** upon request of the personal Representative, Executor, or Administrator for the deceased. A \$33.00 fee is required for the title. **The registration remains valid until its normal expiration date or until the will is settled** and ownership of the vehicle passes to a person, at which time the registration expires.

SURVIVING SPOUSE **continued**

INFORMATION:

Verify proof of the registrant's death, and also the current registration certificate. The proof of death can be an obituary notice or a death certificate. If the issuing clerk has personal knowledge of the death, no further proof is necessary.

Generate a corrected registration certificate naming the surviving spouse as the registrant. Indicate "SURVIVING SPOUSE" on the registration certificate, the date and your initials. A Request for Name Addition/Deletion on a Registration form (MV-138) is **not** needed in the case of surviving spouse. Validate the registration forms. Submit the white copy of new registration with your cash report.

When processing a surviving spouse registration, a new title is not required at that time. If the surviving spouse wishes to obtain a title, they must submit the prior title. If the current title is not available, the applicant must go to a BMV Branch Office or call the BMV Main Office. If the vehicle was financed, must submit a release of lien or indicate the lien holder on the Application for Certificate of Title form (MVT-2) at **no fee**. An Affidavit of Surviving Spouse/Personal Representative form (MVT-22) must be completed and notarized so that a new title can be issued in their name.

If the original title indicates "**JOINT OWNERSHIP**", the MVT-22 form **does not** need to be completed. However, a copy of the death certificate must be provided. Assist surviving spouse in completing these forms or have spouse take forms with him/her to be completed and returned to you or mailed to the Bureau of Motor Vehicles, 29 State House Station, Augusta, ME 04333-0029.

If the title is lost, the heir(s), personal representative(s), or surviving spouse **must** obtain a title in their name.

No longer is \$33.00 charged for a duplicate title fee when the personal representative or heir applies for a title. The \$33.00 fee for the title application (MVT-2) in their name(s) is required. The surviving spouse remains exempt from both title fees: MVT-2 and MVT-8. However, if the surviving spouse wishes to add a name to the title, a \$33.00 title fee is required.

Low Digit Plates: It is the policy to permit the transfer of low digit plates from one spouse to another. When this situation occurs, please call the BMV Main Office, so that we may verify ownership and update our records to reflect the change.

Disability Plates: Plates that were issued upon application to the deceased must be surrendered and replacement plates issued at no fee.

ESTATE OF

DEFINITION:

When a registrant dies and there is no surviving spouse, a corrected registration and title can be issued to: **(Name of Applicant), Personal Representative**

In the Estate of (Name of Deceased)

COMMENTS:

The corrected registration is issued at no fee upon request of the Personal Representative, Executor, or Administrator for the deceased. A \$33.00 fee is required for the title. The registration remains valid until its normal expiration date or until the will is settled and ownership of the vehicle passes to a person, at which time the registration expires.

INFORMATION:

Verify proof of the registrant's death, and also the current registration certificate. The proof of death can be an obituary notice or a death certificate. If the issuing clerk has personal knowledge of the death, no further proof is necessary.

A copy of the Court Appointment as Personal Representative, Administrator, or Executor must be filed before a corrected registration can be processed.

Generate a corrected registration showing the following words in the Name box on the registration form-(Name of Applicant), Personal Representative and Estate of (Name of Deceased). Have the applicant complete and sign the back of the white copy, showing their status i.e. Administrator, Executor, Personal Representative, etc., after their name. Validate the registration forms. Submit the white copy of corrected registration with the cash report.

The prior title must be surrendered and an Application for Certificate of Title (MVT-2) submitted with a \$33.00 fee, to be issued in the name "Estate of xx". If the current title is not available, the applicant must go to a BMV Branch Office or use the online application form to apply for a duplicate title.

If the vehicle was financed, applicant must submit a release of lien.

BMV does not accept a will as proof of ownership.

ESTATE OF continued

If a will has been probated, a copy of the court appointment of the Personal Representative must be provided to BMV, and no MVT-22 is needed.

If a will has **not** been probated, BMV requires documentation from Probate Court indicating that the estate has not been probated. Once this letter has been issued, a copy of the letter, plus an Affidavit of Surviving Spouse or Personal Representative (MVT-22), and an Application for Certificate of Title (MVT-2) must be processed.

If a Personal Representative has **not** been assigned and vehicle is going to one of the heirs, an MVT-22 must be completed by all other heirs.

If customer wishes to retain plates, please refer to the plate specific information in Chapter 1 or contact the BMV Main Office.

TRANSFERS

REFERENCE:

Title 29-A, Section 406, Nontransferability of Certificate

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec406.html>

Title 29-A, Section 502, Transfer and Return of Registration; Prorated Registration Fees

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec502.html>

Title 36, Section 1482, subsection 5, Credits

<http://www.mainelegislature.org/legis/statutes/36/title36sec1482.html>

DEFINITION:

Whoever transfers the ownership or discontinues the use of a registered motor vehicle, trailer, or semitrailer and applies to the Secretary of State for registration of another motor vehicle, trailer or semitrailer in the same registration year shall be entitled to a certificate of registration permitting the use of number plates of the proper class of registration upon payment of a transfer fee.

Valid excise tax credit and registration credit from the registration of a vehicle not retained may be used toward the new registration of another vehicle or the re-registration of a vehicle on which the registration is in the month of expiration or expired. If the customer indicates “totally discontinued” on the back of the yellow registration copy, then the excise tax and registration credit may be used.

COMMENTS:

The word “**TRANSFER**” should be indicated on the top of the registration document.

All transfers which involve a vehicle not previously registered to the owner must be processed as a new registration and NOT a re-registration.

A transfer of registration can be done as long as there is some “valid time” left on the old registration. By “old registration” we mean the one being used for credit. A transfer can be allowed even if there is one month or less than a month left on the old registration.

The certificate issued for the registration of the former vehicle, commonly known as the “old yellow registration”, **does not** need to be returned to the BMV Main Office. Normally, when a transfer occurs, excise tax credit and registration fee credit from the replacement vehicle is applied toward the cost of excising and registering the replacement vehicle.

TRANSFERS **continued**

If the customer indicates that they will be retaining their old vehicle but not registering it at this time, they may not be entitled to the excise tax credit, but they are still entitled to receive the registration credit.

The transfer fee is \$8.00 except when the vehicle being registered is a trailer with a registered vehicle weight of 2,000 lbs. or less or a moped, in which case the transfer fee is \$5.00. If the basic registration fee for the replacement vehicle is more than the registration for the vehicle being replaced, the fee difference must be collected in addition to the transfer fee. The transfer fee should never be greater than the regular registration fee.

The full transfer fee must be collected, even if the basic registration fee for the replacement vehicle is less than the registration fee paid for the credit vehicle. Never refund any portion of the fees.

THE TRANSFER FEE IS NEVER HALF-RATED.

If a registrant starts a transfer by paying excise tax only, and never completes the transfer before the expiration date, then the registrant must complete the transfer to the new vehicle before a re-registration may be processed. BMV will not waive the registration fee. The registrant must complete the transfer at a BMV Branch Office. The BMV Branch Office will collect the \$8.00 transfer fee, title and sales tax form, if applicable, and complete the transfer prior to re-registering.

When transferring, the same plates are generally assigned from the “old” vehicle to the “new” replacement vehicle. If the customer requests a new set of plates, please refer to the “Lost Plates” section of Chapter 2.

When a transfer occurs, the new registration has the same expiration date as the expiration date on the old registration. The exception to this “same expiration date” is when a transfer between a stagger and a non-stagger vehicle occurs.

Transfer from Stagger to Non-Stagger

In these cases, the registration of the vehicle being transferred to will always expire on the last day of February or March (depending on the non-stagger plate type), following the date of transfer. In cases where the registration on the stagger vehicle extends beyond the February or March date, the registration on the replacement vehicle **must still expire on the last day of February or March** and no refund is possible. Please see Chapter 2 for additional information about “Staggered Registrations”.

TRANSFERS

continued

A registrant cannot “gain time” on a transfer. For example, a transfer in July of 2016 from a PC plate that expires in January of 2017 cannot be processed for a motorcycle that would expire in March of 2017.

Due to the “staggered registration” system, it is often questionable as to whether it is to a customer’s financial advantage to do a transfer rather than do a new registration and receive a full year registration. Simply process the transfer or new registration in the manner decided upon by the registrant, after explaining the difference.

NOTE:

Electronic systems provide the cost of processing a transfer versus a new registration. Manual municipalities should calculate the cost if processed either way, so the customer can make their decision with accurate information.

SPECIAL REQUIREMENTS:

When a transfer involves a change in class, the plates from the old vehicle should be returned unless the registrant indicates they plan to use the old plates on another vehicle in the near future. If the old plates are not available to return at the time of transfer, the plates should be returned to the local BMV Branch Office or Municipal Office. On the registration form, indicate: “**REPLACEMENT OF PLATE (CLASS CODE) AND (PLATE NUMBER).**” Issue a set of the correct class code plates and stickers at **no fee**. If the old plates are returned at the time of transfer, a Returned Plate card (MV-553) **must** be completed.

When transferring registration credit only, indicate the original tax receipt number on the new registration that is issued.

Processing of transfers is class code-specific. Follow the rules for the appropriate type of registration as specified in Chapter 1.

NOTE:

For information on transfer fees for trailers, refer to the “Trailer Section” in Chapter 1.

If the regular registration fee for the new vehicle is less than \$8.00, the transfer fee will equal the regular registration fee for the vehicle. The transfer fee may never be greater than the regular registration fee for the new vehicle.

When the regular registration fee is exempt, **no transfer fee is due**.

TRANSFERS **continued**

If the plates from the old registration have been lost, a Notice of Loss of Number Plates and Request for New Plates form (MV-9) must be completed and the fee for lost plates must be collected as well as the fee for replacement stickers.

A transfer cannot be allowed unless at least one of the names that appear on the original registration appears on the replacement registration.

TRANSFERS: VEHICLES OVER 10,000 LBS. R.V.W.

The following information specifically applies to transfer transactions which may be processed by municipalities authorized to issue registration on vehicles over 10,000 lbs. r.v.w.

REGULAR TRUCK TRANSFERS:

There are a variety of transfer scenarios involving trucks. These scenarios may or may not involve changes to the class code and weight. General scenario instructions are outlined below:

- A. No class change / no weight change:** When doing a transfer from one truck to a replacement truck with no class change and no weight change, the transfer fee is \$8.00.

- B. No class change / weight decrease:** When processing a transfer from one truck to a replacement truck with no class change, but a weight decrease, the transfer fee is \$8.00. No refund is due to the registrant.

Indicate on the registration form:

“Gross weight decrease from (old r.v.w.) lbs. to (new r.v.w.) lbs. at time of transfer.”

See “Example 1” below.

- C. No class change / weight increase:** When doing a transfer from one truck to a replacement truck with no class change, but a weight increase, charge the registrant the difference in fees, plus the \$8.00 transfer fee.

Indicate on the registration form:

“Gross weight increase from (old r.v.w.) lbs. to (new r.v.w.) lbs. at time of transfer.”

See “Example 2” below.

TRANSFERS continued

D. Class change / weight change: When processing a transfer involving a class change and a weight change, the old plates should be turned in and a new set of plates and stickers issued at no additional cost for the plates or stickers. If the weight is increased, charge the registrant the difference in fees, plus the \$8.00 transfer fee. If the new class is a specialty plate or vanity, additional plate fees may be due.

Indicate on the registration form:

“Class & weight change during transfer: From (CO) (plate #) @ (old r.v.w) lbs. increased or decreased to (new r.v.w.) lbs.”

TRANSFERS: VEHICLES OVER 10,000 LBS. R.V.W.

EXAMPLE 1: No class change / weight decrease

State of Maine Vehicle Registration										Mileage:	CLASS	REGISTRATION NUMBER
CUMBERLAND CNTY											CO	987-654
Eff Date is Validation Date But Not Prior To: 01/21/2017 Expires: 01/31/2018 Insurance: C88												
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL		
17FDL78154T237435	2016	FORD	F350	BK	30	10	4		69,000	G		
REGISTRANT(S) MOUSE, MICKEY M				DOB(M/D/Y)		Base		34,680.00		-GROSS WEIGHT DECREASE FROM 75,000 LBS. TO 69,000 LBS. AT TIME OF TRANSFER -NEW REG		
				04/18/1971		Mtl. Rate		0.0135				
LESSOR				UNIT #		Ex Tax		138.72				
MAILING ADDRESS				DOT #		Credit						
22 MOUSE ROAD						ExTx Bal		138.72				
WINDHAM ME 04062						ExTx Date		01/21/2017				
LEGAL RESIDENCE				Registration Void Unless Validated		Rate		762.00				
22 MOUSE ROAD				VALIDATED REGISTRATION		Credit		-821.00				
WINDHAM ME				WINDHAM 05250		Fees		8.00				
				05212017		Agent Fee		4.00				
PT 999999999 ME						Sales Tax		DEALER				
Tax Receipt #: 11111111						Title		33.00				
MVR-3VS Rev. 01-2016 REGISTRATION						CTA #		A000000				
						Transfer		8.00				
						User Id		BMV				
										www.maine.gov/sos		

Truck (A) was registered with Commercial (CO) plates for 75,000 lbs. r.v.w. for a fee of \$821.00. The replacement truck (B) is being registered for 69,000 lbs. r.v.w. Indicate \$762.00 in the rate box, \$821.00 in the credit box, and \$8.00 in the fee box.

TRANSFERS: VEHICLES OVER 10,000 LBS. R.V.W.
continued

EXAMPLE 2: No class change / weight increase

Truck (C) was registered with Commercial (CO) plates for 32,000 lbs. r.v.w. for a fee of \$308.00. Replacement truck (D) is being registered for 42,000 lbs. r.v.w. Indicate \$426.00 in the rate box, \$308.00 in the credit box, and \$126.00 in the fee box. \$118 (difference between new fee and credit for old fee) plus \$8.00 (transfer fee) equals \$126.00.

CUMBERLAND CNTY										State of Maine Vehicle Registration			Mileage:		CLASS	REGISTRATION NUMBER			
Eff Date is Validation Date But Not Prior To: 01/21/2017										Expires: 01/31/2018			Insurance: CBB		CO	987-654			
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL									
17FDL78154T237435	2016	FORD	F350	BK	30	10	4		42,000	G									
REGISTRANT(S) MOUSE, MICKEY M				DOB(M/D/Y)		Base					-GROSS WEIGHT INCREASE FROM								
				04/18/1971		Mil. Rate					32,000 LBS. TO 42,000 LBS. AT TIME								
						Local					OF TRANSFER								
						Ex Tax					-NEW REG								
						Credit													
						ExTx Bal													
						Rate													
						ExTx Date													
						Rate													
						Credit													
						Fees													
						Agent Fee													
						Sales Tax					DEALER								
						Title													
						CTA #													
						Transfer													
						User Id					BMV								
MAKING ADDRESS 22 MOUSE ROAD WINDHAM ME 04062										Registration Void Unless Validated					VALIDATED REGISTRATION WINDHAM 01212017				
LEGAL RESIDENCE 22 MOUSE ROAD WINDHAM ME										LEGAL RESIDENCE CODE 05250									
PT 999999999 ME																			
Tax Receipt #: 11111111										Sticker # (06) _____ (7) _____									
MVR-1VS Rev. 01-2016 REGISTRATION															www.maine.gov/sos				

TRUCK-TRACTOR TRANSFERS:

Transfers involving truck-tractors with a \$40.00 credit (Commercial Tractor plates) are infrequent and may be particularly confusing. Do not hesitate to call for instructions if there is any question about processing a specific transfer. Remember, for all Commercial Tractor (TT) registrations, the r.v.w. must be greater than 23,000 lbs. and the customer must check off "YES" to Question 6 on the back of the white registration. Several specific truck-tractor transfer scenarios are outlined below:

- A.** When processing a transfer from a truck-tractor to a different truck-tractor, figure the correct fee minus the \$40.00 truck-tractor credit. The registration fee credit will be the actual fee paid (less the original \$40.00 truck-tractor credit). If the transfer involves a weight increase, collect the difference in rate minus credit in addition to the \$8.00 transfer fee.

EXAMPLE: A truck-tractor was registered with Commercial Tractor (TT) plates for 26,000 lbs. r.v.w. for a fee of \$180.00 (\$220.00 less \$40.00 credit). The replacement truck-tractor has a weight of 32,000 lbs. r.v.w. The new registration would read \$268.00 (\$308.00 less \$40.00 credit) in the rate box, \$180.00 in the credit box, and \$96.00 in the fee box. \$88 (the difference between the new rate and the old credit) plus the \$8.00 transfer fee equals \$96.00.

TRANSFERS: VEHICLES OVER 10,000 LBS. R.V.W.
continued

- B.** When processing a transfer from a truck-tractor to a regular truck, the registrant would get a credit for the fee paid and would pay the difference between the old and new registration (if any). The result is that the registrant would not get the \$40.00 credit as the truck-tractor registration had not been in effect for a full year and the credit is not transferable to a regular truck. A new set of Commercial (CO) plates must be issued to the registrant at no charge.

EXAMPLE: A truck-tractor was registered with Commercial Tractor (TT) plates for 26,000 lbs. r.v.w. for a fee of \$180.00 (\$220.00 less \$40.00 credit). The replacement truck was registered for 26,000 lbs. r.v.w. with Commercial (CO) plates and was not entitled to a \$40.00 credit. The new registration would read \$220.00 in the rate box, \$180.00 in the credit box, and \$48.00 in the fee box. \$40.00 (the difference between the new rate and the old credit) plus the \$8.00 transfer fee equals \$48.00.

- C.** When a customer wishes to transfer from a regular truck to a truck-tractor, the truck-tractor must retain the Commercial (CO) plates at time of transfer. **The truck-tractor cannot be issued Commercial Tractor (TT) plates at time of transfer or be given a \$40.00 credit** because the length-of-time requirement of one year would not be met. The registrant may request a class code change to a Commercial Tractor (TT) plate at time of re-registration, if all other requirements are met at that time.

BOOSTER TRANSFERS:

When a transfer is done from a truck to a replacement truck and there is a current booster in effect on the truck being replaced, the booster can be transferred to the replacement truck for an **\$8.00 Transfer Fee**. (Refer to “Temporary Registered Gross Weight Increase (Booster)” section in Chapter 3 for additional information.)

NEW REG PROCESSING SUMMARIES

MAINE TITLE NOT REQUIRED - DEALER SALE IN MAINE or OUT-OF-STATE

1. Verify dealer's bill of sale as proof of ownership. Bill of sale must contain the following:
 - A. Complete description of the vehicle, including the Year, Make, Model and VIN (Vehicle Identification Number).
 - B. Date of sale.
 - C. Purchase price.
 - D. Buyers' and sellers' names, signatures and addresses.
2. Return bill of sale to customer, if Maine dealer sale.
3. Verify sales tax was paid to the Maine dealer. No Use Tax Certificate (S.T.M.V. 6U) is required.
4. A Use Tax Certificate must be completed for out-of-state dealer sales. Assume sales tax has NOT been paid. If registered in Maine is the determinant of where to pay sales tax.
 - A. Ask customer (for proof) if sales tax was paid and what percentage.
 - B. If less than Maine's current sales tax, the customer must pay the difference.
 - C. If sales tax was paid to the dealer, the customer must provide a receipt showing the amount paid.
 - D. If no sales tax was paid, collect Maine's current sales tax on the purchase price.
 - E. If no sales tax is due, customer must indicate reason for the exemption.
 - F. Indicate the plate number and date in the lower left hand corner of the Use Tax Certificate.
 - G. Municipalities should validate the Use Tax Certificate with the municipal stamp.
 - H. The BMV Main Office and the BMV Branch Offices machine-validate the Use Tax Certificate.
 - A. Registration form: Indicate amount of sales tax collected on the front of the white copy of the registration.
 - B. When sales tax has already been paid to a licensed Maine dealer, please indicate "DLR" on the "Sales Tax" line.
 - C. If a Use Tax Certificate was completed with a zero value, please indicate "0.00" on the "Sales Tax" line.

NEW REG PROCESSING SUMMARIES

MAINE TITLE NOT REQUIRED - DEALER SALE IN MAINE or OUT-OF-STATE continued

1. See proof of ownership.
 - A. Bill of Sale required. If clarification is needed, verify one of the following:
 - B. In-State: Previous owner's registration transferred to the new owner. Once verified, return previous registration to customer.
 - C. Out-of-State: Previous owner's registration or title transferred to the new owner. Once verified, return previous registration or title to customer.

2. Use Tax Certificate (S.T.M.V. 6U).
 - A. Complete the yellow Use Tax Certificate.
 - B. Collect sales tax, if due.
 - C. If no sales tax is due, reason for the exemption must be indicated.
 - D. Indicate the plate number and date in the lower left hand corner of the Use Tax Certificate.
 - E. Municipalities should validate the Use Tax Certificate with the municipal stamp.
 - F. The BMV Main Office and the BMV Branch Offices machine-validate the Use Tax Certificate.

3. Registration form.
 - A. Indicate amount of sales tax collected on the front of the white copy of the registration.
 - B. If a Use Tax Certificate was completed with a zero value, please indicate "0.00" on the "Sales Tax" line.
 - C. When sales tax has already been paid to a licensed Maine dealer, please indicate "DLR" on the "Sales Tax" line.

NOTE:

Sales Tax: For more processing information, please see the "Sales Tax" section in Chapter 7.

Titles: For more information on processing the Certificate of Title Application (MVT-2), please see Chapter 6.

NEW REG PROCESSING SUMMARIES
MAINE TITLE NOT REQUIRED
continued

NO CHANGE IN OWNERSHIP & PREVIOUSLY REGISTERED OUT-OF-STATE

1. See proof of ownership.
 - A. Out-of-state title or registration in the registrant's name. Once verified, return the proof of ownership to the customer.

 2. Use Tax Certificate (S.T.M.V. 6U).
 - A. Complete the yellow Use Tax Certificate for **no fee**, as previously registered.
 - B. Indicate the plate number and date in the lower left hand corner of the certificate.

 3. Registration form.
 - A. Indicate "0.00" (no fee) for sales tax on the front of the registration copy.
-

NO CHANGE IN OWNERSHIP & PREVIOUSLY REGISTERED IN ANOTHER COUNTRY

1. See proof of ownership.
 - A. Foreign title or foreign registration.
 - B. Bill of sale. Once verified, return the proof of ownership to the customer.

2. Use Tax Certificate (S.T.M.V. 6U).
 - A. Complete the yellow Use Tax Certificate for **no fee**, as previously registered.
 - B. Indicate the plate number and date in the lower left hand corner of the certificate.

3. Registration form.
 - A. Indicate "0.00" (no fee) for sales tax on the front of the registration copy.

NEW REG PROCESSING SUMMARIES
continued
MAINE TITLE NOT REQUIRED
continued

NOTE:

The Inspection of the Vehicle Identification Number form (MVT-10) **MUST** be completed prior to registering. This form may be completed by selected employees and agents of BMV, full-time law enforcement officers, Maine and New Hampshire licensed dealers (only if the dealer is the seller of the vehicle), official Maine Inspection Stations, or Military provost officers. The vehicle **DOES NOT** have to be “on site” to accept this completed form.

MAINE TITLE REQUIRED – MAINE DEALER SALE

1. Verify the blue copy of the Maine Certificate of Title Application “CTA” (MVT-2) completed by the dealer.
2. Do not complete the transaction if Blocks 15 and 16 are not completed as instructed in numbers three through six (3-6) below.
 - A. Instruct customer to contact the dealer to obtain the missing information.
 - B. If previously titled in the State of Maine, the prior title number should **not** be given to the customer or Municipality from the BMV Main Office or a BMV Branch Office.
 - C. Once the customer has obtained the information, return the blue copy of the title application to the customer.
3. Used Vehicle:
 - A. Prior title number must be listed in Block 15 on the CTA.
 - B. State of origin must be listed in Block 16 on the CTA.
4. Canadian Vehicle:
 - A. Province name must be listed in Block 15 (Previous Title No.) on the title application.
 - B. Country abbreviation of CD must be listed in Block 16 (State of Origin) on the title application.

NEW REG PROCESSING SUMMARIES
continued
MAINE TITLE REQUIRED – MAINE DEALER SALE
continued

5. Foreign Vehicle:

- A.** Prior title number from foreign title must be listed in Block 15 (Previous Title No.) the title application.
- B.** Country abbreviation must be listed in Block 16 (State of Origin) on the title application.

6. New Vehicle:

- A.** Block 15 should be blank on the title application.
- B.** MCO or MSO (Manufacturer's Certificate of Origin) must be listed in Block 16 on the title application.

7. Verify sales tax was paid to the licensed Maine dealer.

8. Registration form:

- A.** Indicate amount of sales tax collected on the front of the registration.
- B.** Indicate the prior title number, if applicable, on the front of the registration.
- C.** Indicate the state of origin on the front of the registration.
- D.** Indicate the CTA number on the front of the registration.

NOTE:

An Authorization for Registration form (MV-39) may be used at this time to register the vehicle in someone else's name other than the owner. At no time should this form be used in lieu of an owner's signature if registered in the owner's name.

DEALER SALE: Out-of-State &
CASUAL SALE: Maine and Out-Of-State

1. Obtain the MCO (Manufacturer's Certificate of Origin) or previous owner's prior title.

- A.** If a lien holder is listed on the prior title, verify the lien has been released on the title or obtain proof of the release of lien.
- B.** Verify the MCO or prior title has been properly assigned to the new owner.

NEW REG PROCESSING SUMMARIES

continued

MAINE TITLE REQUIRED – MAINE DEALER SALE

continued

- C. If the customer does not have the necessary documents, do not allow the customer to register the vehicle.
 - 1) Instruct the customer to contact the out-of-state dealer or prior owner.
 - 2) The Notice of Missing Documents form (MVT-23B) **cannot be used** for title purposes in this instance.
 - 3) If the customer has a Memorandum title, but does not have the original title certificate, **DO NOT REGISTER THE VEHICLE**. Please refer to the “No Change in Ownership-Previously Registered Out-of-State” section regarding the states that issue Memorandum titles to their registrants.

- 2. Certificate of Title Application (MVT-2): Prepare, if the dealer did not complete one.
 - A. If the applicant has a lien on the vehicle, be sure to list the complete name and address of the lien holder in Blocks 21 thru 23 on the MVT-2.
 - B. Indicate the prior title number in Block #15, the state of origin in Block #16.
 - C. Indicate the plate number and class code of the new registration in Block 17 on the MVT-2.
 - D. All owners listed on the title application must sign in Block 30.
 - E. Collect the title fee.
 - F. The BMV Main Office and the BMV Branch Offices machine-validate the MVT-2.
 - G. Municipalities should validate the MVT-2 with the municipal stamp and indicate the date processed and title fee paid in the validation space.

NEW REG PROCESSING SUMMARIES
continued

MAINE TITLE REQUIRED – MAINE DEALER SALE
continued

- H. Staple the MCO or prior title to the back of the MVT-2.
- I. Staple a copy of the bill of sale to the back of the MVT-2.
- J. Provide the customer with the blue owner's copy of the title application for their records.

3. Use Tax Certificate (S.T.M.V. 6U):

- A. Sales tax paid to out-of-state dealer.
 - 1) Ask customer for proof of sales tax paid.
 - 2) If less than Maine's current sales tax, the customer must pay the difference.
 - 3) Have customer complete the yellow Use Tax Certificate.
 - 4) If sales tax was paid to the dealer, they must provide a receipt showing the amount paid.
- B. Sales tax not paid (casual or out-of-state dealer sale).
 - 1) Collect Maine's current sales tax on the purchase price.
- C. If no sales tax is due, customer must indicate reason for the exemption.
- D. Indicate the plate number and date in the lower left hand corner of the Use Tax Certificate.
- E. Municipalities should validate the Use Tax Certificate with the municipal stamp.
- F. The BMV Main Office and the BMV Branch Offices machine-validate the Use Tax Certificate.

4. Registration form:


- A. Indicate amount of sales tax collected on the front of the registration.
- B. Indicate the prior title number, if applicable, on the front of the registration.
- C. Indicate the state of origin on the front of the registration.
- D. Indicate the CTA number on the front of the registration.

NEW REG PROCESSING SUMMARIES
continued
MAINE TITLE REQUIRED

DEALER SALE: Out-of-State &
CASUAL SALE: Maine and Out-Of-State
continued

NOTE:

An Authorization for Registration (MV-39) may be used at this time to register the vehicle in someone else's name other than the owner. **This form cannot be used** in lieu of an owner's signature if registered in the owner's name.

	STATE OF MAINE – BUREAU OF MOTOR VEHICLES AUTHORIZATION FOR REGISTRATION
I am the owner of the vehicle described below and hereby authorize _____ (print)	
of _____ (address) (city) (state) (ZIP)	
Make _____ Year _____ Style _____ VIN _____	
(1) _____ (owner printed name) (DOB) (owner signature) (phone #)	_____
(2) _____ (owner printed name) (DOB) (owner signature) (phone #)	_____
_____ (address) (city) (state) (ZIP) (date)	
FOR DEPARTMENTAL USE (ISSUING CLERK)	
Plate # () _____ issued based on this authorization and the following documents:	
<input type="checkbox"/> MCO	<input type="checkbox"/> Maine title _____
	<input type="checkbox"/> CTA # _____
Other proof _____	
Date _____	Location _____ Clerk _____
MV-39 (1/2013)	

Sales Tax: For more processing information, please see the “Sales Tax” section in Chapter 7.

Titles: For more information on processing the Certificate of Title Application (MVT-2), please see Chapter 6.

NO CHANGE IN OWNERSHIP: Previously Titled and Registered Out-Of-State

1. Request the following from the registrant:
 - A. Title in registrant's name.
 - B. Prior registration in registrant's name.
 - C. Evidence of insurance.

NEW REG PROCESSING SUMMARIES

MAINE TITLE REQUIRED continued

2. If the title is being held by the lien holder:
 - A. Complete the “Memorandum of Missing Documents” form (MVT-23B). Attach completed MVT-23B to the Application for Maine Title.
 - B. Provide the customer with the “Letter to Out-of-State Lien holder” (MVT-30). Instruct customer to send the MVT-30 along with the yellow lien holder’s copy of the title application to their lien holder.
 - C. If the customer has a Memorandum title, but does not have the original title certificate, **DO NOT REGISTER THE VEHICLE.**

3. Certificate of Title Application (MVT-2).
 - A. If the applicant has a lien on the vehicle, be sure to list the complete name and address of the lien holder in Blocks 21 thru 23 on the MVT-2.
 - B. Indicate the prior title number in Block #15, the state of origin in Block #16.
 - C. Indicate the plate number and class code of the new registration in Block 17 on the MVT-2.
 - D. All owners listed on the MVT-2 must sign in Block 30.
 - E. Collect the title fee.
 - F. The BMV Main Office and the BMV Branch Offices machine-validate the MVT-2.
 - G. Municipalities should validate the MVT-2 with the municipal stamp and indicate the date processed and title fee paid in the validation space.
 - H. Staple the prior title to the back of the MVT-2.
 - I. Staple a copy of the bill of sale to the back of the MVT-2.
 - J. Provide the customer with the blue owner’s copy of the MVT-2 for their records.

4. **Use Tax Certificate (S.T.M.V. 6U).**
 - A. Have customer complete the yellow Use Tax Certificate.
 - B. Verify previous out-of-state registration, and return the registration to the customer.
 - C. Indicate the plate number and date in the lower left hand corner of the Use Tax Certificate.

NEW REG PROCESSING SUMMARIES

MAINE TITLE REQUIRED

NO CHANGE IN OWNERSHIP: Previously Titled and Registered Out-Of-State continued

5. Registration form:

- A. Indicate amount of sales tax collected on the front of the registration.
- B. Indicate the prior title number on the front of the registration, if applicable.
- C. Indicate the state of origin on the front of the registration.
- D. Indicate the CTA number on the front of the registration.

NOTE:

An Authorization for Registration (MV-39) may be used at this time to register the vehicle in someone else's name other than the owner. **This form cannot be used** in lieu of an owner's signature if registered in the owner's name.

Sales Tax: For more processing information, please see the "Sales Tax" section in Chapter 7.

Titles: For more information on processing the Certificate of Title Application (MVT-2), please see Chapter 6.

MEMORANDUM CERTIFICATES (non-negotiable) ISSUING STATES

The following states issue certificates called, "Memorandum Copy Non-Negotiable, Not Good for Use in Sales of this Automobile", which are not valid titles.

Connecticut

Kansas (Truck & Commercial Vehicles, Only)

Missouri

Pennsylvania

South Carolina

Texas (stopped issuing memorandum titles as of 9/1/01)

West Virginia

District of Columbia

Massachusetts

Ohio

Rhode Island (as of 11/7/03)

NEW REG PROCESSING SUMMARIES
MAINE TITLE REQUIRED
continued

When a vehicle is registered in one of the states listed above, and the original title is being held by a lien holder in another state, only a Memorandum Certificate will be issued, which is not a valid title.

If you receive a Memorandum Certificate from your customer and the lien holder has been paid off, make sure you obtain the valid title. Either of these documents can be used to transfer ownership of the vehicle, but both documents must remain together to be sent in with the title application.

If the lien holder has not been paid off, the Notice of Missing Documents (MVT-23B) must accompany the title application. Also, the Letter to Out-of-State Lien Holder (MVT-30) must be given to the customer. Instruct the customer to send the MVT-30 along with the yellow lien holder's copy of the title application to their lien holder.

Municipalities: If a Maine resident who has a lien holder registers in one of these states, then returns to Maine before the lien is released, the customer must provide you with the Memorandum Certificate. Process the registration as a re-registration and attach the Memorandum Certificate to the white copy of the registration. Forward it to the BMV Main Office with your next cash report.

STATES WHO SEND TITLES TO OWNERS, EVEN IF LIEN HOLDER IS LISTED

When a lien is listed on a title, most states send the title directly to the lien holder. However, the following states send the title certificate directly to the owner, even if a lien holder is listed.

Arizona ~ AZ (until 1/1/03)
Kansas ~ KS
Kentucky ~ KY
Maine (from 1/1/91 to 10/1/96)
Maryland ~ MD
Michigan ~ MI
Minnesota ~ MN
Missouri ~ MO (until 7/1/03)
Montana ~ MT
New York ~ NY
Oklahoma ~ OK
South Dakota ~ SD
Wisconsin ~ WI (until 7/30/12)

NEW REG PROCESSING SUMMARIES

MAINE TITLE REQUIRED continued

PREVIOUSLY REGISTERED OR TITLED IN ANOTHER COUNTRY (Not Including Maine Dealer Sales)

- 1.** Obtain proof of ownership.
 - A.** Valid foreign title or foreign registration. Not all countries issue titles; therefore the valid registration would be acceptable in lieu of a title.
 - B.** If ownership document is not in customer's name, a Bill of Sale is also needed.

- 2.** Use Tax Certificate (S.T.M.V. 6U).
 - A.** Have customer complete the yellow Use Tax Certificate.
 - B.** If no sales tax is due, customer must indicate reason for the exemption.
 - C.** Collect sales tax, if due.
 - D.** Indicate the plate number and date in the lower left hand corner of the certificate.
 - E.** The BMV Main Office and the BMV Branch Offices machine-validate the Use Tax Certificate.
 - F.** Municipalities should validate the Use Tax Certificate with the municipal stamp and indicate the date processed and sales tax paid in the validation space.

NEW REG PROCESSING SUMMARIES
MAINE TITLE REQUIRED
continued

PREVIOUSLY REGISTERED OR TITLED IN ANOTHER COUNTRY
(Not Including Maine Dealer Sales)

3. Prepare the Certificate of Title Application (MVT-2).
 - A. If the applicant has a lien on the vehicle, be sure to list the complete name and address of the lien holder in Blocks 21 thru 23 on the MVT-2.
 - B. Indicate the plate number and class code of the new registration in Block 17 on the MVT-2.
 - C. All owners listed on the title application must sign in Block 30.
 - D. Collect the title fee.
 - E. The BMV Main Office and the BMV Branch Offices machine-validate the MVT-2.
 - F. Municipalities should validate the MVT-2 with the municipal stamp and indicate the date processed and title fee paid in the validation space.
 - G. Staple the prior foreign title or foreign registration to the back of the MVT-2.
 - H. Staple a copy of the bill of sale to the MVT-2.
 - I. Provide the customer with the blue owner's copy of the MVT-2 for their records.

4. Obtain import documents.
 - A. Department of Transportation's HS-Form 7 Declaration
 - B. U.S. Customs Entry Form #7501 or CF-3299 or CF-368.

5. Registration form.
 - A. Indicate amount of sales tax collected on the front of the registration.
 - B. Indicate the prior title number on the front of the registration, if applicable.
 - C. Indicate the jurisdiction of origin on the front of the registration.
 - D. Indicate the CTA number on the front of the registration.

NEW REG PROCESSING SUMMARIES

MAINE TITLE REQUIRED

PREVIOUSLY REGISTERED OR TITLED IN ANOTHER COUNTRY

(Not Including Maine Dealer Sales)

continued

NOTE:

The Inspection of the Vehicle Identification Number form (MVT-10) **MUST** be completed prior to registering. This form may be completed by selected employees and agents of BMV, full-time law enforcement officers, Maine and New Hampshire licensed dealers (only if the dealer is the seller of the vehicle), official Maine Inspection Stations, or Military provost officers. The vehicle **DOES NOT** have to be “on site” to accept this completed form.

Import Documents: There are numerous custom entry summary forms that are acceptable. If you have any questions, please contact the BMV Main Office, Title Section at (207) 624-9000 ext. 52138.

Sales Tax: For more processing information, please see the “Sales Tax” section in Chapter 7.

Titles: For more information on processing the Certificate of Title Application (MVT-2), please see Chapter 6.

PREVIOUSLY REGISTERED IN NON-TITLE JURISDICTIONS

1. Obtain proof of ownership.
 - A. No change in ownership.
 - 1) Last registration from the previous non-titling state.
 - a. Original registration or photocopy is acceptable.
 - b. The photocopy does not have to be certified or notarized.
 - c. A temporary registration is not acceptable.

NEW REG PROCESSING SUMMARIES
MAINE TITLE REQUIRED
continued
PREVIOUSLY REGISTERED IN NON-TITLE JURISDICTIONS
continued

B. Private Sale.

- 1) Bills of Sale showing the transfer of ownership from the person named on the registration up to the customer.
- 2) Bills of Sale must be originals; not photocopies.
- 3) If more than one transfer is made to a Maine resident, each Maine resident must complete an Application for Maine Title (MVT-2).
 - a. If more than two title applications are needed in one transaction, please contact the Title Section for approval.
 - b. Collect title fee for each title application.

C. Maine or Out-of-State Dealer Sale.

- 1) Transfers of Ownership forms are needed from all parties, beginning with the person named on the registration through to the Maine or Out-of-State dealer; then to your customer.
- 2) The Transfer of Ownership form (MVT-16) should be used with Maine Dealer sales and a transfer form specific to all other states should be used for out-of-state dealer sales.
- 3) Bills of Sale cannot be used when the vehicle is sold to a dealer.

2. Use Tax Certificate (S.T.M.V. 6U).

- A.** Have customer complete the yellow Use Tax Certificate.
- B.** If no sales tax is due, customer must indicate reason for the exemption.
- C.** Collect sales tax, if due.
- D.** Indicate the plate number and date in the lower left hand corner of the Use Tax Certificate.
- E.** Municipalities should validate the form with the municipal stamp.
- F.** The BMV Main Office and the BMV Branch Offices machine-validate the Use Tax Certificate.

**NEW REG PROCESSING SUMMARIES
MAINE TITLE REQUIRED
PREVIOUSLY REGISTERED IN NON-TITLE JURISDICTIONS
continued**

3. Prepare the Certificate of Title Application (MVT-2).
 - A. If the applicant has a lien on the vehicle, be sure to list the complete name and address of the lien holder in Blocks 21 thru 23 on the MVT-2.
 - B. Indicate the plate number and class code of the new registration in Block 17 on the MVT-2
 - C. All owners listed on the title application must sign in Block 30.
 - D. Collect the title fee.
 - E. The BMV Main Office and the BMV Branch Offices machine-validate the MVT-2
 - F. Municipalities should validate the MVT-2 with the municipal stamp and indicate the date processed and title fee paid in the validation space.
 - G. Staple the prior registration to the back of the MVT-2 along with any transfers or Bills of Sale.
 - H. Provide the customer with the blue owner's copy of the MVT-2 for their records.

4. Registration form.
 - A. Indicate amount of sales tax collected on the front of the registration.
 - B. Indicate the prior title number on the front of the registration, if applicable.
 - C. Indicate the state of origin on the front of the registration.
 - D. Indicate the CTA number on the front of the registration.

NOTE:

Sales Tax: For more processing information, please see the "Sales Tax" section in Chapter 7.

Titles: For more information on processing the Certificate of Title Application (MVT-2), please see Chapter 6.

As of 01/28/2019, bills of sale are no longer required to be notarized when a vehicle is coming from a non-title state.

MOTOR VEHICLE INSPECTION

REFERENCE:

Title 29-A, Section 1751, Motor Vehicle Inspection

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1751.html>

Vehicles coming into Maine must have a current inspection sticker.

Vehicles registered in Cumberland County are also required to undergo an emissions test. Inspections are conducted at automobile dealerships, service stations and garages.

If the vehicle is coming from a state which doesn't have inspection laws, the owner will need to obtain an inspection sticker in Maine. If the vehicle has a current inspection sticker from the other state which it is coming from, the owner can wait until the sticker expires to get a Maine inspection sticker.

The Maine State Police administers the Maine inspection program. Customers with questions regarding inspection requirements or inspection stations may contact the Motor Vehicle Inspection Program at (207) 624-8934 or (207) 624-8935.

EMANCIPATION

REFERENCE:

Title 15, Section 3506-A, Emancipation

<http://www.mainelegislature.org/legis/statutes/15/title15sec3506-A.html>

Title 29-A, Section 352, Minors

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec352.html>

DEFINITION:

A juvenile 16 years of age or older, may petition for emancipation in District Court which, if granted, would allow the juvenile to assume responsibility for his own care.

There is now a provision in the law which allows for the registration of a motor vehicle by an emancipated minor.

A driver's license may be issued to an emancipated minor providing the correct document is filed.

COMMENTS:

When registering a vehicle in the name of the emancipated minor, attach a copy of the emancipation document to the white copy of the registration and title application.

RECIPROCITY

REFERENCE:

Title 29-A, Section 101, subsection 62, Resident

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

Title 29-A, Section 156, Reciprocal Agreements with New Hampshire

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec156.html>

Title 29-A, Section 351, Registration Required

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec351.html>

Title 29-A, Section 1251, License Required

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1251.html>

Title 29-A, Section 1252, Classes

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1252.html>

Section 109, Reciprocity

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec109.html>

DEFINITION:

Reciprocity is the exchange of operator's license and registration privileges between jurisdictions.

COMMENTS:

Generally, a person must possess an operator's license issued by the state, province or country that they declare as their legal residence. The same policy holds true with regard to registration.

One major exception is that active duty service members may possess a license and register their vehicles either with their state of legal residence or the state where currently stationed.

A person possessing a license and registration issued by Maine can operate their vehicle in other jurisdictions based upon reciprocity agreements that Maine has with those jurisdictions.

RECIPROCITY continued

Vehicle registration reciprocity. Maine has current registration reciprocity agreements with all States and Canadian provinces for non-commercial operation. These reciprocity agreements allow a person to operate a non-commercial vehicle in and through other states and provinces while in those jurisdictions temporarily as a visitor.

Maine has current commercial interstate registration reciprocity agreements with most states and provinces providing for the reciprocal interstate operation of trucks and other commercial vehicles. See below.

IRP. Maine is a member of the International Registration Plan (IRP). In the IRP, trucks are registered for operation in all IRP states and provinces after paying a proportional share of each jurisdiction's registration fee. The IRP provides for complete interstate and interstate registration reciprocity. Maine-registered motor vehicles that travel to another IRP jurisdiction and which have a registered weight or combined registered weight in excess of 26,000 lbs. or three or more axles on the power unit should be registered in the IRP. Smaller trucks may be registered in the IRP at the registrant's request. Out-of-state trucks meeting the IRP definition of a qualified vehicle must be registered in the IRP or have a valid Maine trip permit to operate in Maine.

The IRP supersedes all other commercial vehicle reciprocity agreements.

Non-IRP Commercial Vehicles. Maine is a member of the AAMVA Uniform Reciprocity Agreement. This agreement allows a commercial vehicle registered in one state to operate in other states while engaged in interstate commerce only. The agreement does not allow commercial vehicles to operate while engaged intrastate commerce without first obtaining a registration or trip from the jurisdiction.

Interstate Commerce means picking up products in one jurisdiction and delivering those same products at one or more locations in another jurisdiction. A Maine-registered truck could pick up potatoes in Maine and deliver those potatoes to one or more locations in Florida; they could pick up oranges in Florida and deliver those oranges to one or more locations in Maine or to any jurisdiction except Florida.

Intrastate Commerce means picking up and delivering the same products in the same jurisdiction. A Maine-registered truck could not deliver oranges to another location in Florida.

RECIPROCITY continued

Maine-NH Agreement. Maine has a special agreement with the state of New Hampshire that establishes a ten mile border zone between the two states. A truck or truck-tractor registered in Maine or New Hampshire may operate in intrastate commerce in the other state without obtaining a registration. However, their operation must be limited to the area within ten miles of the border between the two states. The agreement applies only to vehicles not required to be in the IRP, and the truck **must** be based within ten miles of the border.

Residency. Every jurisdiction has their own laws as to how soon and under what conditions a person must obtain a license and registration after moving to that jurisdiction.

Maine law states that every resident who operates vehicles must possess a Maine operator's license and a Maine registration. A person must apply for a Maine license and a Maine registration within 30 days of establishing residence. (A person who is domiciled in this state for 30 days is a resident).

Every state and Canadian province has their own laws as to how soon after moving to that jurisdiction a person must obtain a license and registration. This information can be found in the American Automobile Association (AAA) Digest of Motor Laws. The Digest is available online at <http://drivinglaws.aaa.com/>.

By international agreement, citizens of most foreign countries may operate their vehicles in the United States using the operator's license and registration issued by their home country. A listing of the countries that belong to this agreement is found in the AAA Digest.

Rental companies. Rental companies such as Hertz that own and rent U-Drive trucks and trailers register a fair or "apportioned" share of their fleet in each jurisdiction. Because of this agreement, the U-Drive commercial vehicles may be operated interstate or intrastate in any jurisdiction regardless of which state the plate is from on any particular U-Drive truck.




Unusual questions concerning reciprocity should be referred to the BMV Main Office, IRP Section for customer assistance at (207) 624-9000, ext. 52135.

Chapter 3










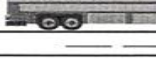

COMMERCIAL VEHICLES

11.25.19.V11

VEHICLE CODES Bus Style Codes

	Buses
	26 School Type Buses
	27 Other 2 Axle Buses
*****	37 3 Axle Buses
*****	47 All Other Buses





Commercial Truck, Truck-Tractor, and Bus Style Codes

STYLE CODE CHART		
Single Unit Trucks (Body style may vary)		
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

Rev. 01/05

VEHICLE CODES
continued

Tractor Style Codes

TRACTORS		
VEHICLE	STYLE CODE	DESCRIPTION
	25	2 Axle Tractor
	35	3 Axle Tractor
	45	4 Axle Tractor
	55	5 Axle Tractor

TEMPORARY REGISTERED GROSS WEIGHT INCREASES (BOOSTERS)

REFERENCE:

Title 29-A Section 464, Unused Registration Plates

<http://legislature.maine.gov/legis/statutes/29-A/title29-Asec464.html>

Title 29-A Section 502, Transfer and Return of Registration; Prorated Registration Fees

<http://legislature.maine.gov/legis/statutes/29-A/title29-Asec502.html>

Title 29-A Section 507, Fees

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec507.html>

Title 29-A Section 2352, Maximum Operational Weight

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec2352.html>

Title 29- A Section 2353, Truck Weights

<http://janus.state.me.us/legis/statutes/29-A/title29-Asec2353.html>

DEFINITION:

When a truck is already registered, the registrant may pay an additional fee for a short-term permit allowing loads of larger tonnage, for a period of one to eight months.

COMMENTS:

Pickup trucks using passenger-type plates may be boosted from 6,000 lbs. to 10,000 lbs. r.v.w. and retain the same plates. On a truck assigned passenger-type plates boosting to any weight greater than 10,000 lbs. r.v.w., process a class and plate change to commercial-type plates.

Verify the registration is current and valid.

A booster time span **cannot** go beyond the registration expiration date.

Make certain that you use the correct booster fee schedule, either commercial or farm, to correspond with the class of registration on the truck.

Boosters may not be issued on out-of-state registrations.

The registrant may select the effective date and the expiration date.

The calculated fee will be based on monthly periods not to exceed the expiration date of the registration. A portion of a month will be charged as an entire month.

Example: An applicant requests a permit effective January 14th for a two month period. It will expire on March 14th.

STATE OF MAINE
TEMPORARY REGISTERED GROSS WEIGHT INCREASE (BOOSTERS)
RATE TABLE
COMMERCIAL TRUCKS and FARM TRUCKS
 Revised: March 1, 2016

Example: An applicant requests a permit effective March 20th to expire with the registration on May 31st. This would be considered a three-month permit

SPECIAL REQUIREMENTS:

If a truck is boosted to 55,000 lbs. r.v.w. or more for more than 60 days, proof of payment of the Heavy Vehicle Use Tax should be requested.

(HVUT: Please see HVUT section later in this chapter for more information.)

For proof, ask for the receipted 2290-Schedule 1 or, in lieu of a Form 2290, a copy of both sides of the cancelled check **and** a copy of a completed Form 2290. If proof is provided, a photocopy should be attached to the white registration form. If proof is not available, the booster may be issued and the registrant must be informed that HVUT proof must be received within the required four-month period.

When obtaining a booster permit increasing registered weight to 55,000 lbs. or more and **the booster permit is issued for 60 days or fewer**, the registrant **does not** need to file form 2290.

INSTRUCTIONS:

Refer to fee schedules contained in:

Use the Temporary Registered Gross Weight Increase form (MV-534A).

Copy A: Send to the BMV Main Office in the cash report.

Copy B: Give to the registrant.

Copy C: Retain in the Municipal Office.

**TEMPORARY REGISTERED GROSS WEIGHT INCREASES
(BOOSTERS)
continued**

NOTE:

Be sure to validate all copies with your municipal validation stamp.

BMV Branch Offices:

All voided boosters must be sent into the BMV Main Office.

Municipal Offices:

All voided boosters must be retained by the municipality.

BMV Branch Offices & Municipal Offices:

A. Credit applied to a new Temporary Registered Gross Weight Increase (booster) on the same truck

Please refer to Section H: "Booster on top of a Booster".

B. Credit transferred to a replacement vehicle at time of transaction

When transferring registration credit from Truck A to Truck B and there is a current booster in effect on Truck A, and the applicant has the booster certificate in their possession, that booster can be transferred in conjunction with the registration to Truck B for no additional fee other than the \$8.00 registration transfer fee. It is important to remember that the expiration date of a booster does not change when it is transferred to a replacement truck. Indicate "**Transferred from Permit No. _____**" (old permit number) on the top of the new permit. Attach the original permit (Copy B) to the new permit (Copy A) and mail to the BMV Main Office.

C. Credit transferred to a different vehicle

Applicant requests a booster to change to another vehicle registered in the same name. Generate a permit for the second vehicle using the date of issue and the expiration date of the original permit. At the top of the new permit, indicate "**Transferred From Permit No. _____**". Collect the original permit from the customer and charge an \$8.00 transfer fee for the new permit.

D. Prorated credit used to increase r.v.w. on truck registration

If a truck is registered for a lower r.v.w., has a booster, and the applicant later wishes to increase the r.v.w on their current registration, prorated credit may be given for the unused portion of the booster. The applicant must be referred to a BMV Branch Office for a corrected registration.

Example:

Mr. Smith boosted his 2015 Chevrolet truck on December 1st from 18,000 lbs. r.v.w. to 69,000 lbs. r.v.w. for six months. On January 10th his vehicle was destroyed and he decided not to register another vehicle for that amount of weight. Since the booster was used for the month of December and part of the month of January, he can be issued credit only on the four full months remaining on the booster.

**TEMPORARY REGISTERED GROSS WEIGHT INCREASES
(BOOSTERS)
continued**

E. Duplicate Booster

If a registrant loses the booster, upon verification, a duplicate can be obtained for a \$5.00 fee at any BMV Branch Office or Municipal Office authorized to process truck permits.

F. Refund on Unused Booster

A full refund may be issued for an **unused** booster. The unused booster must be surrendered, along with the unused plates and stickers, to the BMV Main Office, Registration Section along with a notarized Statement of Facts Plates Never Used - Plates Never Received form (MV-34). The plates must have never been used or never received to be issued a refund for an unused booster. If the MV-34 form is not filed within 120 days, only credit may be allowed. **Class change from Farm to Commercial or from Commercial to Farm and also a transfer of a booster**

Refer to the booster fee schedule to determine the exact amount of credit available to be transferred to the new booster. Give credit for only full unused months at the correct fee and charge any additional amount if due.

H. Booster on top of Booster

A registrant may obtain a second booster on a vehicle in order to increase the weight of the first booster to a higher weight for a portion of the remaining time or to the expiration date of the original booster. Indicate **“In addition to Permit # _____”** at the top of the new permit. Attach the new permit to the original permit. The expiration date on the new permit **CANNOT** exceed the expiration date on the original permit, but may be for a shorter period of time.

Example:

John Doe has a registration for 18,000 lbs. with a booster from 18,000 lbs. to 26,000 lbs. from 08/01/2016 to 12/01/2016. He needs to increase to 54,000 lbs. on 09/08/2016 for two months. A second booster can be done charging the two month fee from 26,000 lbs. to 54,000 lbs. and expiring 11/08/2016.

To determine the fee for the new booster find the “TO” weight on the original booster, determine the number of months, next go to that table and follow across the line to the new “TO” weight.

I. Municipal Office fee for Transfer of a Booster

As stated in Title 29-A, section 201, the municipality may charge any applicant \$1.00 above the required permit fee for each permit issued. This \$1.00 fee is retained by the municipality.


NOTE:

Boosters are valid in Maine ONLY. Please verify with other states that you are traveling through to be sure the booster is valid.



Municipalities: Be sure to validate and date all copies with the municipal validation stamp.

**TEMPORARY REGISTERED GROSS WEIGHT INCREASES
(BOOSTERS)
continued**

BMV Branch Offices: Be sure to machine validate all copies.
Example:

NO: 159886	STATE OF MAINE SHORT TERM GROSS WEIGHT PERMIT	PLATE NUMBER CO 985-235
YEAR: 2009 MAKE: WSTR MODEL: 9500 STYLE: 35 AXLES: 3 VEHICLE IDENTIFICATION NUMBER: 2WKPDCC9RK833352 GROSS WEIGHT INCREASED FROM: 60,000 LBS. TO: 100,000 LBS. EFFECTIVE: 12/13/2017 EXPIRES: 07/13/2018		
<div style="border: 1px solid black; padding: 5px;"> MICKEY MOUSE DOT# 123456 123 MICKEY MOUSE LANE DISNEY, ME 04444 </div>		COPY A 
To the Secretary of State: I hereby certify that the above statements are true. DATED: 12/13/2017 TIME: 10:25 A.M. FEE: \$445.50 ISSUING OFFICIAL: Walt Disney <i>Mickey Mouse</i> (OWNER'S SIGNATURE)		
MV-534A REV. 5/00		

**Short Term Gross Weight Permit form (MV-534A)
Processed by a BMV Branch Office or BMV Main Office**

REGU 1007830798 10/04/2018 REG \$15.00 BMV		
STATE OF MAINE Department of the Secretary of State Bureau of Motor Vehicles		
 Matthew Dunlap <i>Secretary of State</i>		Patty A. Momeault <i>Deputy Secretary of State</i> Garry Hinkley <i>Director of Vehicle Services</i>
SHORT TERM GROSS WEIGHT PERMIT		
Permit #: 90000475	Fee: \$152.50	Plate #: 5A-6998 (CO)
VIN: 2GCDC14N2G1204947	DOT #:	
Year: 1986	Make: CHRY	Model: C10
	Style: 00	Axles: 2
Gross weight increased from: 10,000 lbs. to: 34,000 lbs.		
Effective: October 4, 2018	Expires: February 4, 2019	
Registrant: MICHAEL SIMPSON 275 PAGE RD JACKSON, ME 04921		
Issued by: PLUMMERC on 10/4/2018 09:25 AM		
NOTE: The Federal and State Motor Carrier Safety Regulations apply to all vehicles with a registered vehicle weight over 10,000 lbs., with a commercial, commercial tractor plate, farm-type, or apportioned plate. These regulations may be obtained from the Maine State Police at:		
Maine State Police Commercial Vehicle Enforcement 20 State House Station Augusta, ME 04333 (207) 624-8909 www.fmcsa.dot.gov		
REFR-02 Rev 10/017		

COMMERCIAL VEHICLE INSPECTIONS

MINIMUM INSPECTION STANDARDS

Commercial vehicle means any self-propelled or towed vehicle used on public highways in interstate or intrastate commerce to transport passengers or property when:

- A.** The vehicle has a registered vehicle weight rating or gross combination weight rating of **more than 10,000 lbs.**
- B.** The vehicle is designed to transport more than 16 passengers, including the driver.
- C.** The vehicle is used in the transportation of hazardous material in a quantity requiring placarding under regulations issued by the Secretary of Transportation under the Hazardous Materials Transportation Act (49 U.S.C. app. 1801-1813).

NOTE:

This applies to trucks, buses, trailers, semi-trailers, tow dollies and converter dollies that meet this description.

The inspecting mechanic should first verify the registration and VIN (vehicle identification number) of the vehicle before starting the inspection.

Any trailer more than 3,000 lbs. is required to have a brake system.

COMMERCIAL VEHICLE REGISTRATION

FEDERAL AND STATE MOTOR CARRIER SAFETY REGULATIONS

REFERENCE:

Federal Motor Carrier Act of 1984

COMMENTS:

Applies to all trucks over 10,000 lbs. r.v.w.

A statement regarding the Federal and State Motor Carrier Safety Regulations appears as “**Question 5**” on the reverse side of the white copy of the registration forms and applies **to all vehicles registered with a commercial-type, farm-type, commercial tractor, or apportioned plate.**

The registrant should initial Question 5.

PROCESSING INFORMATION:

If the registrant is not familiar with these rules, issue the registration and advise that a copy of these regulations may be obtained by requesting a copy of the **FEDERAL MOTOR CARRIER SAFETY REGULATIONS** from the Maine State Police at the following address:

**ATTN: COMMERCIAL VEHICLES ENFORCEMENT UNIT
MAINE STATE POLICE
STATE HOUSE STATION #20
AUGUSTA, ME 04333-0020
WWW.FMCSA.DOT.GOV**

Any questions regarding this subject may be directed to the Commercial Vehicles Enforcement Unit of the Maine State Police at (207) 624-8909.

Please see the following page to view a copy of the reverse side of the registration document.

COMMERCIAL VEHICLE REGISTRATION
continued

FEDERAL AND STATE MOTOR CARRIER SAFETY REGULATIONS
continued

Question 5

PLEASE BE ACCURATE IN ENTERING CURRENT MILEAGE

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 **CST**
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.

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

WEIGHT TOLERANCES

REFERENCE:

Title 29-A Section 2357, Weight Tolerance for Certain Vehicles

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec2357.html>

DEFINITION:

An allowance of 10% of the maximum allowable gross vehicle weight is permitted on vehicles engaged in the exclusive transport of commodities listed below and subject to axle weight limits. The tolerance is up to 100,000 lbs., provided the vehicle is carrying a special commodity and is registered for the maximum legal weight for its configuration. The commodities covered are:

- Materials with tar or unset concrete intended for highway construction and carried in dump or transit mix trucks.
- Manufacturer's concrete products.
- Raw ore from mine or quarry to place of processing.
- Refrigerated products when they constitute the majority of products carried in sealed vehicle, such as unprocessed milk.
- Building materials that absorb moisture during delivery.
- Bark, bolts, sawdust, firewood, sawed lumber, dimension lumber, pulpwood, wood chips, logs.
- Soil, unconsolidated rock material including limestone.
- Farm produce.
- Road salt.
- Solid waste or incinerator ash.

COMMERCIAL VEHICLES



REFERENCE:

Title 29- A Section 101, subsection 88, Truck

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>



Title 29- A Section 501, subsection 1, Automobiles; Pickup Trucks

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec501.html>

Title 29- A Section 504, Schedule of Truck Fees

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec504.html>

Title 29- A Section 517, Government Vehicles Exemption

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec517.html>

Title 29- A Section 525, Fuel Tax Licensing and Reporting

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec525.html>

Title 29- A Section 1751, Motor Vehicle Inspection

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1751.html>

Title 29- A Section 2352, Maximum Operation Weight

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec2352.html>

Title 29- A Section 2357, Weight Tolerances for Certain Vehicles

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec2357.html>

DEFINITION:

Any motor vehicle designed and used for the conveyance of property.

COMMENTS:

Most trucks are registered with a Commercial plate.

Commercial plates may be assigned to a van regardless of weight.

The maximum gross weight by configuration is as follows:

2 axles	=	34,000 lbs.
3 axles	=	54,000 lbs.
4 axles	=	69,000 lbs.
5 axles	=	80,000 lbs.
*6 axles	=	100,000 lbs.

*Only 3 axle tractor-tri-axle semi-trailer combinations.

COMMERCIAL VEHICLES continued

EXCEPTIONS:

Farm trucks, truck-tractors and some pickup trucks.

In addition to the standard Commercial (CO) plates, various plate types are available for trucks up to 10,000 lbs. r.v.w. Please refer to Chapter 1 for specific information by plate type.

SPECIAL REQUIREMENTS:

Any truck that exceeds 10,000 lbs. **total weight** (actual weight of vehicle and load) shall be defined as a truck and be subject to the commercial vehicle requirements of a truck at its specific **registered weight** (weight of any load on or towed in addition to the empty weight of the vehicle).

*A pickup is a truck with a registered vehicle weight of 10,000 lbs. or less. A pickup has the option of passenger style plates or commercial plates.

If the truck exceeds 10,000 lbs. net weight or the pickup with a load exceeds 10,000 lbs., the vehicle **must be registered with commercial plates** for its total gross weight. Any utility / semi-trailer to be hauled must have the weight on the hauling unit's registration.

When hauling a camper trailer, motor vehicles are exempt from the gross vehicle weight of the camper trailer, regardless of the size of the trailer.

COMMERCIAL VEHICLES continued

Trucks with an r.v.w. of 55,000 lbs. or more require evidence of Heavy Vehicle Use Tax (HVUT). Please see HVUT section, in this chapter, for more information.

The Federal and State Motor Carrier Safety Regulations Statement (Question 5) must be initialed on the reverse side of the white copy of the registration form if any of the following applies:

- Vehicle is registered for 10,001 lbs. or more.
- Vehicle is designed or used to transport 16 or more passengers, including driver.
- Vehicle is carrying any amount of hazardous material.

This requirement applies to both intrastate (traveling within the State of Maine) or interstate (traveling outside of Maine) operation.

A Fuel Use Identification Decal must be displayed on the cab of certain trucks and buses. In addition to the decal, a copy of the fuel license must be carried within the vehicle at all times.

US DOT numbers are required for the following:

If engaged in **interstate** commerce;

- Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 4,536 kg (10,001 pounds) or more, whichever is greater; or
- Is designed or used to transport more than 8 passengers (including the driver) for compensation; or
- Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation;
- Is used to transport the types and quantities of hazardous materials requiring a safety permit or placarding.

If engaged in **intrastate** commerce (travelling in Maine only and not engaged in transporting something that has come in or is going out of state), a US DOT number is **not** needed if the vehicle is registered from 10,001 lbs. to 26,000 lbs. A US DOT number is required if the vehicle is registered for 26,001 lbs. and more, if engaged in commerce.

Vehicles registered as farm or special mobile equipment are subject to DOT number requirements.

One of the style codes listed at the beginning of this chapter must be indicated in the "Style" box on all truck registrations with commercial or farm plates.

COMMERCIAL VEHICLES
continued

COMMERCIAL VEHICLES INSTRUCTIONS:

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	See list of options on previous pages in Chapter 3. Can include any single vehicle from 6,000 to 100,000 lbs. r.v.w.
Vanity Plate	Yes: CO: Max of 7 characters, plus one space or one dash. For other type of Commercial plates, refer to Chapter 1 for specific information by plate type \$25.00 annual fee
Class Code	CO, CC, or AC Refer to Chapter 1 for specific information by plate type
Specialty Plate Fee, when applicable for plate type	\$20.00: New Registration \$15.00: Re-registration
Registration Fee	Fee based on r.v.w Use Schedule of Truck Fees (MV-60) [Top section]
Style Code	Refer to top section of "Commercial Style Codes" chart in Appendix
Title Required	Yes, if vehicle year is 1995 or newer
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	6,000 lbs. - 26,000 lbs. r.v.w.: Any BMV Branch Office or Municipal Office that processes New or Truck registrations 26,001 lbs. - 100,000 lbs. r.v.w.: Any BMV Branch Office or Municipal Office that processes Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	Yes
Axles	Yes
Tires	Yes
Fuel	Yes
DOT Requirements	Yes: If used in Interstate Commerce and greater than 10,000 lbs. r.v.w. or if used in Intrastate Commerce and greater than 26,000 lbs. r.v.w.

COMMERCIAL VEHICLES continued

WEIGHT CHANGES:

Manual Municipalities: When processing a straight weight increase, indicate on the top of the registration document the gross weight increase from beginning weight to ending weight. i.e. **“Gross weight increase from 10,000 lbs. to 12,000 lbs.”**

If processing a weight decrease, follow the same procedure, i.e.

“Gross weight decrease from 12,000 lbs. to 10,000 lbs.”

Electronic Municipalities:

When processing electronic registrations, the system will automatically print the required text.

BMV Branch & Main Offices:

When processing a weight increase or decrease, the VS system will automatically print the required text.

REMINDER:

If the weight change is a straight increase within the last four months of a registration, half-rate the fee.

NOTE:

Trucks used for **“SNOWPLOW USE ONLY”** may be registered as Special Mobile Equipment. (Refer to section on **SPECIAL MOBILE EQUIPMENT** in the manual for further information).

COMMERCIAL VEHICLES: TRUCK-TRACTORS



REFERENCE:

Title 29-A Section 101, Definition

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

Title 29-A Section 101, subparagraph 88

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

Title 29-A Section 501, subparagraph 1, Fees for Registration

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec501.html>

Title 29-A Section 504, Schedule of Truck Fees

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec504.html>

Title 29-A Section 517, Registration Exemptions

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec517.html>

Title 29-A Section 525, Fuel Decals

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec525.html>

Title 29-A Section 1751, Inspection

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1751.html>

Title 29-A Section 2352, Weight, Dimensions

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec2352.html>

Title 29-A Section 2357, Weight Tolerances

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec2357.html>

DEFINITION:

Any motor vehicle designed or used for the sole purpose of hauling or partially carrying trailers or semi-trailers.

NOTE:

800-000 Plate Series = (TT):

When the registration plate number is within the 800-000 series and the Class Code is (CO), the Class Code should be changed to (TT), Commercial Tractor, also known as Truck-Tractor.

**COMMERCIAL VEHICLES:
TRUCK-TRACTORS**
continued

COMMENTS:

A truck-tractor may be issued a Commercial Tractor plate and receive a \$40.00 registration credit only if:

1. It is registered for over 23,000 lbs. r.v.w.
2. The vehicle is used solely in the truck-tractor semi-trailer configuration for the full year.
3. The registrant checks "YES" to Question 6 on the reverse side of the white registration application.


This rule only applies to those registrations that address the vehicle in a truck-tractor configuration and display an 800-000 series number plate. If both criteria are met **and** the customer checks "YES" to Question 6 on the back of the registration, a \$40.00 credit towards the registration may be issued.

Complete the rate and credit boxes on the registration and indicate the difference between the two fees on the fee line.

Example: 80,000 lbs. r.v.w. truck-tractor

Rate = \$877.00 (-) Credit = \$40.00 ~ the fee is \$837.00

**See registration example below:
TRUCK-TRACTOR REGISTRATION ALLOWING \$40.00 CREDIT
(FRONT)**

State of Maine Vehicle Registration										CLASS	REGISTRATIONNUMBER
Eff Date is Validation Date But Not Prior To: 10/01/2017						Expires: 10/31/2018		Mileage: 62,540		TT	880-000
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL	
2HSFBGT6HC007315	1987	INTL	F9370	BL	35	10	3		80,000	D	
REGISTRANT(S) MICKEY MOUSE TRUCKING				DOB(S)ID# 012345678		Base		225,000.00		-RE-REG	
LESSOR				UNIT#		Mfr Rate		.0040			
MAILING ADDRESS 123 MICKEY MOUSE LANE				DOT# 9876543		Local					
DISNEY ME 04000				 Registration Void Unless Marked Validated Stamp DATE 10/19/2017		Ex Tax		900.00			
LEGAL RESIDENCE 123 MICKEY MOUSE LANE ME 05020						Ex Tx Bal		900.00			
DISNEY ME						Ex Tx Date		10/19/2017			
Tax Receipt #: 1234567				Sticker # (M)		Rate		877.00			
MVR-3VS Rev. 01-2016 REGISTRATION				(V) 18S12345678		Credit		-40.00			
Mailing Address				Registration		Fees		837.00			
Legal Residence				Validation Stamp		Agent Fee		3.00			
Plate #				Date		User Id		BMV			

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**COMMERCIAL VEHICLES:
TRUCK-TRACTORS
continued**

**TRUCK-TRACTOR REGISTRATION ALLOWING \$40.00 CREDIT
(BACK)**

PLEASE BE ACCURATE IN ENTERING CURRENT MILEAGE		62,540
1. Is the registrant(s) registration or privilege to register now under suspension? Yes ___ No <input checked="" type="checkbox"/>		
2. Is the registrant(s) required to file an SR22 certificate of insurance with the Bureau of Motor Vehicles? Yes ___ No <input checked="" type="checkbox"/>		
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 <input checked="" type="checkbox"/>		
5. Commercial vehicles: I acknowledge that I am familiar with the Federal and State Motor Carrier Safety Regulations. Please initial <u>SR22</u>		
6. This vehicle is eligible for \$40 commercial tractor credit (GVW greater than 23,000 pounds: tractor-semitrailer configuration only) Yes <input checked="" type="checkbox"/> No ___		
I hereby certify that I am the registrant of this vehicle and the information on this form is accurate.		
<u>Mickey Mouse</u> Registrant's Signature		
Mickey Mouse 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

It is important to note that if any of the three criteria are not met, a regular set of commercial plates is to be issued.

BMV Staff and Municipal Offices registering these vehicles will issue one single month and one single year sticker regardless of month of expiration, since this type of vehicle receives only one plate. **If processing a re-registration, use only a single year sticker.**

The \$40.00 credit **will be half-rated** within the last four months of registration period.

SPECIAL REQUIREMENTS:

Truck-tractors must be registered according to gross weight requirements.

Truck-tractors with a r.v.w. of 55,000 lbs. or more require evidence of the Heavy Vehicle Use Tax (HVUT). Please see HVUT section in Chapter 3 for more information.

A Fuel Use Identification Decal must be displayed on the cab of certain trucks and buses. In addition to the decal, a copy of the fuel use license is to be carried within the vehicle at all times.

**COMMERCIAL VEHICLES:
TRUCK-TRACTORS**

continued

DOT numbers are required for:



- All motor vehicles used in Interstate Commerce with an r.v.w. of 10,001 lbs. or more or motor vehicles used in Intrastate Commerce with an r.v.w. of 26,001 lbs. or more.
- Motor vehicles with three or more axles on the power unit.
- Buses that are required to have proof of insurance on file with BMV regardless of weight.

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Commercial Tractor Plate (single plate)
Vanity Plate	No
Class Code	TT: Only if 23,001 lbs. r.v.w. or greater CO: If r.v.w 23,000 lbs. r.v.w or less, refer to "Commercial Vehicles" section.
Registration Fee	Fee based on r.v.w Use Schedule of Truck Fees (MV-60) [Top section] Refer to "Comments" section on prior page for details about \$40 credit.
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to "Tractor Section" of "Commercial Style Codes" chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office, or Municipal Office authorized to process TT registrations
Re-registration	Any BMV Branch Office or any Municipal Office, except: If weight increase with rereg: Any BMV Branch Office or any Municipal Office authorized to process Truck registrations.
Stickers	Single
Gross Weight	Yes
Axles	Yes
Tires	Yes
Fuel	Yes
DOT Requirements	Yes: If used in Interstate Commerce and greater than 10,000 lbs. r.v.w. or if used in Intrastate Commerce and greater than 26,000 lbs. r.v.w

**COMMERCIAL VEHICLES:
TRUCK-TRACTORS
continued**

NOTE:

The plate issued with this registration will be in the 800-000 series.

State of Maine Vehicle Registration																																	
Eff Date is Validation Date But Not Prior To: 10/01/2017 Expires: 10/31/2018 Insurance: Mileage: 62,540										<table border="1"> <tr> <th>CLASS</th> <th>REGISTRATION NUMBER</th> </tr> <tr> <td>TT</td> <td>880-000</td> </tr> </table>	CLASS	REGISTRATION NUMBER	TT	880-000																			
CLASS	REGISTRATION NUMBER																																
TT	880-000																																
VIN 2HSFBGT6HC007315	YEAR 1987	CLASS INTL	MODEL F9370	COLOR BL	STYLE 35	TIRES 10	AXLES 3	NET WEIGHT	REGISTERED WEIGHT 80,000	FUEL D																							
REGISTRANT(S) MICKEY MOUSE TRUCKING			DOB(VIN) # 012345678		<table border="1"> <tr> <td>Base</td> <td>225,000.00</td> <td rowspan="10">-RE-REG</td> </tr> <tr> <td>Mil Rate</td> <td>.0040</td> </tr> <tr> <td>Local</td> <td></td> </tr> <tr> <td>Ex Tax</td> <td>900.00</td> </tr> <tr> <td>Ex Tx Bal</td> <td>900.00</td> </tr> <tr> <td>Ex Tx Date</td> <td>10/19/2017</td> </tr> <tr> <td>Rate</td> <td>877.00</td> </tr> <tr> <td>Credit</td> <td>-40.00</td> </tr> <tr> <td>Fees</td> <td>837.00</td> </tr> <tr> <td>Agent Fee</td> <td>3.00</td> </tr> <tr> <td>User Id</td> <td>EMV</td> </tr> </table>						Base	225,000.00	-RE-REG	Mil Rate	.0040	Local		Ex Tax	900.00	Ex Tx Bal	900.00	Ex Tx Date	10/19/2017	Rate	877.00	Credit	-40.00	Fees	837.00	Agent Fee	3.00	User Id	EMV
Base	225,000.00	-RE-REG																															
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Agent Fee	3.00																																
User Id	EMV																																
LESSOR		UNIT #	DUPLICATE		9876543																												
MAILING ADDRESS 123 MICKEY MOUSE LANE DISNEY ME 04000				Registration Void Unless Marked Validated & Approved  DATE 10/19/2017																													
LEGAL RESIDENCE 123 MICKEY MOUSE LANE DISNEY ME				LEGAL RESIDENCE CODE 05020																													
				Tax Receipt #: 1234567 MVR-1VS Rev. 01-2016 REGISTRATION Sticker # (04) _____ (V) 18S12345678																													
www.maine.gov/sos																																	

FARM TRUCKS



REFERENCE:

Title 29-A Section 505, Schedule of Truck Fees- Farm Trucks

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec505.html>

Title 29- A Section 525, Fuel Tax Licensing and Reporting

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec525.html>

Title 29- A Section 452, Manner of Display

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec452.html>

Title 29- A Section 1751, Motor Vehicle Inspection

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1751.html>

Title 29- A Section 1752, subsection 4, Farm Truck Partial Inspection

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1752.html>

DEFINITION:

A truck used primarily for the transportation of agricultural products produced on the farm, and equipment and materials meant to be used in connection with the operation of a farm or farms owned, operated or occupied by the registrant. The truck **may not** be used for the transportation of firewood, unless that transportation is incidental to other farm operations. Trucks used for the retail delivery schedule on established routes **are not** considered farm trucks.

NOTES:

Farm trucks registered for more than 10,000 lbs. and used in commerce are required to have a DOT number.

Farm vehicles over 26,000 lbs. r.v.w. are **required to display** both the DOT numbers and the farm name on the side of the vehicle. If the vehicle is subject to a partial inspection, the municipality name **must** be displayed as well.

Vehicles registered as farm or special mobile equipment are subject to DOT number requirements.

A cargo van may be registered as a farm truck. However, passenger vehicles may not be registered as farm trucks.

FARM TRUCKS continued

COMMENTS:

The criteria for issuance of farm truck registrations as detailed by the Attorney General's Office are as follows:

1. The vehicle must be used primarily for transportation of agricultural products.
2. Transported agricultural products must be produced on and meant to be used in connection with the operation of a farm.
3. Transportation of firewood must be incidental to farm operation.
4. The farm must be owned, operated or occupied by the registrant. Farming and agricultural does not include forestry or growing timber, landscaping or operating a farm for recreational activity.

The maximum is 69,000 lbs. r.v.w. for farm registrations.

Once a truck has been registered as a farm truck, the owner must make a decision as to how to inspect the truck. If the owner wishes to use it as a farm truck with no restriction on the distance, the truck must have a full or complete inspection. If the farm truck is given a full or normal inspection, there is no restriction on how far it may travel from the farm. For example, a truck registered as a farm truck with a full inspection could be used to deliver potatoes grown on the registrant's farm to Florida.

Should the owner of a farm truck wish to qualify for a limited or partial inspection, two things must be done:

1. On the left door (driver's side) of the cab, in letters not less than four inches in height enter the name of the town where excise tax is paid.
2. Operation of the truck must be limited to a radius of **not more than twenty miles from the farm.**

Partial inspection consists of the running gear, brakes, exhaust system, lights, steering mechanism and tires.

Farm trucks with partial inspections are exempt from the Fuel Use Decal requirements.

The fee for registering a farm truck is the same regardless of how it is used.

Farm trucks may be used in combination with a trailer or semi-trailer provided the total registered vehicle weight (r.v.w.) does not exceed 69,000 lbs.

Farm trucks may be issued a booster.

FARM TRUCKS
continued

A farm vehicle that is registered or boosted to 55,000 lbs. r.v.w. or more is subject to Heavy Vehicle Use Tax. **This tax is collected by the Internal Revenue Services, not the BMV Main Office.**

Farm-plated vehicles are exempt from IRP requirements and are subject to bilateral reciprocity agreements.

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Farm Plates
Vanity Plate	Yes: Max of 6 characters, plus one space or one dash \$25.00 annual fee regardless of r.v.w.
Class Code	FM
Registration Fee	Fee based on r.v.w Use Schedule of Truck Fees (MV-60) [lower section]
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart: Commercial Section, in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes; optional partial inspection
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	If r.v.w = 26,000 lbs. or less: Any BMV Branch Office or Municipal Office that processes New or Truck registrations If r.v.w is greater than 26,000 lbs.: Any BMV Branch Office or Municipal Office that processes Truck registrations,
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	Yes
Axles	Yes
Tires	Yes
Fuel	Yes
DOT Requirements	Yes: If used in Interstate Commerce and greater than 10,000 lbs. r.v.w. or if used in Intrastate Commerce and greater than 26,000 lbs. r.v.w.

FARM TRUCKS continued

WEIGHT CHANGES

Manual Municipalities: When processing a straight weight increase, indicate on the top of the registration document the gross weight increase from beginning weight to ending weight. i.e. **“Gross weight increase from 10,000 lbs. to 12,000 lbs.”**

If processing a weight decrease, follow the same procedure, i.e.
“Gross weight decrease from 12,000 lbs. to 10,000 lbs.”

Electronic Municipalities:

When processing electronic registrations, the system will automatically print the required text.

BMV Branch & Main Offices:

When processing a weight increase or decrease, the VS system will automatically print the required text.

NOTE:

Half rate on registration fee and excise tax for farm trucks is allowed during the **last six months** of the registration year.

If a registrant is moving shrubs from woods (lot grown from) to the nursery or place of business, it is acceptable to issue farm plates. However, if the registrant is moving the shrubs from the place of business to the place of installation, then issue commercial plates.

FISH TRUCKS



REFERENCE:

Title 29-A Section 101, subsection 24, Fish Truck

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

Title 29- A Section 1752, subsection 7, Fish Truck Partial Inspection

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1752.html>

DEFINITION:

Fish truck means any two axle or three axle motor trucks used primarily to harvest and transport fish or any marine animals, including use in conjunction with aquaculture. (Lobster traps, bait, etc.)

COMMENTS:

A two or three axle fish truck may receive a limited inspection if the owner elects this option. Partial inspection consists of running gear, steering mechanism, brakes, exhaust system and lights.

Should the owner of a fish truck wish to qualify for a limited or partial inspection, two things must be done:

1. On the left door (driver's side) of the cab, in letters not less than four inches in height, enter the name of the municipality where excise tax is paid.
2. Operation of the truck must be **within a twenty mile radius of the municipality where excised** with partial inspection.

A fish truck will be issued Commercial plates and will pay the normal commercial truck fees.

SPECIAL REQUIREMENTS:

Trucks must be registered according to registered vehicle weight and there is no limit on the registered vehicle weight (r.v.w.).

The statement regarding Federal and State Motor Carrier Safety Regulations must be initialed on the reverse side of the white copy of the registration form for commercially registered vehicles over 10,000 lbs. r.v.w.

Fish trucks are subject to Fuel Use Identification Decal requirements.

When issuing this type of registration, indicate **"FISH TRUCK"** on the registration form.

NOTE:

Fish trucks may not be issued any class of veteran plates.

FISH TRUCKS
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Commercial Plates
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash \$25.00 annual fee regardless of r.v.w.
Class Code	CO
Registration Fee	Fee based on r.v.w Use Schedule of Truck Fees (MV-60) [lower section]
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	Refer to Vehicle Style Code Chart: Commercial Section, in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes; optional partial inspection
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	If r.v.w = 26,000 lbs. or less: Any BMV Branch Office or Municipal Office that processes New or Truck registrations If r.v.w is greater than 26,000 lbs.: Any BMV Branch Office or Municipal Office that processes Truck registrations,
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	Yes
Axles	Yes
Tires	Yes
Fuel	Yes
DOT Requirements	Yes: If used in Interstate Commerce and greater than 10,000 lbs. r.v.w. or if used in Intrastate Commerce and greater than 26,000 lbs. r.v.w.

HEAVY VEHICLE USE TAXES (HVUT)

REFERENCE:

Title 29-A, Section 504, subsection 4, Federal Heavy Vehicle Use Tax; Proof of Payment Required

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec504.html>

DEFINITION:

A federal excise tax collected by the Internal Revenue Service on vehicles registered, re-registered or boosted to a registered vehicle weight (r.v.w.) of 55,000 lbs. or more.

COMMENTS:

This includes commercial, apportioned, and farm vehicles which are registered or boosted to 55,000 lbs. r.v.w. or more. **This tax is collected by the Internal Revenue Services, NOT the Bureau of Motor Vehicles.**

SPECIAL REQUIREMENTS:

When obtaining a booster permit increasing registered weight to 55,000 lbs. or more and the **booster permit is issued for 60 days or less**, the registrant **DOES NOT** need to file Form 2290.

INSTRUCTIONS:

Request proof of payment in the form of a receipted copy of Schedule 1 (Form 2290). Be sure to enter the DOT number in the upper left corner of the Form 2290. (See samples on the following pages.)

Municipalities: Attach a copy of this form to the original white registration document and mail it in with your cash report.

BMV Branch Offices: Mail to the BMV Main Office.

If the registrant does not have this receipted copy available at the time of the registration transaction, process the registration, but remind the registrant that proof must be submitted to the BMV Main Office within four months from the beginning of the registration period or the registration will be suspended. Give the registrant a copy of the MV-2, HVUT Form.

BMV Branch Offices may check the Vehicle Services system under the HVUT tab to verify compliance.

NOTE:

If a registrant requires information that you cannot supply regarding the transaction and the answer is not found in the following informational sheet, please call the BMV Main Office, HVUT Section at 624-9000 ext. 52151 or call the Internal Revenue Service at 1-800-829-1040 or 1-800-829-4933.

www.IRS.GOV

HEAVY VEHICLE USE TAXES (HVUT) continued

The sample below is the informational sheet, which should be given to any applicant who registers, re-registers or boosts to a registered vehicle weight (r.v.w.) of 55,000 lbs. or more.

HEAVY VEHICLE USE TAX -- (HVUT) PROOF OF PAYMENT	
<i>What is HVUT?</i>	This is a Federal Excise Tax for vehicles with a registered or boosted weight of 55,000 pounds or more. You are required to provide the Bureau of Motor Vehicles (BMV) with proof of payment of HVUT each year.
<i>Do I need an Employer Identification Number (EIN) prior to paying this tax?</i>	Yes. If you do not already have an EIN, you can obtain an EIN by calling 1-800-829-4933 or by applying online at: https://sa2.www4.irs.gov/modiein/individual/index.jsp
<i>Where do I pay the tax?</i>	If you have fewer than 25 vehicles, you can pay the tax at one of the IRS regional offices listed below or online. If you have 25 or more vehicles, you must file electronically. More information is available on the IRS Web site www.irs.gov/efile/index.html for filing electronically. The IRS Excise Hotline is 866-699-4096.
<i>Once I pay the tax to the IRS, how do I submit proof of payment to the BMV?</i>	Mail a copy of your proof of payment that you received from the IRS (Form 2290 stamped 'payment received') to the Bureau of Motor Vehicles, HVUT Section, 29 State House Station, Augusta, Maine 04333-0029. The copy cannot have crossed out or altered dates. You must write your DOT number at the top left-side of the schedule 1. Please call our office at (207) 624-9000, Ext. 52151, or email us if you have questions. Our email address is: hvut.bmv@maine.gov
<i>Can I fax Form 2290 to you?</i>	Yes; our fax number is (207) 624-9390.
<i>Can I send Form 2290 electronically?</i>	Yes; our e-mail address is: hvut.bmv@maine.gov You may use this address to send your electronic form or to correspond with our HVUT staff.
<i>I filed Form 2290 with the IRS already, what more must I do?</i>	You probably did file Form 2290 with payment to the IRS. However, you must also provide proof of your payment to the Bureau of Motor Vehicles to support your heavy vehicle registration.
<i>If the IRS indicates no payment is due for a covered vehicle do I have to file the form?</i>	Yes; you still are required to mail or fax the form showing the IRS receipt to the Bureau of Motor Vehicles, HVUT Section.
<i>IRS Regional Offices</i> <i>Augusta Bangor Lewiston Presque Isle South Portland</i>	Forms of Proof of Payment: IRS stamped form 2290, Schedule 1, or Electronic filing from the IRS website, for EFTPS proof we need the EFTPS letter and a copy of an unstamped Schedule 1 filled out, or Unstamped form 2290, Schedule 1 <u>with</u> front and back of cancelled check, or Letter from the IRS stating the form has been filed.
<i>Telephone Help with 2290</i>	US Residents: 1 (866) 699-4096 Non-US Residents: 1 (859) 669-5733

MV-2 Revised 8/11

HEAVY VEHICLE USE TAX RETURNS (HVUT) SCHEDULE 1 FORM 2290

Form 2290 <small>(Rev. July 2016) Department of the Treasury Internal Revenue Service (900)</small>	Heavy Highway Vehicle Use Tax Return For the period July 1, 2016, through June 30, 2017 ▶ Attach both copies of Schedule 1 to this return. ▶ Information about Form 2290 and its separate instructions is at www.irs.gov/form2290 .	Keep a copy of this return for your records. OMB No. 1545-0143
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Type or Print	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:

<input type="checkbox"/> Address change <input type="checkbox"/> 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.	<input type="checkbox"/> 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. <input type="checkbox"/> Final Return Check this box if you no longer have taxable vehicles to report.
---	--

Part I Figuring the Tax

Caution: If you purchased a used vehicle from a private seller, see instructions.

		Y	Y	Y	M	M
1 Was the vehicle(s) reported on this return used on public highways during July 2016 ? If YES, enter 201607 in the boxes to the right. If NO, see the table on page 3 of the instructions . . . ▶	1					
2 Tax. Enter the Total from Form 2290, page 2, column (4) ▶	2					
3 Additional tax from increase in taxable gross weight (see instructions) ▶	3					
4 Total tax. Add lines 2 and 3 ▶	4					
5 Credits (see instructions) ▶	5					
6 Balance due. Subtract line 5 from line 4. This is the amount you owe. If payment through EFTPS, check here <input type="checkbox"/> ▶	6					

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, 2016, through June 30, 2017, 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, 2015, through June 30, 2016, were not subject to the tax for that period except for any vehicles listed on line 8b. **Check this box if applicable.** ▶

8b Vehicle identification numbers _____

9 I declare that vehicle identification numbers _____ were listed as suspended on the Form 2290 filed for the period July 1, 2015, through June 30, 2016. 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) ▶ □□□□□□
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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

Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
Firm's name ▶	Firm's EIN ▶		Phone no.	
Firm's address ▶				

**HEAVY VEHICLE USE TAX RETURNS (HVUT)
SCHEDULE 1
FORM 2290
continued**

Form 2290 (Rev. 7-2016)

Page **2**

Tax Computation

Category	Taxable gross weight (in pounds)	(1) Annual tax (vehicles used during July)		(2) Partial-period tax (vehicles first used after July) See the tables at the end of the separate instructions.		(3) Number of vehicles		(4) Amount of tax (col. (1) or (2) multiplied by col. (3))	Category
		(a) Vehicles except logging*	(b) Logging vehicles*	(a) Vehicles except logging*	(b) Logging vehicles*	(a) Vehicles except logging*	(b) Logging vehicles*		
A	55,000	\$100.00	\$75.00	\$	\$			\$	A
B	55,001 - 56,000	122.00	91.50						B
C	56,001 - 57,000	144.00	108.00						C
D	57,001 - 58,000	166.00	124.50						D
E	58,001 - 59,000	188.00	141.00						E
F	59,001 - 60,000	210.00	157.50						F
G	60,001 - 61,000	232.00	174.00						G
H	61,001 - 62,000	254.00	190.50						H
I	62,001 - 63,000	276.00	207.00						I
J	63,001 - 64,000	298.00	223.50						J
K	64,001 - 65,000	320.00	240.00						K
L	65,001 - 66,000	342.00	256.50						L
M	66,001 - 67,000	364.00	273.00						M
N	67,001 - 68,000	386.00	289.50						N
O	68,001 - 69,000	408.00	306.00						O
P	69,001 - 70,000	430.00	322.50						P
Q	70,001 - 71,000	452.00	339.00						Q
R	71,001 - 72,000	474.00	355.50						R
S	72,001 - 73,000	496.00	372.00						S
T	73,001 - 74,000	518.00	388.50						T
U	74,001 - 75,000	540.00	405.00						U
V	over 75,000	550.00	412.50						V
Totals. Add the number of vehicles in columns (3a) and (3b). Enter the total here (this should be the same total of taxable vehicles shown on Schedule 1, Part II, line c). Add the amounts in column (4). Enter the total here and on Form 2290, line 2 . . . ▶								\$	
W	Tax-Suspended Vehicles (See Part II on page 7 of the instructions.)								

Complete both copies of Schedule 1 (Form 2290) and attach them to Form 2290.

* See page 2 of the instructions for information on logging vehicles.

HEAVY VEHICLE USE TAX RETURNS (HVUT) SCHEDULE 1 FORM 2290 continued

SCHEDULE 1
(Form 2290)
(Rev. July 2016)
Department of the Treasury
Internal Revenue Service

Schedule of Heavy Highway Vehicles

For the period July 1, 2016, through June 30, 2017

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.**

Type or Print	Name	Employer identification number
	Address (number, street, and room or suite no.)	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	City or town, state or province, country, and ZIP or foreign postal code	

Part I	Vehicles You Are Reporting (enter VIN and category)	Category A through W (category W for suspended vehicles)
1	<input type="text"/>	
2	<input type="text"/>	
3	<input type="text"/>	
4	<input type="text"/>	
5	<input type="text"/>	
6	<input type="text"/>	
7	<input type="text"/>	
8	<input type="text"/>	
9	<input type="text"/>	
10	<input type="text"/>	
11	<input type="text"/>	
12	<input type="text"/>	
13	<input type="text"/>	
14	<input type="text"/>	
15	<input type="text"/>	
16	<input type="text"/>	
17	<input type="text"/>	
18	<input type="text"/>	
19	<input type="text"/>	
20	<input type="text"/>	
21	<input type="text"/>	
22	<input type="text"/>	
23	<input type="text"/>	
24	<input type="text"/>	

Part II Summary of Reported Vehicles	
a Total number of reported vehicles	a
b Enter the total number of taxable vehicles on which the tax is suspended (category W)	b
c Total number of taxable vehicles. Subtract line b from line a	c

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 112500 Schedule 1 (Form 2290) (Rev. 7-2016)

**HEAVY VEHICLE USE TAX RETURNS (HVUT)
SCHEDULE 1
FORM 2290
continued**

Schedule 1 (Form 2290) (Rev. 7-2016)

Consent to Disclosure of Tax Information

For the period July 1, 2016, through June 30, 2017

By signing, dating, and entering my employer identification number below, I hereby consent to the Internal Revenue Service (IRS) disclosing information about my payment of the heavy highway vehicle use tax (HVUT) for the tax period listed above to the federal Department of Transportation (DOT), U.S. Customs and Border Protection (CBP), and to state Departments of Motor Vehicles (DMV). The information disclosed to the DOT, CBP, and state DMVs will be my vehicle identification number (VIN) and verification that I have paid the HVUT. The IRS may disclose the information to the DOT, CBP, and to the DMVs of the 50 states and the District of Columbia who have other taxing, registration, or information collecting authority. I agree that the American Association of Motor Vehicle Administrators (AAMVA), a third-party nonprofit organization, may be used as an intermediary to transmit my VIN and payment information from the IRS to the state DMVs.

I understand that the information to be disclosed is generally confidential under the laws applicable to the IRS and that the agency receiving the HVUT information is not bound by these laws and may use the information for any purpose as permitted by other federal laws and/or state law. To be effective, this consent must be received by the IRS within 120 days of the date below.

If signed by a corporate officer or party other than the taxpayer, I certify that I have the authority to execute this consent to disclosure of tax information.

Sign Here	Signature	Date	-
	<small>Type or print name below signature.</small>	Employer identification number	

Schedule 1 (Form 2290) (Rev. 7-2016)

HEAVY VEHICLE USE TAX RETURNS (HVUT) SCHEDULE 1 Form 2290 continued

Form 2290-V, Payment Voucher

Purpose of Form

Complete Form 2290-V if you are making a payment by check or money order with Form 2290, Heavy Highway Vehicle Use Tax Return. We will use Form 2290-V to credit your payment more promptly and accurately, and to improve our service to you.

If you have your return prepared by a third party and a payment is required, provide Form 2290-V to the return preparer.

Do not file Form 2290-V if you are paying the balance due on Form 2290, line 6, using the Electronic Federal Tax Payment System (EFTPS) or electronic funds withdrawal (direct debit). See *How To Pay the Tax* in the Instructions for Form 2290.

Specific Instructions

Box 1. If you do not have an EIN, you may apply for one online. Go to the IRS website at www.irs.gov/businesses/small and click on the "Employer ID Numbers (EINs)" link. You may also apply for an EIN by faxing or mailing Form SS-4, Application for Employer Identification Number, to the IRS.

Box 2. Enter the amount paid from Form 2290, line 6.

Box 3. Enter the date as shown on Form 2290, line 1.

Box 4. Enter your name and address as shown on Form 2290.

- Enclose your check or money order made payable to "United States Treasury." Be sure to enter your EIN, "Form 2290," and the tax period on your check or money order. Do not send cash. Do not staple Form 2290-V or your payment to Form 2290 (or to each other).

- Detach Form 2290-V and send it with your payment and Form 2290 to the address shown in the bottom left corner of Form 2290-V.

▲ Detach here ▲

<p>Form 2290-V <small>(Rev. July 2016) Department of the Treasury Internal Revenue Service</small></p>	<p>Payment Voucher</p> <p>For the period July 1, 2016, through June 30, 2017 ▶ See <i>How To Pay the Tax</i> in the Instructions for Form 2290. ▶ Do not staple or attach this voucher or your payment to your return.</p>	<p>OMB No. 1545-0143</p>				
<p>1 Employer identification number</p> <p style="text-align: center;">-</p>	<p>2 Enter the amount of your payment. Make your check or money order payable to "United States Treasury"</p>	<table style="width: 100%; border: none;"> <tr> <td style="border: none; text-align: center;">Dollars</td> <td style="border: none; text-align: center;">Cents</td> </tr> <tr> <td style="border: none; height: 20px;"></td> <td style="border: none; height: 20px;"></td> </tr> </table>	Dollars	Cents		
Dollars	Cents					
<p>3 Enter date as shown on line 1 of Form 2290.</p> <p style="text-align: center;">Y Y Y Y M M</p>	<p>4 Name</p> <p>Address (number, street, and room or suite no.)</p> <p>City or town, state or province, country, and ZIP or foreign postal code</p>					
<p>Send Form 2290, this voucher, and payment to:</p> <p>Internal Revenue Service P.O. Box 904525 Cincinnati, OH 45290-4525</p>						

SPECIAL MOBILE EQUIPMENT



REFERENCE:

Title 29-A, Section 101, subsection 70, Special Mobile Equipment

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>

Title 29- A Section 513

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec513.html>

DEFINITION:

Every self-propelled vehicle not designed or used primarily for the transportation of person or property but which are operated over the highways, including road construction or maintenance machinery, ditch-digging apparatus, stone crushers, air compressors, power shovels, cranes, graders, rollers, trucks used only to plow snow and for other duties pertaining to winter maintenance, including sanding and salting, well drillers, and wood sawing equipment used for hire. This is a partial list and does not exclude other such vehicles which are within the general terms of this section.

COMMENTS:

Trail Grooming Equipment is registered with the Bureau of Inland Fisheries & Wildlife.

Special mobile equipment is divided into two classes: Class A and Class B, which are described below.

CLASS A ~ Consists of self-propelled well drillers and any other special mobile equipment which **makes frequent use of the highway**. Well drillers **must** be registered as Class A Special Mobile Equipment. All other Special Mobile Equipment may be registered as either Class A or Class B.

CLASS B ~ Generally makes **infrequent use of the highway**. If r.v.w. is **over 20,000 lbs.**, an over-limit and/or oversized permit must be obtained prior to each move. Class B includes all other vehicles that meet the above definition but are not listed under Class A, such as cranes, graders, and ditch-digging apparatus. It also includes trucks used only to plow snow and for other duties pertaining to winter maintenance, including sanding and salting.

CLASS A SPECIAL MOBILE EQUIPMENT is registered for the **actual gross weight (g.v.w.)** of the vehicle. As long as the registered vehicle and axle weights are within legal limits, no additional permit is necessary. The registration fee is determined by using the Truck Fee Schedule (MV-60) Special Mobile Equipment Class A section.

SPECIAL MOBILE EQUIPMENT

continued

CLASS A RATES: If the registered vehicle weight (r.v.w.) is **54,000 lbs. or less**, use the Truck Fee Schedule, **Farm Truck Rate Section**. If r.v.w. exceeds 54,000 lbs., refer to the Truck Fee Schedule, Special Mobile Equipment (SME) Class A section.

The maximum allowable registered weight for SME Class A is 100,000 lbs.

Example:

If a well driller weighs 60,000 lbs., the actual r.v.w. on the registration will be 60,000 lbs. **regardless of the number of axles.**

If the Class A SME exceeds the registered or axle weight limits established for highway use by 15% or less, they may obtain a long-term overweight permit issued by the Motor Carrier Services. Any SME that exceeds either gross or axle weight limits by more than 15% will need to obtain an Overlimit Permit on a trip-by-trip basis. (For more information, refer to Chapter 4, "Motor Carrier Services, Overlimit Permits" pages.)

SME Class A is subject to HVUT requirements. Please see HVUT section, Chapter 3, for more information.

A Fuel Use Decal **must** be obtained if registered for more than 26,000 lbs. r.v.w. and not gasoline powered.

CLASS B Special Mobile Equipment is registered with Tractor plates and pays a fee of \$20.00.

If the vehicle is registered as SME Class B, do not record a registered weight (r.v.w.) on the registration. A vehicle registered as SME Class B and weighing over ten tons must obtain an overlimit trip permit each time it is used on the highway.

SPECIAL MOBILE EQUIPMENT
continued

Class A: A street sweeper designed to pick up dirt or sweep the dirt and has a water tank is registered as Class A. This type of street sweeper needs to make frequent use of the highway traveling to a site to dispose of the waste and/or fill-up the water tank. That's why this type of street sweeper is considered Class A.

Class B: A street sweeper designed to only move the street debris may be registered as Class B. This type of street sweeper does not have a water tank. This type of street sweeper does not need to make frequent use of the highway.

CLASS A PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Tractor
Vanity Plate	No
Class Code	TR
Registration Fee	\$20.00
Title Required	No
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes - Partial
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations over 26,000 lbs. r.v.w.
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	Yes
Axles	Yes
Tires	Yes
Fuel	Yes
DOT Requirements	Yes: If used in Interstate Commerce and greater than 10,000 lbs. r.v.w. or if used in Intrastate Commerce and greater than 26,000 lbs. r.v.w.

SPECIAL MOBILE EQUIPMENT
continued

CLASS B PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Tractor
Vanity Plate	No
Class Code	TR
Registration Fee	Farm Truck Rates Using Truck Fee Schedule (MV-60)
Title Required	No
Style Code	Refer to Vehicle Style Code Chart in Appendix
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes – Partial unless vehicle is being registered for Snow Plow Use, then full inspection
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	Any BMV Branch Office or Municipal Office that processes New or Truck registrations over 26,000 lbs. r.v.w.
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	No
Axles	Yes
Tires	Yes
Fuel	Yes
DOT Requirements	Yes: If used in Interstate Commerce and greater than 10,000 lbs. r.v.w. or if used in Intrastate Commerce and greater than 26,000 lbs. r.v.w.

SPECIAL MOBILE EQUIPMENT

continued

NOTES:

Special Mobile Equipment is not authorized to haul or carry any load. If the registrant wishes to attach a trailer, the vehicle must be registered as a truck.

Maine does not title Special Mobile Equipment.

Special mobile equipment that is used exclusively on the closed portion of a public way for the limited purposes of constructing or repairing that public way and that is transported by another vehicle to and from the construction project is exempt from registration under this chapter. For purposes of this subsection, the special mobile equipment must be operated only within the boundaries of a closed way.

Notwithstanding section 1601, the owner or operator of special mobile equipment that is exempt from registration pursuant to this subsection shall maintain the amounts of financial responsibility specified in section 1605.

When processing a registration on a Class B Special Mobile Equipment, indicate **“Not valid over 10 tons without Overlimit Permit from BMV”** on the registration form.

Class B Special Mobile Equipment may be issued the Special Registration Certificate Permit (MVR-10). The vehicle must be a truck or truck-tractor style vehicle. Evidence of insurance along with proof of payment of personal property tax is required. Movement is limited to travel between job sites and garages.

Maine and New Hampshire have entered into a bilateral registration reciprocity agreement that allows Special Mobile Equipment, Class B that are in compliance with the registration laws of their home state to operate in intrastate operations in the other state. Generally, these types of vehicles will be issued registration plates from the base state, however, New Hampshire does not require a registration plate for certain types of road building equipment being used on a highway project. We have agreed to allow vehicles such as pavers, rollers, etc., which cannot be driven long distances to operate within a construction zone without a plate.

To qualify for reciprocity the Class B-Special Mobile Equipment **must** belong to a New Hampshire resident or corporation with a legal New Hampshire address. **This agreement does not affect any safety or truck weight requirements.**

When registering vehicles used for snow plowing only, indicate **“FOR SNOWPLOW USE ONLY”** on the registration form.

Please see “CLASS A EXAMPLE” on next page:

SPECIAL MOBILE EQUIPMENT

CLASS A EXAMPLE:

State of Maine Vehicle Registration											Mileage:	CLASS	REGISTRATION NUMBER										
Eff Date is Validation Date But Not Prior To: 02/01/2017											Expires: 02/28/2018											TR	60-889
VIN BD12MW343978	YEAR 1993	MAKE HOUG	MODEL 58SE	COLOR RD	STYLE CR	TIRES 14	AXLES 4	NET WEIGHT	REGISTERED WEIGHT 75,000	FUEL D													
REGISTRANT(S) MICKEY MOUSE CONSTRUCTION				DOB(A)ID # 012345678		Base Mil Rate Local Ex Tax Ex Tx Bal Ex Tx Date Rate Fees Agent Fee User Id			35,500 .0040 142.00 142.00 02/14/2017 477.00 477.00 3.00 BMV					-SME CL A -RE-REG									
LESSOR		UNIT #		DOT # 987654																			
MAILING ADDRESS 123 MICKEY MOUSE LANE WINSLOW ME 04901				Registration Void Unless Validated																			
LEGAL RESIDENCE 123 MICKEY MOUSE LANE WINSLOW ME				LEGAL RESIDENCE CODE 11280		VALIDATED REGISTRATION TOWN OF WINSLOW 11280 02142017																	
PT _____ Tax Receipt #: 9876543 Sticker # (M) _____ (V) 18D46789 MVR-3VS Rev. 01-2016 REGISTRATION											www.maine.gov/sos												

CLASS B EXAMPLE:

State of Maine Vehicle Registration											Mileage:	CLASS	REGISTRATION NUMBER										
Eff Date is Validation Date But Not Prior To: 02/01/2017											Expires: 02/28/2018											TR	60-089
VIN BD12MW343978	YEAR 1993	MAKE HOUG	MODEL 58SE	COLOR RD	STYLE CR	TIRES 14	AXLES 4	NET WEIGHT	REGISTERED WEIGHT	FUEL D													
REGISTRANT(S) MICKEY MOUSE CONSTRUCTION				DOB(A)ID # 234567890		Base Mil Rate Local Ex Tax Ex Tx Bal Ex Tx Date Rate Fees Agent Fee User Id			35,500 .0040 142.00 142.00 02/14/2017 20.00 20.00 3.00 BMV					-SME CL B>10TON=PERM -RE-REG									
LESSOR		UNIT #		DOT # 123456																			
MAILING ADDRESS 123 MICKEY MOUSE LANE WINSLOW ME 04901				Registration Void Unless Validated																			
LEGAL RESIDENCE 123 MICKEY MOUSE LANE WINSLOW ME				LEGAL RESIDENCE CODE 11280		VALIDATED REGISTRATION TOWN OF WINSLOW 11280 02142017																	
PT _____ Tax Receipt #: 1234568 Sticker # (M) _____ (V) 18D123456 MVR-3VS Rev. 01-2016 REGISTRATION											www.maine.gov/sos												

SPECIAL MOBILE EQUIPMENT
Continued
SPECIAL MOBILE EQUIPMENT FEES
TRUCK FEE SCHEDULE

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	\$267.00
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

SPECIAL MOBILE EQUIPMENT FEES
TRUCK FEE SCHEDULE
continued

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

WRECKERS

REFERENCE:

Title 29-A Section 101, subsection 93, Wrecker

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec101.html>



Title 29- A Section 504, Schedule of Truck Fees

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec504.html>

DEFINITION:

Wrecker means any motor vehicle with hoisting apparatus and special equipment designed and used for towing wrecked or disabled vehicles or freeing vehicles stalled or stuck in snow, mud or sand, when such a motor vehicle in fact is being used for one of those purposes. A wrecker does not include a vehicle designed to carry or tow more than two (2) vehicles on its own body.

COMMENTS:

Wreckers must be registered as commercial vehicles and are governed by registered weight requirements. When the vehicle is registered, it should carry only enough registered weight to cover the wrecker itself.

The weight of the vehicle being towed does not have to be covered by the registered weight of the wrecker.

SPECIAL REQUIREMENTS:

The vehicle being towed must either have a valid registration, a transit permit, a dealer plate or a special permit to allow it to be towed.

WRECKERS
continued

PROCESSING INFORMATION	
Excise Tax Required	Yes
Plate Type	Commercial Plates
Vanity Plate	Yes: Max of 7 characters, plus one space or one dash. \$25.00 annual fee
Class Code	CO
Registration Fee	Fee based on r.v.w Use Schedule of Truck Fees (MV-60) [Top section]
Title Required	Yes, if vehicle year is 1995 or newer
Style Code	TT
Expiration	Last day of month, one year from month of issue
Inspection Required	Yes
Sales Tax Required	Yes, unless exempt
Insurance Required	Yes
First Registration	6,000 lbs. - 26,000 lbs. r.v.w.: Any BMV Branch Office or Municipal Office that processes New or Truck registrations 26,001 lbs. - 100,000 lbs. r.v.w.: Any BMV Branch Office or Municipal Office that processes Truck registrations
Re-registration	Any BMV Branch Office or any Municipal Office
Stickers	Double
Gross Weight	Yes
Axles	Yes
Tires	Yes
Fuel	Yes
DOT Requirements	Yes: If used in Interstate Commerce and greater than 10,000 lbs. r.v.w. or if used in Intrastate Commerce and greater than 26,000 lbs. r.v.w.

Chapter 4

**MOTOR CARRIER
SERVICES**

11.25.19.V11

INTERNATIONAL REGISTRATION PLAN (IRP)



REFERENCE:

Title 29-A Section 531, Application of the International Registration Plan;
Apportioned Registrations

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec531.html>

Title 36 Section 1482, Excise Tax

<http://www.mainelegislature.org/legis/statutes/36/title36sec1482.html>

IRP, Inc.

www.irponline.org

The International Registration Plan (IRP) is a registration prorate agreement in effect among the 48 continental states, the District of Columbia and all 10 Canadian provinces. In the IRP, a registrant contacts only their base jurisdiction for registration, but pays a proportional share of each jurisdiction's registration fee based on the percentage of miles traveled in each jurisdiction. The registrant is issued one set of IRP plates and one cab card (registration) listing all the jurisdictions in which the vehicle is authorized to travel.

APPORTIONABLE VEHICLES:

Apportionable vehicles should be registered in the IRP. An apportionable vehicle is any power unit that is used or intended for use in two or more IRP jurisdictions for the transportation of persons for hire or for the transportation of property.

INTERNATIONAL REGISTRATION PLAN (IRP)

continued

NON-APPORTIONABLE VEHICLES (IRP EXEMPT VEHICLES)

The following vehicles are not apportionable vehicles and are not eligible for IRP registration:

1. Vehicles traveling only in Maine.
2. Single vehicles or combination of vehicles having a gross vehicle weight of 26,000 lbs. or less, and 2 axles on the power unit. Trucks, truck-tractors, and power units in a combination of vehicles may still be registered in the IRP at the option of the registrant. This may be advantageous when smaller vehicles must be used in intrastate commerce in several states, e.g. construction.
3. Recreational vehicles.
4. Emergency vehicles.
5. Vehicles displaying restricted plates.
 - a. Antique plates.
 - b. Dealer plates (no load may be carried).

- c. Farm plates.
 - d. Special equipment plates.
 - e. Special mobile equipment (tractor plates).
 - f. Transit plates (no load may be carried).
 - g. Wrecker plates (wreckers with commercial plates are not exempt).
6. Government-owned vehicles.

All Maine IRP transactions must be processed through the BMV Main Office, Motor Carrier Services (MCS) IRP Unit, located at 101 Hospital Street, Augusta, ME 04333. Please collect excise tax only, and advise the registrant to contact the BMV Main Office, Motor Carrier Services (MCS) IRP Unit.

If the transaction is a new account, new vehicle, or added jurisdiction, the transaction may be done by mail, in person, or by fax. An IRP account holder may be accepted as an online carrier which enables them to process renewals and updates; such as, adding jurisdictions, new vehicles, etc. directly to the IRP system from their office. Information on how to become an accepted online carrier can be obtained by calling (207) 624-9000 Ext. 52135.

INTERNATIONAL REGISTRATION PLAN (IRP) continued

Municipalities will continue to receive preprinted excise tax receipts for IRP renewals. Registrants should receive the white and yellow copies. The registrant should keep the yellow and attach the white to their Schedule C. IRP registrants will receive renewal packets about two months prior to their expiration date(s). The packet contains vehicle listings, IRP schedules and information.

ADDING VEHICLES TO AN EXISTING FLEET / FLEET CONSOLIDATION

An IRP registrant may add newly acquired vehicles to an existing IRP fleet. A fleet is one or more vehicles with a common expiration and common mileage.

Excise tax must be prorated for the number of months remaining in the fleet registration. Registration fees also will be prorated.

COMMERCIAL REGISTRATION TO IRP REGISTRATION TRANSITION

A registrant may switch from a commercial to an apportioned registration at any time. Registration fees will be prorated accordingly and credit will be given for any commercial registration fees paid. Any remaining credit balance will be refunded.

Registrants may switch from an apportioned to a commercial registration **only at the time of renewal**. All withdrawals from the IRP must be made through the MCS-IRP unit. If the registrant decides not to be in the IRP program, they must return their apportioned plate(s) and cab card(s).

BOOSTERS

Boosters may be issued by any BMV Branch Office or Municipal Office permitted to process at the truck level for temporary increases in registered gross weight for Maine-based IRP vehicles. The boosters are only valid in Maine. Gross weight increases for other IRP jurisdictions must be processed through the MCS-IRP unit.

CONTACT INFORMATION

Phone number: (207) 624-9000 ext. 52135

Fax number: (207) 624-9086

Mailing address:

**ATTN: MOTOR CARRIER SERVICES, IRP UNIT
BUREAU OF MOTOR VEHICLES
29 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0029**

FUEL TAX LICENSING

REFERENCE:

Title 29-A, Section 525, Fuel Tax Licensing and Reporting

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec525.html>

Carriers operating qualified motor vehicles in Maine are required to satisfy fuel tax licensing and reporting requirements. Please refer customers to the Motor Carrier Services (MCS), Fuel Unit at the BMV Main Office.

QUALIFIED MOTOR VEHICLES

Vehicles meeting any of the following conditions must be licensed for fuel tax reporting:

1. The vehicle has a gross weight, registered gross weight or combined gross weight in excess of 26,000 lbs.
2. The vehicle has 3 or more axles on the power unit regardless of weight.
3. Buses designed to carry 20 or more passengers.

The following types of vehicles are exempt from fuel tax licensing in Maine:

1. Federal, state, county, and municipal registered vehicles;
2. Vehicles legally operated on dealer plates;
3. Vehicles displaying temporary plates;
4. Vehicles displaying transit plates;
5. Farm vehicles with limited inspection;
6. Special Mobile Equipment, Class B;
7. Motor Homes; and
8. Gasoline-powered vehicles, Intrastate only.

TEMPORARY FUEL PERMITS

Carriers may obtain a temporary 30-day permit to operate a specific qualified vehicle while awaiting the permanent credential by mail. The temporary permit is available directly from the BMV Main Office, MCS, Fuel Unit.

CONTACT INFORMATION

Phone numbers: (207) 624-9000 ext. 52136 (**Fuel Tax**)
(207) 624-9000 ext. 52137 (**Fuel Licensing**)

Fax number: (207) 624-9062

Mailing address:

**ATTN: MOTOR CARRIER SERVICES, FUEL UNIT
BUREAU OF MOTOR VEHICLES
29 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0029**

OPERATING AUTHORITY

NOTE:

Operating Authority information regarding “**For-Hire**” vehicles including taxis, limousines, and buses is contained in Chapter 1 of this manual.

UNIFIED CARRIER REGISTRATION

REFERENCE:

Title 29-A, Section 551, Multi State Agreement and Federal Programs

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec551.html>

The Unified Carrier Registration (UCR) requires most individuals and companies that operate commercial motor vehicles in interstate or international commerce to register their Maine-based business with Maine and pay an annual fee based on the size of their fleet. Motor private carriers of passengers only are not required to register and pay fees under the UCR.

CONTACT INFORMATION

Phone number: (207) 624-9000 ext. 52131

Fax number: (207) 622-5332

Email address: ucr@maine.gov

Mailing Address:

**ATTN: MOTOR CARRIER SERVICES, OPERATING AUTHORITY UNIT
BUREAU OF MOTOR VEHICLES
29 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0029**

For complete information regarding the administration of the UCRA in Maine, please refer to the Maine Secretary of State website:

<http://www.maine.gov/sos/bmv/commercial/ucr.html>

or

Department of the Secretary of State Rule Chapter 171.

<http://www.maine.gov/sos/cec/rules/29/250/250c171.doc>

OVERLIMIT PERMITS

REFERENCE:

Title 29-A, Section 2382, Over Limit Movement permits

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec2382.html>

DEFINITION

An Overlimit Permit is required when a vehicle is carrying a non-divisible load over the legal weight limit and/or the legal size limit. A non-divisible load is a load that cannot be reduced in size, such as a piece of equipment or a steel beam, not a load of gravel or several pieces of equipment.

BMV Branch Offices: Procedures for Requesting an Overlimit Permit

1. Ask the customer to completely fill out a blank **State of Maine Bureau of Motor Vehicles Non-Divisible Oversize/Overweight Permit Application (MV-226-B)**. Make sure that the permit applicant signing the bottom of the application is the carrier moving the load.
If Mobile Home: If the load is a mobile home and the mobile home is being moved from a private lot (but not from a sales lot), the applicant must attest that all property taxes, sewage disposal charges and drain and sewer assessments applicable to the mobile home, including those for the current year, have been paid or that the mobile home is exempt from those taxes.
2. Check the application to be sure it is complete. Include the Branch Office location, your name, telephone number, BMV Branch Office fax number, transit plate number (if applicable), and indicate the payment type in the area provided on the top right of the application prior to faxing or calling the BMV Main Office, Motor Carrier Services, Overlimit Permit Unit.
3. If payment will be made with a credit card, the customer must complete a Credit Card Authorization form. The Overlimit Permit will charge the credit card for the required fee once the permit is issued.
4. Fax the forms (MV-226-B) and credit card authorization, if needed, to the BMV Main Office, Motor Carrier Services, Overlimit Permit Unit at (207) 622-5332. Then call (207) 624-9000 ext. 52134 to alert them to the fax.
5. Be prepared to obtain additional information from the customer, if needed, by the Overlimit Permit Associate.
6. The Overlimit Permit Associate will do all the necessary verifications and review the carrier, vehicle(s), and routes. They will enter the information into the system, create the permit, and then fax the completed permit back to the provided BMV Branch Office fax number.
6. Follow the established BMV Branch Office procedures for taking payments of cash or check. If processing the payment, validate the application on the front/bottom. Give the permit to the customer. For verification and record retention purposes, **the validated application must be sent to the BMV Main Office; Motor Carrier Services, Overlimit Permit Unit.**

OVERLIMIT PERMITS
continued

CONTACT INFORMATION

Phone number: (207) 624-9000 ext. 52134

Fax number: (207) 622-5332

Mailing Address:

**ATTN: MOTOR CARRIER SERVICES, OVERLIMIT PERMITS UNIT
BUREAU OF MOTOR VEHICLES
29 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0029**

OVERLIMIT PERMITS continued

Non-Divisible Oversize/Overweight Permit Application (MV226-B)

STATE OF MAINE
BUREAU OF MOTOR VEHICLES
Non-Divisible Oversize/Overweight Permit Application

Motor Carrier Details:

Application Date: _____ USDOT Number: _____ Legal Name: _____ Mailing Address: _____ _____ Phone Number: _____	Branch Office Use Only Branch Office Location: _____ CRA II's Name & Phone #: _____ Branch Fax: _____ Transit Plate #: _____ Payment Type (Check one): <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit Card (Send cc form to OL for processing.)
---	--

Permit Details:

Permit Type (Please check one):
 5 Axle Crane without Dolly (110,001-130,000lbs only) 5 Axle Crane with Dolly (110,001-130,000lbs only)
 Long Term for _____ No. of months Multiple for _____ No. of trips Return Single
 Permit Effective Date: _____

Vehicle & Load Details:

Power Unit Unit/Rig Number: _____ Year: _____ Make: _____ VIN: _____ Plate Number: _____ State/Jurisdiction: _____ Registered Weight: _____ lbs Vehicle Type (Please check one): <input type="checkbox"/> SME Class A <input type="checkbox"/> SME Class B <input type="checkbox"/> SME (Out of State) <input type="checkbox"/> Straight Truck <input type="checkbox"/> Tractor/Semitrailer <input type="checkbox"/> Truck/Trailer	Trailer (If applicable) Unit/Rig Number: _____ Year: _____ Make: _____ VIN: _____ Plate Number: _____ State/Jurisdiction: _____ Trailer Length (Please check one): <input type="checkbox"/> 0'0" – 45'0" <input type="checkbox"/> 45'1" – 48'0" <input type="checkbox"/> 48'1" – 53'0" Conforming? (Check one): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 53'1" and greater
---	---

Load/Object Description: _____
 (Check one): I attest that the load is non-divisible. I attest that hauling multiple items does not create an additional over-dimension.
 Loaded Combined Width _____ ft _____ in Loaded Front Overhang (In front of Power Unit) _____ ft _____ in
 Loaded Combined Height _____ ft _____ in Loaded Rear Overhang (In rear of Power Unit or Trailer) _____ ft _____ in
 Loaded Combined Length _____ ft _____ in Loaded Combined Weight _____ lbs Total Axle Count: _____
 I attest that all vehicles being used are properly registered in accordance with applicable Motor Vehicle Laws.
 Mobile Home Identification: Year: _____ Make: _____ Color: _____
 I attest that all property taxes, sewage disposal charges and drain and sewer assessments applicable to the mobile home, including those for the current tax year, have been paid or that the mobile home is exempt from those taxes.
 Mobile/Modular Home: Serial No.: _____ Eave Width _____ ft _____ in

Trip Details:

Origin Address: _____	Origin City: _____
Destination Address: _____	Destination City: _____
Requested Routing: _____	
<input type="checkbox"/> Avoid Crawl-Only Bridges along Route (5 Axle Cranes when 110,001-130,000lbs only)	

Applicant's Printed Name: _____ Applicant's Signature: _____
 Applicant's Position Title: _____ Name of Permit Agency (if applicable) _____

*By signing, you are attesting that all the above information is correct.
 Unless the applicant is a Permit Agency, the applicant must be a company officer or have a POA on file with the Permit Office.*

101 Hospital Street, 29 State House Station, Augusta, ME 04333-0029 www.maine.gov/sos/bmv/commercial
 Phone (207) 624-9000 Ext. 52134 Fax (207) 622-5332 TTY Users call Maine relay 711 Email: overpermits@maine.gov

MV226-B Rev. 1/2019

**OVERLIMIT PERMITS
continued**

CREDIT CARD AUTHORIZATION



Bureau of Motor Vehicles
Motor Carrier Services
101 Hospital Street
Augusta, Maine 04333

IFTA & Fuel Unit – Fax # (207) 624-9062
IRP - Fax # (207) 624-9086
Operating Authority & Overlimits - Fax # (207) 622-5332

CREDIT CARD FACSIMILE COVER SHEET

The following credit card information **MUST** be provided:

Type of credit card: (Please circle one)

VISA MASTERCARD DISCOVER AMERICAN EXPRESS

The Bureau of Motor Vehicles no longer has access to VitalChek and T-Chek services to process credit card payments for foreign fees (fees belonging to other jurisdictions). An alternate form of payment must be submitted. We do, however, accept ComChek. You may reach ComChek at 1-800-741-2777 extension 4029.

DOT or Account Number: _____

Amount to be paid on account: _____

Credit Card Number: _____ CVC/CVV Code _____

Expiration date: _____

Credit Card Holder Name: _____

Card Holder Signature: _____

Card Holder Billing Address: _____

Card Holder Telephone Number: _____

This communication is intended for the sole use of the individual, to whom it is addressed and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If the reader of the communication is not the intended recipient or the employee or agent responsible for delivering the communication to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication may be strictly prohibited. If you have received this communication in error, please notify the sender immediately by phone call, and return the communication at the address above via the United States Postal Service.
Thank You.

MV-210 Rev 3-2019

USDOT NUMBERS

REFERENCE:

Title 29-A M.R.S.A. 555-A United States Department of Transportation census number

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec555-A.html>

DEFINITION:

A USDOT number is a motor carrier identification number issued by the Federal Motor Carrier Safety Administration as provided under 49 CFR, §390.19(h)(1).

All motor carriers (for-hire carriers and private motor carriers) operating commercial motor vehicles must obtain a U. S. Department of Transportation (USDOT) number, unless exempted.

Exemptions: Vehicles exempt from the requirement of obtaining a USDOT Number are specified in 29-A M.R.S.A. §556:

<http://legislature.maine.gov/statutes/29-A/title29-Asec556.html>

For purposes of the USDOT number requirement, a commercial motor vehicle is any self-propelled or towed motor vehicle used on a highway in interstate or intrastate commerce to transport passengers or property when the vehicle:

1. Has a gross vehicle weight rating (GVWR) or gross combination weight rating, or gross vehicle weight (GVW), or gross combination weight of 10,001 lbs. (4,536 kg.) or more, whichever is greater; or
2. Is designed or used to transport more than eight passengers (including the driver) for compensation; or
3. Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or
4. Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. § 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary.

Effective September 1, 2012, the Federal Motor Carrier Safety Administration (FMCSA) eliminated the 'Vehicle Registrant Only' company operation type. This operation type was used to designate a person or company as a non-motor carrier not authorized to operate in interstate commerce unless leased on to a motor carrier.

Effective June 6, 2012, the State of Maine no longer requires a USDOT number for commercial motor vehicle registrants who are not motor carriers. Commercial motor vehicle registrants meeting either of the following two conditions are no longer required to provide a USDOT number at the time of registration:

1. The registrant is an owner-operator **never** operating commercial motor vehicles under its own USDOT number or operating authority; or
2. The registrant owns and registers commercial motor vehicles for the sole purpose of renting or leasing those vehicles to motor carriers who will operate the commercial motor vehicles to transport goods.

USDOT NUMBERS **continued**

All IRP registrants will still be required to provide USDOT numbers for all motor carriers responsible for the safety of their fleet vehicles.

Interstate and intrastate motor carriers are subject to the marking requirements under 49 C.F.R. § 390.21. The USDOT number must be displayed on both sides of the commercial motor vehicle prior to beginning operation.

USDOT numbers are issued only by the Federal Motor Carrier Safety Administration and can be obtained online at <http://www.fmcsa.dot.gov/registration-licensing/online-registration/onlineregdescription.htm>.

The Maine State Police has adopted the federal requirements for the display of USDOT numbers on intrastate vehicles. Questions should be directed to the Maine State Police, Commercial Vehicle Enforcement Unit at (207) 624-8939.

CONTACT INFORMATION

Phone number: (207) 624-9000 ext. 52131

Fax number: (207) 622-5332

Email: usdot.bmv@maine.gov

Mailing Address:

**ATTN: MOTOR CARRIER SERVICES
BUREAU OF MOTOR VEHICLES
29 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0029**

For complete information regarding the administration of the USDOT number in Maine, please refer to the Maine Secretary of State website:

<http://www.maine.gov/sos/bmv/commercial/usdot.html>

Chapter 5

**MISCELLANEOUS
PERMITS**

11.25.19.V11

OCCASIONAL CROSSING USE PERMIT

REFERENCE:

Title 29-A, Section 501, subsection 8, Special Permit

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec501.html>

DEFINITION:

The Secretary of State may issue the Occasional Crossing Use Permit (MVR-100). This permit authorizes the limited operation on the highway of self-propelled golf carts, lawn mowers, ATV's and other similar vehicles with any limitations and restrictions to minimize the danger of the operator.

COMMENTS:

Permits may only be approved or renewed at a BMV Branch Office or the BMV Main Office.

Section 501 states, in part, that these permits can be issued for “**other such vehicles**”. This can be interpreted to include any type of self-propelled vehicle that does not qualify for full or normal highway use. Over the years, this permit has come to be referred to as a “Highway Crossing Permit”. Although authority to cross the highway is sometimes all the applicant wants or needs, the permit can be written to allow “limited highway use”, which allows more than just highway crossing.

ATV Use:

The operator of an ATV displaying this permit is limited to agricultural purposes and used in connection with the operation of a farm. It shall also be restricted to operation to or from the premises where the vehicle is kept, to or from a farm lot, or between farm lots used for farm purposes by the ATV owner.

The MVR-100 **may not** be issued if an ATV is registered with Inland Fisheries and Wildlife. It is not proper to have a vehicle registered with two different agencies.

PROCESSING INFORMATION	
Subject to Excise Tax	No
Registration Form Used	Occasional Crossing Permit (MVR-100)
Type of Plate Assigned	None
Class Code	None
Registration Fee	\$4.00
Subject to Title Law	No
Expiration	March 1st, Annually
Subject to Inspection	No
Subject to Sales Tax	No
Insurance Required	No
First Registration	BMV Branch Office
Re-registration	BMV Branch Office

OCCASIONAL CROSSING USE PERMIT
continued

NOTES:

If an individual loses their Occasional Crossing Use Permit (MVR-100), they may obtain a duplicate from a BMV Branch Office for a fee of \$2.00.

No operator's license is needed to operate a vehicle issued the MVR-100. However, no person under 15 years of age can operate such a vehicle on the highway.

OCCASIONAL CROSSING USE PERMIT (MVR-100)

APPLICATION	STATE OF MAINE						
	OCCASIONAL CROSSING USE PERMIT						
DATE ISSUED	VALID UNTIL MARCH 1 OF THE NEXT CALENDAR YEAR						
TYPE	MAKE	MOTOR NO.					
LIMITATIONS AND/OR RESTRICTIONS:							
	<table border="1" style="margin: auto;"><tr><td style="width: 20%;">NAME</td><td style="width: 80%;"></td></tr><tr><td rowspan="2" style="vertical-align: top;">MAILING ADDRESS</td><td style="height: 20px;"></td></tr><tr><td style="height: 20px;"></td></tr></table>		NAME		MAILING ADDRESS		
NAME							
MAILING ADDRESS							
MVR - 100							

**OCCASIONAL CROSSING USE PERMIT
continued**

OCCASIONAL CROSSING USE PERMIT (MVR-100)

<p>STATE OF MAINE BUREAU OF MOTOR VEHICLES Occasional Crossing Use Permit Certificate</p>		
<i>Date Issued</i>	VALID UNTIL MARCH 1 OF THE NEXT CALENDAR YEAR	
<i>Type</i>	<i>Make</i>	<i>Motor No.</i>
<i>LIMITATIONS AND/OR RESTRICTIONS</i>		
<i>Name</i>	<i>DOB / EIN</i>	
<i>Address</i>		
<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>This permit is valid only with machine validation or state seal.</i>		
<i>MVR-100-T Rev 05/2017 CUSTOMER COPY</i>		

State of Maine
BUREAU OF MOTOR VEHICLES
Occasional Crossing Permit Certificate

An occasional crossing permit authorizes the limited operation on the highway of self-propelled golf carts, lawn mowers, ATV's and other similar vehicles with restrictions and limitations of use to protect highway safety. The following provisions apply to occasional crossing permits:

- A driver's license is not required for operation.
- Vehicles registered with an occasional crossing permit are exempt from the laws regulating the inspection of motor vehicles.
- A person under the age of 15 years may not operate a vehicle on a public way.
- The operator of an ATV displaying this permit is limited to its use for agricultural purposes and used in connection with the operation of a farm. It shall also be restricted to operation from or to the premises where the vehicle is kept, from or to a farm lot or between farm lots used for farm purposes by the ATV owner.
- The MVR-100-T may not be issued if an ATV is registered with the Department of Inland Fisheries and Wildlife.

PERMIT TO DEMONSTRATE A LOADED TRUCK USING A DEALER PLATE

REFERENCE:

Title 29-A Section 1002, subsection 7, Demonstrating a Loaded Truck
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1002.html>

DEFINITION:

A dealer must obtain a written permit from the Secretary of State to demonstrate a loaded truck, truck tractor, trailer, semitrailer or combination of vehicles bearing dealer plates.

Permits are issued only by the BMV Main Office, Dealer Licensing Section at 624-9000 Ext. 52143.

A permit is **not required** to demonstrate an unloaded vehicle.

A permit **may be issued** to a non-resident dealer when reciprocity has been established.

A single Permit to Demonstrate **may not be issued** to allow demonstration for a period **longer than seven days**. Similarly, multiple Permits to Demonstrate **cannot be issued** to the same individual or company that total a period of more than seven consecutive days.

A permit **may not be issued** to a vehicle or combination of vehicles that is being rented or leased.

INSTRUCTIONS FOR DEALERS:

The processing fee for an Application for Permit to Demonstrate (MVD-376) is \$1.00. The Permit to Demonstrate (MVD-01A) may then be issued.

The white copy is given to the customer, the yellow copy must be sent to the BMV Main Office, Dealer Licensing Section at (207) 624-9000 ext. 52143. The pink copy is retained by the dealership.

PERMIT TO DEMONSTRATE A LOADED TRUCK USING A DEALER PLATE
continued

APPLICATION FOR PERMIT TO DEMONSTRATE (MVD-376)



Matthew Dunlap
Secretary of State

*Department of
the Secretary of State
Bureau of Motor Vehicles*

Patty A. Mornault
Deputy Secretary of State

David W. Guilmette
Director, Office of Investigation
& Dealer Licensing

PLEASE PRINT CLEARLY

**APPLICATION FOR
PERMIT TO DEMONSTRATE**
FEE: \$1.00

Permission to demonstrate a loaded vehicle is granted to:

Legal Dealership Name: _____

Dealership Physical Address: _____
(Street) (City/Town) (Zip)

Dealer Contact Person: _____ Contact Phone Number: _____

*Please note: Valid only for up to seven (7) days, including the date of issuance.
Incomplete applications cannot be processed.*

Dealer plate number being used (include suffix): _____	Effective Date: _____	End Date: _____
Vehicle Year: _____	Vehicle Make: _____	
Vehicle Identification Number (VIN): _____		

Customer Demonstrating Vehicle: _____

Customer's Address: _____
(Street) (City/Town) (Zip)

Demonstrating will be within a 250 mile radius of: _____
(Municipality)

This demonstration is to be conducted with not more than the limit of 600 pounds per inch of tire width. This demonstration is legal within the boundaries of Maine. There is no guarantee that this permit will be accepted in any other jurisdiction. This operation is demonstration only and is only valid for up to seven (7) days (including the date of issuance).

Please make check or money order payable to the Secretary of State and mail to the Bureau of Motor Vehicles, Dealer Licensing, 101 Hospital Street, 29 State House Station, Augusta, ME 04333.

Or

Payment may be made by credit card: VISA or MASTERCARD

Credit Card Number: _____

Expiration Date: _____

Card Holder's Name: _____

Application may be faxed to:
Dealer Licensing
(207) 624-9126

Dealership Fax Number: _____

Signature Official Title Date

MVD-376 Rev 04/2016

101 Hospital Street, #29 State House Station, Augusta, Me 04333-0029 Tel: (207) 624-9000 Ext. 52143 Fax: (207) 624-9126 TTY Users call Maine relay 711

PERMIT TO DEMONSTRATE A LOADED TRUCK USING A DEALER PLATE
continued

PERMIT TO DEMONSTRATE (MVD-01)



State of Maine Bureau of Motor Vehicles
Permit To Demonstrate

Submit Permit To Demonstrate form to any Motor Vehicle Branch or to Dealer & Agent Services
101 Hospital Street, Augusta, Maine 04333

Fee \$1.00

Not valid for more than 7 days
Law prohibits the use of a dealer plate on a rented or leased vehicle.

Effective Date:

Expire Date:

Vehicle Year:

Vehicle Make:

VIN:

Dealer License Number:

Dealer Name:

Dealer Address:

Name of Customer Demonstrating Vehicle:
(Must be in Corporation name or individual name with DBA)

Customer Address:

Demonstration will be within a 250 mile radius of (Municipality):

This demonstration is to be conducted with not more than the limit of 600 pounds per inch of tire width. This demonstration is legal within the boundaries of Maine. There is no guarantee that this permit will be accepted in any other jurisdiction. **This operation is for demonstration only and is only valid up to seven (7) days. Law prohibits the use of a dealer plate on a rented or leased vehicle.**

BMV Representative (not valid without signature)

Signature of Authorized Dealer Employee

(Date, Time and Location of Issuance)

MVD-01A (Rev. 3/07)

SAMPLE

PERMIT TO MOVE A MOTOR VEHICLE TO AN INSPECTION STATION

REFERENCE:

Title 29-A Section 1759, Temporary Permits and Warnings

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1759.html>

DEFINITION:

A temporary permit which allows an owner of a registered vehicle, or a vehicle issued a transit plate, to be operated to an inspection station and submit the vehicle to an inspection and tests that may be appropriate.

SPECIAL REQUIREMENTS:

Permit may be issued only on a properly registered vehicle or a vehicle issued a transit plate.

This permit is valid for five days.

There is no fee for this permit.

INSTRUCTIONS:

A law enforcement officer, any BMV Branch Office, or the Main Office of the Bureau of Motor Vehicles may issue these permits.

MUNICIPAL AGENTS MAY ISSUE THIS PERMIT ONLY IN CONJUNCTION WITH THE ISSUANCE OF A TRANSIT PLATE.

**PERMIT TO MOVE A MOTOR VEHICLE
TO AN INSPECTION STATION APPLICATION**

(MVE-95)

State of Maine — Department of State — Motor Vehicle Division
PERMIT TO MOVE A MOTOR VEHICLE TO AN INSPECTION STATION
 (Valid not exceeding Five days after date)

Date _____

Permission is hereby granted for:

_____ of _____
 (Name of Applicant) (Full Address)

to move a _____, Registration number _____
 (Year and Make)

from _____ to an Inspection
 (Street and City or Town)

Station for the purpose of having the same inspected.

Signed _____

NOTICE
 This permit to be left at
 Inspection Station

Form MVE-95

PERMIT TO TOW AN UNREGISTERED TRAILER

REFERENCE:

Title 29-A Section 351, subsection 3C, Temporary Permit to Tow Unregistered Vehicle

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec351.html>

DEFINITION:

A permit allowing a motor vehicle to tow an unregistered trailer or semi-trailer with a gross vehicle weight of 3,000 lbs. or less, for one trip only, between the points of origin and destination.

SPECIAL REQUIREMENTS:

This application must include the name of the applicant, residence and address of the applicant, a brief description of the trailer or semitrailer, include the make, and the points of origin and destination.

This permit is valid for no more than three consecutive days, including the date of issuance.

There is no fee for this permit.

INSTRUCTIONS:

These permits may be issued by a law enforcement officer, a BMV Branch Office, or the Main Office of the Bureau of Motor Vehicles.

COMMENTS:

These permits are to be issued only in conjunction with the purchase of a trailer or semitrailer involving a casual sale. This allows the buyer to move the trailer or semitrailer from the seller's property to his own property without being required to register the trailer or semitrailer. **These permits are not to be used to circumvent the registration requirements of camper trailers.**

The trailer cannot carry a load.

These permits are issued at no fee. Affix state seal to the permit. Customer gets the only copy. **Refer to form MV-32.**

PERMIT TO TOW AN UNREGISTERED TRAILER form

Secretary of State — Motor Vehicle Division Permit to tow unregistered trailer with gross weight of 3000 pounds or less.			
Valid for no more than 3 consecutive days including date of issuance.			

			Date
Permission is hereby granted for _____		_____	
Name		Applicant	
of _____		_____	
Street		City or Town	
To tow an unregistered trailer			
_____		_____	
Year		Serial No.	
Make		Type	
_____		_____	
Point of origin		Destination	
_____		_____	
MV-32		Issuing Official	

SPECIAL REGISTRATION PERMIT CERTIFICATES

REFERENCE:

Title 29-A, Section 501, subsection 10, Off-highway Vehicles

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec501.html>

DEFINITION:

The Secretary of State may issue, upon application and the payment of fee, a Special Registration Permit Certificate (MVR-10) authorizing the limited operation on the highway of trucks and truck-tractor or Special Mobile Equipment Class B vehicles that are otherwise used exclusively for off-highway purposes.

COMMENTS:

If a person loses their MVR-10, they may obtain a duplicate from a BMV Branch Office or any Municipal Agent for a minimal fee. The Municipal Agent must verify the permit information by contacting the Municipal Office that issued the original MVR-10. **When issuing the duplicate MVR-10, indicate at the top of the new form the previous Permit Number that was originally issued.**

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: ___/___/___			EXPIRES : March 1, ___	
Vehicle Identification Number	Year	Make	Color	Validation Stamp
Name		FEE : \$27.00		
Mailing Address		Evidence of Insurance Shown		
Zip Code				

APPLICANT: Read instructions on 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 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.

MVR-10 (Revised 03/01) BMV COPY

SPECIAL REQUIREMENTS:

Permits shall not be granted unless the applicant either:

- 1) Has the tax collector complete the reverse side of the form, or
- 2) Presents a written certificate from the municipality from which the vehicles are being moved,

In either case the vehicle must be identified along with a statement verifying that all personal property taxes applicable to the vehicle(s), including those for the current year either:

- 1) Have been paid, or
- 2) The vehicle(s) is exempt from such taxes.

SPECIAL REGISTRATION PERMIT CERTIFICATES
continued

Highway use shall be limited to travel to and from garages for the purpose of obtaining repairs or maintenance or travel from one job site to another job site.

This permit may be used for trailers.

This permit cannot be used to haul any load. The truck / truck tractor must be empty when operating on the highway.

Class B-Special Mobile Equipment used in connection with road construction may not obtain this permit.

The Special Registration Permit Certificate shall expire on March 1st each year and is never half-rated. No matter when the certificate is processed, it will always expire the next March.

Example:

The MVR-10 certificate is processed on 02/01/2017. It will expire on 03/01/2017. The customer will need to request and pay for another certificate to begin 03/02/2017.

Vehicles issued these permits shall be exempt from the inspection requirements set forth in Title 29-A.

Permits may be transferred for a fee of \$8.00.

PROCESSING INFORMATION	
Subject to Excise Tax	No, person property taxes must be paid
Registration Form Used	Special Registration Permit Certificate (MVR-10)
Type of Plate Assigned	None
Class Code	None
Registration Fee	\$27.00
Subject to Title Law	No
Expiration	March 1st, Annually
Subject to Inspection	No
Subject to Sales Tax	Yes
Insurance Required	Yes
First Registration	BMV Branch Office or any Municipal Agent
Re-registration	BMV Branch Office or any Municipal Agent

SPECIAL REGISTRATION PERMIT CERTIFICATE **continued**

NOTES:

Municipal Tax Collector:

Before a MVR-10 may be issued, the municipality's Tax Collector must have completed the back of the application **indicating that either the taxes have been paid, or none are due.**

BMV Branch Offices:

BMV Branch and Office staff will machine-validate the permit.

If a municipality issues a written certificate, letter, or an excise tax form, showing that the excise tax was paid, instead of filling out the back of the MVR-10, the branch office is to write the municipality's name, the initials of the tax collector, the amount of property tax paid and the date the tax was collected, on the back of the MVR-10, in the box labeled "tax certification". Have the customer sign the back of the MVR-10. Return the excise tax form, letter, or certificate to the customer.

Municipal Offices:

First time issuance:

MVR-10s may also be issued by any Municipal Office. Upon completion of the front and back of the form, the processing municipality will validate the permit with the town validation stamp. The transaction is recorded on the Cash Report under "Special Permit". Municipalities should retain the third copy of this form for an office record.

Re-registration:

MVR-10s may be re-issued by any Municipal Office provided the registrant is able to present the previous year's Special Registration Permit Certificate. Upon completion of the front and back of the form, the processing municipality will validate the permit with the town validation stamp. The transaction is recorded on the Cash Report under "Special Permit". Municipalities should retain the third copy of this form for an office record.

Unorganized territories:

If the tax payer is from an unorganized territory, please contact Maine Revenue Services (MRS); Property Tax Division at (207) 624-5611. Maine Revenue Services maintains a list of vehicles / property to which taxes have been paid and can verify if payment has been made. To obtain a receipt, the taxpayer may call the MRS, travel to office at 51 Commerce Drive, Augusta, Maine, 04330-7999, or write to MRS at 24 State House Station, Augusta ME 04333-0024.

TRANSIT PLATES

REFERENCE:

Title 29-A Section 501, subsection 7, Temporary Registration Permit
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec501.html>

DEFINITION:

The Secretary of State is authorized to issue a temporary registration permit for the purpose of moving certain vehicles otherwise required to be registered. A transit plate can be issued for a one-way trip or for a round-trip, depending on the customer's needs. A transit plate is valid for a period up to ten days.

INSTRUCTIONS:

- ✦ **One-way Transit Plate Permit; fee \$12.00**
 - ✦ **Round-trip Transit Plate Permit; fee \$25.00**
1. Transit plates are **not to be used in lieu of registration** or to circumvent the registration requirements.
 2. The transit plate may be issued previous to the effective date.
 3. If an out-of-state resident has had a vehicle registered in another state and wants to transport the vehicle to Maine, a transit plate may be issued to move the vehicle to Maine, even though the vehicle was previously registered to them in another state.
 4. A Municipal Agent or Branch Manager may allow the issuance of a transit plate **if all of the following are true:**
 - a. Applicant had a vehicle registered in Maine, and
 - b. That vehicle registration has expired, and
 - c. Applicant is moving out of Maine.
 5. **Verify the vehicle information:**
 - a. VIN
 - b. Year
 - c. Make, and
 - d. Model.
 6. Point of origin and/or point of destination must be Maine, **OR** If the vehicle is to be towed, the permit must state **“FOR TOWING PURPOSES ONLY”**; insurance is not required.
 7. A transit plate can be issued to either the towing vehicle or the unit being towed. It would be acceptable to issue a transit plate on the towing vehicle as long as the unit being towed had a valid registration.
 8. **Inspection Station:** The motor vehicle must have a valid inspection or a permit to move the vehicle to an inspection station. This permit may be obtained from the Bureau of Motor Vehicles, Municipal Truck Agent, State Police, or local police departments/sheriff's offices.
 9. If the vehicle being moved was purchased **“AS IS - WHERE IS”** from a dealer, the transit permit may be issued only if the vehicle is **uninspected and being moved to an inspection station for inspection.**

TRANSIT PLATES continued

10. **For Hire:** The law does not prohibit the transportation of passengers or property, therefore, special permission does not have to be obtained prior to issuing the permit. However, the law does not allow “**For-Hire**” vehicles to carry a load; such as, passenger/ goods on a transit plate for compensation.
11. **Mobile Homes:** If the vehicle that is being moved is a mobile home, a statement is required in regards to the taxes, sewer and water having been paid or that none are due. This is done using the MV-47 form (See example on the following pages). **If the customer is from an unorganized territory, they must contact the Maine Revenue Service, Personal Property Tax Section at (207) 624-5611 to request the MV-47 form.**
12. **Only one transit plate permit**, either a one-way permit or round-trip permit, may be issued to a motor vehicle or trailer. Any subsequent moves shall require registration of the vehicle or trailer.
Exception:
If a one-way permit is purchased and then the customer wishes to move the vehicle “round-trip”, the issuance of a subsequent transit plate for the return trip is allowed.
13. **Other state Jurisdictions:** If the vehicle is being moved through other state jurisdictions, the applicant should verify if that jurisdiction would honor the permit.
14. **Canada:** If the vehicle is being moved to Canada-we have confirmed with Canadian Motor Vehicle Officials and the Canadian Border Patrol that transit plates **can be issued for points of destination beyond the border**. It is not necessary to issue the transit plate only to the Maine border.
 - a. **Proof of Ownership:** Advise the customer that they may also be required to show some proof of ownership at the border, such as, bill of sale.
 - b. **Insurance Card:** Advise the customer that their insurance card should state that their insurance is valid in both the United States and in Canada.
 - c. **NOTE:** For the purpose of issuing a transit plate, the insurance card does not need to indicate it is for use in both the United States and in Canada.
15. **Fuel Decal / DOT # not required:** Do not deny the issuance of a transit plate if the applicant does not have a fuel decal or DOT # issued to them for that vehicle. Advise the applicant that if they are traveling out of state, they may want to check with the states in which they will be traveling for their specific requirements.
16. Collect either the \$12.00 fee for a one-way permit or the \$25.00 fee for a round-trip permit and validate both copies of the transit plate application. Municipalities may collect a \$1.00 service fee over and above the \$12.00 transit plate fee.

TRANSIT PLATES continued

Municipal Offices:

Submit the white validated Transit Permit Application to the Bureau of Motor Vehicles with the cash report. The yellow copy should be validated and issued to the applicant. The pink copy should be retained for your records.

A record of the permits/plates should be maintained, similar to the existing license plate records currently maintained (plate number, applicant's name, date issued, etc.).

Manual Municipalities: The permits should be listed under "TRANSIT" on the "Work Analysis" cash sheet.

Electronic Municipalities: Registration Cash reports have a specially designated area for Level IV authorization.

NOTE:

All municipal agent levels are allowed to issue transit plates. For municipalities that decide to **NOT** issue transit plates, the decision should be submitted in writing to the Attn: Municipal & Agent Services, BMV Main Office, 29 State House Station, Augusta ME, 04333-0029.

Transit plates should be issued in the name of the person who will be driving the vehicle.

Transit plates may be issued to someone even if the proof of insurance isn't in the driver's name. However, if this occurs, ask the customer why the insurance is in another person's name and ask if the driver has permission to use the insurance.

Do not inquire if the applicant is required to file an SR-22. However, if the applicant states they are required to file an SR-22, Municipal Offices will then need to send the applicant to a BMV Branch Office, so the SR-22 can be verified prior to issuing a transit plate to the applicant.

Transit plates may be issued in a company's name. If issued to a company, the date of birth field on the form is not required to be filled out.

TRANSIT PLATES
continued

STATE OF MAINE TRANSIT PERMIT APPLICATION (MV-159)

MAINE BUREAU OF MOTOR VEHICLES
Transit Permit Application

<i>Valid From</i>		<i>Through</i>		<i>Plate Number</i>
<i>VIN</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	One-Way <input type="checkbox"/> \$12.00
<i>Point of Origin</i>		<i>Point of Destination</i>		Rnd-Trip <input type="checkbox"/> \$25.00
<i>Route to be Traveled</i>				<i>Validation Stamp</i> AGENT FEE: \$1.00
<i>Name</i>			<i>DOB</i>	
<i>Mailing Address</i>				
<i>This permit is valid only with machine validation or State Seal.</i>				
<i>Evidence of Insurance Shown:</i> _____				

MV-159 (Rev. 09/07)

WHITE: BMV CANARY: Customer PINK: Agent

TRANSIT PLATES
continued

STATE OF MAINE TRANSIT PERMIT APPLICATION (MV-159)

STATE OF MAINE
BUREAU OF MOTOR VEHICLES
Transit Permit Application

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

TRANSIT PLATES
continued

CERTIFICATE OF TAXES/SEWER FEES PAID ON MOBILE HOME (MV-47)

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: _____

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 signatures. A release also is required for intra-municipal moves.

Mobile Home Information

Make: _____ Model: _____ Year: _____ Color: _____

Serial #: _____ Dimensions: _____

Taxpayer: _____ Mover: _____

Moved from: _____ Moved to: _____

I certify that all applicable property taxes have been paid on the above mobile home including for the current tax year. **Town Stamp**

Date: _____ Tax collector: _____
(Typed or printed)

Tax Collector Signature: _____

Water Fees

I certify that all applicable water fees and assessments have been paid on the above mobile home.

Date: _____ Name and title: _____
(Typed or printed)

Signature: _____

Sewer Fees

I certify that all applicable sewer fees and assessments have been paid on the above mobile home.

Date: _____ Name and title: _____
(Typed or printed)

Signature: _____

Return to: Overlimit Permit Unit, 29 State House Station, Augusta, ME 04333-0029 or any Motor Vehicle Branch office. This certificate is necessary to obtain a permit/registration to move the mobile home. O/L Unit phone: (207) 624-9000 X 52134; fax (207) 622-5332.

TRANSIT PLATES
continued

CERTIFICATE OF TAXES/SEWER FEES PAID ON MOBILE HOME (MV-47E)
Electronic Version

STATE OF MAINE
ELECTRONIC 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:

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 an E-mailed copy of this form directly to the Overlimit Permit Section from the Municipality is sufficient documentation that all obligations have been met. Municipal tax collectors should not send this form until satisfied that all property tax, water and sewer charges are paid. A release also is required for intra-municipal moves.

Mobile Home Information

Make:
Model:
Year:
Color:
Serial #:
Dimensions:

Taxpayer:
Mover:

Moved from:
Moved to:

I certify that all applicable property taxes have been paid on the above mobile home including for the current tax year.

Date:
Tax collector:

Water Fees

I certify that all applicable water fees and assessments have been paid on the above mobile home.

Date:
Name and title:

Sewer Fees

I certify that all applicable sewer fees and assessments have been paid on the above mobile home.

Date:
Name and title:

E-mail to overpermits@maine.gov
This certificate is necessary to obtain a permit/registration to move the mobile home.
O/L Unit phone: (207) 624-9000 X 52134

MV-47E Rev. 10/08

Chapter 6

TITLE PROCEDURES

11.25.19.V11

TITLE FORMS

FORM NUMBER

FORM NAME

MVT-1	Certificate of Title
MVT-2	Application for Certificate of Title
MVT-3	Request for Withdrawal
MVT-5	Affidavit of Repossession
MVT-6	Application and Assignment of New Vehicle Identification Number
MVT-8	Request to Re-Issue a Certificate of Title
MVT-10	Inspection of (VIN) Vehicle Identification Number by Authorized Person
MVT-12	Release of Lien
MVT-16	Transfer or Reassignment of Ownership
MVT-17	Certificate of Lien
MVT-22	Affidavit of Surviving Spouse or Personal Representative
MVT-23A	Notice of Missing Documents or Unusual Situations
MVT-29	Fee Schedule
MVT-30	Out-of-State Lien Holder/Lessor Title Request
MVT-31	Instructions to Applicant Requesting Out-of-State Title
MVT-32	Odometer Information
MVT-34	Affidavit of Owner of an Antique Auto, Antique Motorcycle, Classic Vehicle, or Horseless Carriage
MVT-36	Information Concerning Joint or Common Ownership of a Vehicle
MVT-44	Form Request Sheet

TITLE FORMS
continued

MVT-102	Application for Certificate of Salvage
MVT-103	Affidavit of Rebuilt or Repaired Salvage Vehicle

TITLE

A Certificate of Title is a document showing proof of ownership, security lien, and vehicle identification information. A Maine Certificate of Title must be provided for all vehicles with a model year of 1995 and newer at the time of first registration or when a change in registration is required due to a transfer of ownership, unless exempt from Maine Title Laws.

The State of Maine became a title state in 1975. Over the years, titling requirements for certain model year vehicles has changed. On November 1, 1992, Maine became a 10 year title state. On July 1, 1993, Maine changed from a 10 year title state to titling 1984 model year vehicles and newer, forever. On June 19, 1999, Maine changed from titling all years to a 15 year title state. Lastly, as of January 1, 2011, Maine changed from a 15 year title state to titling 1995 model year vehicles and newer.

TITLE EXEMPTIONS

REFERENCE:

Title 29-A, Section 652 Exempted Vehicles

<http://legislature.maine.gov/statutes/29-A/title29-Asec652.html>

A Certificate of Title or Certificate of Salvage is not required for:

1. Any vehicle with a model year prior to 1995
2. A vehicle owned by a manufacturer or a dealer and held for sale, even though operated on the highway for purposes of testing or demonstration. Also public and nonprofit organization exemption as described in Title 29A, Section 951-4.
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec951.html>
3. Any trailer with an unladen weight (empty trailer) of 3,000 lbs. or less
4. Any motorcycle or motor driven cycle with an engine displacement of less than 300 cubic centimeters
5. Manufactured Housing that is:
 - a. Sold before October 1, 2007;
 - b. Model year 2006 or older;
 - c. Multisectional;
 - d. Defined in section 101, subsection 32-B, paragraph B; or
 - e. Permanently affixed to real property that is owned by the owner of the manufactured housing within 30 days of the date of sale.

For additional information, refer to the Manufactured Housing section in Chapter 6.

6. Special Mobile Equipment
7. Special Equipment
8. A vehicle regularly engaged in the interstate transportation of person or property for which a currently effective Certificate of Title has been issued in another state
9. Any vehicle owned by a resident of this State but registered in another
10. A vehicle owned by a non-resident of this State and not required by law to be registered in Maine. This includes those vehicles required to register under the provision of 29-A MRSA, Section 109, and (RECIPROCITY).
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec109.html>

TITLE EXEMPTIONS continued

11. All vehicles loaned by automobile dealers to municipalities and private secondary schools for use in driver education
12. A self-propelled wheelchair
13. A vehicle owned by the U.S. Government unless registered in Maine or on loan to a Veteran's organization
14. Low-speed vehicle loaned by a dealer to a municipality

NOTES:

Off-road motorcycles are not subject to title. If the "Manufacturer's Certificate of Origin" contains a statement such as, "THIS VEHICLE WAS NOT MANUFACTURED FOR USE ON PUBLIC STREETS, ROADS, OR HIGHWAYS" or "OFF ROAD USE ONLY" or a similar statement, this is an off-road motorcycle and may not be titled.

However, if an off-road motorcycle has been modified to be used on public roads or highways, contact the BMV Main Office, Title Section.

Examples of vehicles exempt from title:

Carnival rides	Fire trucks
Concession trailers	MRI trailers
Custom vehicles	Zap "Xebra" motorcycles

STATES TITLING YEARS

Connecticut – 20 year Title State

Maine – Title required for model year 1995 and newer

New Hampshire – Title required for model year 2000 and newer

Rhode Island – Title required for model year 2001 and newer

Vermont – 15 year Title State

NOTE:

All other jurisdictions title vehicles older than model year 1995, so applicants coming to Maine from states not listed above should have a title.

MAINE TITLE REQUIREMENTS FOR VEHICLES FROM NON-TITLING JURISDICTIONS

When a person comes to Maine to register and title from a non-titling jurisdiction, the following guidelines should be used:

1. The last registration from the previous non-titling state
 - a. original registration or photocopy is acceptable
 - b. the photocopy **does not** have to be certified or notarized
 - c. a 20 day temporary registration is **not acceptable**

2. If the registration is not in the applicant's name (**Private Sale**)
 - a. bills of sale from the person on the registration up to the applicant
 - b. bills of sale must be originals, not photocopies
 - c. each time the vehicle is sold to a Maine resident, a Certificate of Title Application (MVT-2) must also be completed by the Maine resident, along with \$33.00

3. If the registration is not in the applicant's name (**Maine Dealer Sale**)
 - a. Transfer of Ownership form (MVT-16) from the person on the registration to the Maine Dealer. (**bills of sale cannot be used when vehicle is sold to a dealer**)

NOTE:

If these guidelines cannot be met, the customer should **not** be allowed to register the vehicle.

As of 01/28/2019, bills of sale are no longer required to be notarized when a vehicle is coming from a non-title state.

TITLES WITH LIENS SENT TO OWNER, NOT LIEN HOLDER

Kansas
Kentucky
Maryland
Michigan
Minnesota

Missouri
Montana
New York
Oklahoma
South Dakota

NOTES:

When moving to the State of Maine from one of the states listed above, a Title and release of lien must be provided, in order to sell, trade, or register the vehicle.

Please remember, the lien holder **does not hold** the Title in these states.

If the applicant does not have the Title, they must obtain a duplicate title from that state before they can sell, trade, or register the vehicle in the State of Maine.

MEMORANDUM TITLES (non-negotiable) ISSUING STATES

Connecticut	Pennsylvania
District of Columbia	Rhode Island
Kansas (trucks and commercial vehicles only)	South Carolina
Massachusetts	Texas
Missouri	West Virginia
Ohio	

NOTE:

The State of Maine will not accept Memorandum Titles as proof of ownership. Memorandum titles are non-negotiable.

Example:

Owner has a vehicle titled in the State of Maine with ABC Credit Union as lien holder. The owner moves to Massachusetts before the lien has been paid in full. The owner applies for a title in Massachusetts but does not have the title, as it is being held by the credit union. Instead of Massachusetts requesting the Maine title from ABC Credit Union, the State of Massachusetts issues a memorandum title.

CERTIFICATE OF TITLE MVT-1

Currently, all titles are mailed to the owner of the vehicle, unless there is a lien on the vehicle. However, from January 1991 to October 1996, the State of Maine was a 2-document state. The title was mailed to the owner even if there was a lien on the vehicle.

The following pages contain illustrations of various title styles and time frames of when the titles were used.

**MAINE TITLE
Old Style: Front**


January 1, 1991 – October 1, 1996

CERTIFICATE OF TITLE

STATE OF MAINE

VEHICLE ID NUMBER	YEAR	MAKE	MODEL	BODY	TITLE NUMBER
NEW/USED	PURCHASE DATE	ISSUE DATE	PRIOR TITLE	ODOMETER	

OWNER

SECRETARY OF STATE  BUREAU OF MOTOR VEHICLES

SAMPLE

Liens cannot be released on this title. Use the Certificate of Lien or a Release of Lien form.

ADDITIONAL LIENS | FIRST LIENHOLDER

THIS CERTIFICATE IS PRIMA FACIE PROOF OF OWNERSHIP ISSUED IN COMPLIANCE WITH STATE OF MAINE LAW - KEEP IN A SAFE PLACE - NOT IN VEHICLE

CONTROL NUMBER

VOID IF ALTERED

**CERTIFICATE OF TITLE
MVT-1
continued**

**MAINE TITLE
Old Style: Back**

WARNING: Federal and Maine law requires that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.

ASSIGNMENT OF OWNERSHIP

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

Name(s) _____
Address _____ Zip _____ Date of Sale _____

ODOMETER DISCLOSURE STATEMENT

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

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

I certify that the odometer reading is not the actual mileage.

WARNING-ODOMETER DISCREPANCY

Seller's signature _____ Hand printed name(s) _____ Date _____
Seller's signature _____ Hand printed name(s) _____ Date _____
Seller's address (PRINT) _____ Zip _____

LIENHOLDER TO BE SHOWN ON NEW TITLE (If no lien, print NONE)

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

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

Signatures(s) of buyer(s) _____ Date _____
Hand printed name(s) _____

RE-ASSIGNMENT BY LICENSED DEALER ONLY

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

Name(s) _____
Address _____ Zip _____ Date of Sale _____

ODOMETER DISCLOSURE STATEMENT

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

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

I certify that the odometer reading is not the actual mileage.

WARNING-ODOMETER DISCREPANCY

Seller's signature _____ Hand printed name(s) _____ Date _____
Seller's signature _____ Hand printed name(s) _____ Date _____
Seller's address (PRINT) _____ Zip _____

LIENHOLDER TO BE SHOWN ON NEW TITLE (If no lien, print NONE)

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

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

Signatures(s) of buyer(s) _____ Date _____
Hand printed name(s) _____

**MVT-1 ANY FALSE STATEMENT IS A CRIMINAL OFFENSE
ANY CHANGE OR ERASURE WILL VOID THIS TITLE.**

**CERTIFICATE OF LIEN
MVT-17
Front**

January 1, 1991 – October 1, 1996


CERTIFICATE OF LIEN
THIS IS NOT A TITLE

VEHICLE ID NUMBER	YEAR	MAKE	MODEL	BODY
NEW/USED	PURCHASE DATE	ISSUE DATE	PRIOR TITLE	ODOMETER

FIRST LIEN HOLDER	
DATE	I hereby release my/our lien.
	Signature
	Title
	Release Date

ADDITIONAL LIENS	
DATE	I hereby release my/our lien.
	Signature
	Title
	Release Date

STATE OF MAINE

SECRETARY OF STATE		BUREAU OF MOTOR VEHICLES
--------------------	---	--------------------------

This document certifies that the lien(s) shown above have been perfected in accordance with Maine law as shown by the records of the Secretary of State.

OWNER(S) _____

CONTROL#
0816231

From January 1991 to October 1996, the State of Maine was a 2-document state. The title was mailed to the owner. A Certificate of Lien (MVT-17) was mailed to the lien holder. When a lien holder is listed on these titles, both the title and lien certificate must accompany a new title application.

**CERTIFICATE OF LIEN
Back**

AFFIDAVIT OF REPOSSESSION

I, _____ of _____
(Name) (Lien holder)
certify there was due from _____ a valid lien
(Debtor)
dated _____ on the vehicle described on the face of this
certificate. I further certify that default having been made in the payment of the loan that the
vehicle was lawfully repossessed on _____ under the terms of the security agreement
(Date)
and in full accord with pertinent Maine statutes.

(Signature) (Title)

NOTARY REQUIRED

Before me personally appeared _____, who by me
being duly sworn under oath says the statements set forth above are true and correct. Sworn
to and subscribed before me at _____
this _____ day of _____, 19____

Notary Public

TRANSFER OF OWNERSHIP

To be used only by the lien holder named on the face of this certificate to transfer the repossessed
vehicle to a purchaser in Maine.

WARNING: Federal and Maine law requires that you state the mileage in connection with a transfer of ownership. Failure to complete
the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.

The undersigned hereby certifies that the vehicle described in this certificate was transferred to (PRINT):
Name(s) _____
Address _____ Zip _____ Date of Sale _____

ODOMETER DISCLOSURE STATEMENT

I state that the odometer now reads _____ (NO TENTHS) and to the best of my knowledge that it reflects the actual
mileage of the vehicle unless one of the following statements is checked:
 I certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.
(The odometer started at zero again.)
 I certify that the odometer reading is not the actual mileage.
WARNING-ODOMETER DISCREPANCY

Selling lien holder (PRINT) _____
Authorized Signature _____ Printed name _____ Date _____
Seller's address (PRINT) _____ Zip _____
LIEN HOLDER TO BE SHOWN ON NEW TITLE (if no lien, print NONE)

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

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

Signature(s) of buyer(s) _____ Date _____
Printed name(s) _____

**MAINE TITLE
Front**


October 1, 1996 ~ January 31, 1999

CERTIFICATE OF TITLE

STATE OF MAINE

VEHICLE ID NUMBER	YEAR	MAKE	MODEL	BODY	TITLE NUMBER
NEW/USED	PURCHASE DATE	ISSUE DATE	PRIOR TITLE	ODOMETER	

OWNER

SECRETARY OF STATE  **BUREAU OF MOTOR VEHICLES**

FIRST LIENHOLDER	Interest in this vehicle is released by: Signature _____ Title _____ Date _____
ADDITIONAL LIENS	Interest in this vehicle is released by: Signature _____ Title _____ Date _____

**THIS CERTIFICATE IS PRIMA FACIE PROOF OF OWNERSHIP ISSUED IN COMPLIANCE
WITH STATE OF MAINE LAW - KEEP IN A SAFE PLACE - NOT IN VEHICLE**

CONTROL NUMBER

VOID IF ALTERED

**MAINE TITLE
Back**

WARNING: Federal and Maine law requires that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.

ASSIGNMENT OF OWNERSHIP

The undersigned hereby certifies that the vehicle described in this title was transferred to **(PRINT)**:

Name(s) _____
Address _____ Zip _____ Date of Sale _____

ODOMETER DISCLOSURE STATEMENT

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

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

I certify that the odometer reading is not the actual mileage.

WARNING-ODOMETER DISCREPANCY

Seller's signature _____ Date _____
Hand printed name(s) _____
Seller's signature _____ Date _____
Seller's address (PRINT) _____ Zip _____

LIENHOLDER TO BE SHOWN ON NEW TITLE (If no lien, print NONE)

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

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

Signature(s) of buyer(s) _____ Date _____
Hand printed name(s) _____

RE-ASSIGNMENT BY LICENSED DEALER ONLY

The undersigned hereby certifies that the vehicle described in this title was transferred to **(PRINT)**:

Name(s) _____
Address _____ Zip _____ Date of Sale _____

ODOMETER DISCLOSURE STATEMENT

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

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

I certify that the odometer reading is not the actual mileage.

WARNING-ODOMETER DISCREPANCY

Seller's signature _____ Date _____
Hand printed name(s) _____
Seller's signature _____ Date _____
Seller's address (PRINT) _____ Zip _____

LIENHOLDER TO BE SHOWN ON NEW TITLE (If no lien, print NONE)

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

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

Signature(s) of buyer(s) _____ Date _____
Hand printed name(s) _____

MVT-1 **ANY FALSE STATEMENT IS A CRIMINAL OFFENSE**
ANY CHANGE OR ERASURE WILL VOID THIS TITLE.

**MAINE TITLE
Front**


February 1, 1999 – June 3, 2015

CERTIFICATE OF TITLE

STATE OF MAINE


VEHICLE ID NUMBER	YEAR	MAKE	MODEL	BODY	TITLE NUMBER
NEW/USED	PURCHASE DATE	ISSUE DATE	PRIOR TITLE	ODOMETER	

OWNER

SECRETARY OF STATE  **BUREAU OF MOTOR VEHICLES**

FIRST LEASHEE		Intended in the vehicle is released by: Signature _____ Title _____ Date _____
SECOND LEASHEE		Intended in the vehicle is released by: Signature _____ Title _____ Date _____
THIRD LEASHEE		Intended in the vehicle is released by: Signature _____ Title _____ Date _____

**THIS CERTIFICATE IS PRIMA FACIE PROOF OF OWNERSHIP ISSUED IN COMPLIANCE
WITH STATE OF MAINE LAW - KEEP IN A SAFE PLACE - NOT IN VEHICLE**



CONTROL NUMBER
L0000000

VOID IF ALTERED

MAINE TITLE
Back

February 1, 1999 to June 3, 2015

WARNING: Federal and Maine law requires that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.

ASSIGNMENT OF OWNERSHIP

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

Name(s) _____
Address _____ Zip _____ Date of Sale _____

ODOMETER DISCLOSURE STATEMENT

I state that the odometer now reads _____ (NO TENTHS) and to the best of my knowledge that it reflects the **Actual Mileage** of the vehicle unless one of the following statements is checked:

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

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

Seller's signature _____ Hand printed name(s) _____ Date _____
Seller's signature _____ Hand printed name(s) _____ Date _____
Seller's address (PRINT) _____ Zip _____

LIENHOLDER TO BE SHOWN ON NEW TITLE (If no lien, print NONE)

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

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

Signature(s) of buyer(s) _____ Hand printed name(s) _____ Date _____

RE-ASSIGNMENT BY LICENSED DEALER ONLY

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

Name(s) _____
Address _____ Zip _____ Date of Sale _____

ODOMETER DISCLOSURE STATEMENT

I state that the odometer now reads _____ (NO TENTHS) and to the best of my knowledge that it reflects the **Actual Mileage** of the vehicle unless one of the following statements is checked:

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

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

Seller's signature _____ Hand printed name(s) _____ Date _____
Seller's signature _____ Hand printed name(s) _____ Date _____
Seller's address (PRINT) _____ Zip _____

LIENHOLDER TO BE SHOWN ON NEW TITLE (If no lien, print NONE)

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

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

Signature(s) of buyer(s) _____ Hand printed name(s) _____ Date _____

LIENHOLDER SECTION ONLY - AFFIDAVIT OF REPOSSESSION - LIENHOLDER SECTION ONLY

I, _____ of _____ Date _____
(Lienholder) (Address)

certify that there was due from _____ (Debtor)
a valid lien dated _____ on the motor vehicle described on the face of this certificate:
(Date of Lien)

I further certify that default having been made in the payment of the loan that:

Check One

the debtor voluntarily surrendered the possession of this motor vehicle to the undersigned lienholder on _____ (Date)

the undersigned lienholder seized this motor vehicle without process of the law on _____ under authority of the conditions of the loan contract (Date)

The undersigned lienholder further certifies that the vehicle described herein was lawfully repossessed under the terms of the security agreement and in full accord with pertinent Maine-Statutes.

(Name of Lienholder) (Authorized Signature)

IMPORTANT NOTES:

1. The lien must be released on the face of the title

THIS AFFIDAVIT MUST BE NOTARIZED

Before me personally appeared, _____ who by being duly sworn under oath says the statements set forth above are true and correct. Sworn to and subscribed before me at, _____
Maine this _____ day of _____, 19 _____

Notary Public

MVT-1 ANY FALSE STATEMENT IS A CRIMINAL OFFENSE
ANY CHANGE OR ERASURE WILL VOID THIS TITLE.

**MAINE TITLE
Front**

June 4, 2015 to June 1, 2019

CERTIFICATE OF TITLE	
STATE OF MAINE	
SAMPLE	
Secretary of State  Bureau of Motor Vehicles	
FIRST LIENHOLDER	Interest in this vehicle is released by: Signature: _____ Title _____ Date _____
SECOND LIENHOLDER	Interest in this vehicle is released by: Signature: _____ Title _____ Date _____
THIRD LIENHOLDER	Interest in this vehicle is released by: Signature: _____ Title _____ Date _____

THIS CERTIFICATE IS PRIMA FACIE PROOF OF OWNERSHIP ISSUED IN COMPLIANCE WITH STATE OF MAINE LAW
KEEP IN A SAFE PLACE - NOT IN VEHICLE

L12960431

VOID IF ALTERED

MAINE TITLE
Back

June 4, 2015 to June 1, 2019

WARNING: Federal and Maine law require that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.

ASSIGNMENT OF OWNERSHIP

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

Name(s) _____ Zip _____ Date of Sale _____
Address _____

ODOMETER DISCLOSURE STATEMENT

I state that the odometer now reads _____ (NO TENTHS) and to the best of my knowledge that it reflects the **Actual Mileage** of the vehicle unless one of the following statements is checked.

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

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

Seller's signature _____ Hand _____ Date _____
Printer's signature _____ (printed name) _____ Date _____
Seller's address (PRINT) _____ Zip _____

LIENHOLDER TO BE SHOWN ON NEW TITLE (If no lien, print NONE)

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

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

Signature(s) of buyer(s) _____ Date _____
(Hand printed names)

RE-ASSIGNMENT BY LICENSED DEALER ONLY

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

Name(s) _____ Zip _____ Date of Sale _____
Address _____

ODOMETER DISCLOSURE STATEMENT

I state that the odometer now reads _____ (NO TENTHS) and to the best of my knowledge that it reflects the **Actual Mileage** of the vehicle unless one of the following statements is checked.

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

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

Seller's signature _____ Hand _____ Date _____
Printer's signature _____ (printed name) _____ Date _____
Seller's address (PRINT) _____ Zip _____

LIENHOLDER TO BE SHOWN ON NEW TITLE (If no lien, print NONE)

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

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

Signature(s) of buyer(s) _____ Date _____
(Hand printed names)

LIENHOLDER SECTION ONLY - AFFIDAVIT OF REPOSSESSION - LIENHOLDER SECTION ONLY

I, _____ of _____ Date _____
(Name) (Address)

certify that there was due from _____ (Debtor)

a valid lien dated _____ on the motor vehicle described on the face of this certificate.
(Date of Lien)

I further certify that default having been made in the payment of the loan that:

Check One

the debtor voluntarily surrendered the possession of this motor vehicle to the undersigned lienholder on _____ (Date)

the undersigned lienholder seized this motor vehicle without process of the law on _____ under authority of the conditions of the loan contract. (Date)

The undersigned lienholder further certifies that the vehicle described herein was lawfully repossessed under the terms of the security agreement and in full accord with pertinent Maine Statutes.

Name of Lienholder _____ (Authorized Signature)

IMPORTANT NOTES:

1. The lien must be released on the face of the title.

THIS AFFIDAVIT MUST BE NOTARIZED

Before me personally appeared _____ who by being duly sworn under oath says the statements set forth above are true and correct. Sworn to and subscribed before me at _____ Maine this _____ day of _____, 20____.

Notary Public _____

M/T:1 ANY FALSE STATEMENT IS A CRIMINAL OFFENSE
ANY CHANGE OR ERASURE WILL VOID THIS TITLE.

L12960431


**MAINE TITLE
Front**

June 1, 2019 to Present

This new title has green security blocks underneath the VIN and odometer.

CERTIFICATE OF TITLE
STATE OF MAINE

SAMPLE

Secretary of State  Bureau of Motor Vehicles

FIRST LIENHOLDER		Interest in this vehicle is released by:	
		Signature	
		Title	Date
SECOND LIENHOLDER		Interest in this vehicle is released by:	
		Signature	
		Title	Date
THIRD LIENHOLDER		Interest in this vehicle is released by:	
		Signature	
		Title	Date

THIS CERTIFICATE IS PRIMA FACIE PROOF OF OWNERSHIP ISSUED IN COMPLIANCE WITH STATE OF MAINE LAW
KEEP IN A SAFE PLACE - NOT IN VEHICLE

L15021896

VOID IF ALTERED

**MAINE TITLE
Back
June 1, 2019 to Present**

The back of the title has green security blocks on the odometer.

WARNING: Federal and Maine law requires that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.

ASSIGNMENT OF OWNERSHIP

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

Name(s) _____
Address _____ Zip _____ Date of Sale _____

ODOMETER DISCLOSURE STATEMENT

I state that the odometer now reads _____ (NO TENTHS) and to the best of my knowledge that it reflects the **Actual Mileage** of the vehicle unless one of the following statements is checked:

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

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

Seller's signature _____ Date _____
Hand printed name(s) _____

Seller's address (PRINT) _____ Zip _____

LIENHOLDER TO BE SHOWN ON NEW TITLE (If no lien, print NONE)

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

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

Signature(s) of buyer(s) _____ Date _____
Hand printed name(s) _____

RE-ASSIGNMENT BY LICENSED DEALER ONLY

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

Name(s) _____
Address _____ Zip _____ Date of Sale _____

ODOMETER DISCLOSURE STATEMENT

I state that the odometer now reads _____ (NO TENTHS) and to the best of my knowledge that it reflects the **Actual Mileage** of the vehicle unless one of the following statements is checked:

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

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

Seller's signature _____ Date _____
Hand printed name(s) _____

Seller's address (PRINT) _____ Zip _____

LIENHOLDER TO BE SHOWN ON NEW TITLE (If no lien, print NONE)

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

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

Signature(s) of buyer(s) _____ Date _____
Hand printed name(s) _____

LIENHOLDER SECTION ONLY - AFFIDAVIT OF REPOSSESSION - LIENHOLDER SECTION ONLY

I, _____ of _____
(Lienholder) (Address)

certify that there was due from _____
(Debtor)

a valid lien dated _____ on the motor-vehicle described on the face of this certificate:
(Date of Lien)

I further certify that default having been made in the payment of the loan that:

Check One

the debtor voluntarily surrendered the possession of this motor vehicle to the undersigned lienholder on _____ (Date)

the undersigned lienholder seized this motor vehicle without process of the law on _____ under authority of the conditions of the loan contract (Date)

The undersigned lienholder further certifies that the vehicle described herein was lawfully repossessed under the terms of the security agreement and in full accord with pertinent Maine Statutes.

(Name of Lienholder) (Authorized Signature)

IMPORTANT NOTES:

1. The lien must be released on the face of the title



THIS AFFIDAVIT MUST BE NOTARIZED

Before me personally appeared, _____ who by being duly sworn under oath says the statements set forth above are true and correct. Sworn to and subscribed before me at _____
Maine this _____ day of _____, 20____

Notary Public

MVT-1 ANY FALSE STATEMENT IS A CRIMINAL OFFENSE
ANY CHANGE OR ERASURE WILL VOID THIS TITLE. **L15021896**

**MANUFACTURER'S CERTIFICATE OF ORIGIN
(MCO)**

CERTIFICATE OF ORIGIN FOR A VEHICLE			
0352		RBLPD019	
DATE 09/07/16	VEHICLE IDENTIFICATION NO. 1GCVKREC6GZ425767	INVOICE NO. 10D50917110	
	YEAR 2016	MAKE CHEVROLET	
	BODY TYPE SILVERADO 4WD DOUBLE CAB PICKUP	SHIPPING WEIGHT 5318	
H.P. (S.A.E.) 45.7	G.V.W.R. 7200	NO. CYLS. 08	SERIES OR MODEL CK15753
N.T.R. 1/2	NAME OF DISTRIBUTOR, DEALER, ETC. 32465 TQGZG5		
QUIRK CHEVROLET CADILLAC OF BANGOR PO BOX 1386 BANGOR ME 04402-1386			
It is further certified that this was the first transfer of such new vehicle in ordinary trade and commerce.			
***** * THIS VEHICLE * * HAS A * * 50-STATE * * EMISSION * * SYSTEM * *****	GENERAL MOTORS LLC		
	BY: 	(AGENT)	
G73888652	DETROIT	MI 48243-1114	
	CITY - STATE		

When a new vehicle is delivered in Maine by the manufacturer to a franchised dealer, the manufacturer must execute and deliver to his agent or franchised dealer a Certificate of Origin.

A Certificate of Origin or "MCO" is the birth certificate for a **new** vehicle.

Assignments from the franchised dealer may be made on the reverse of the document. Spaces are also provided for additional assignments, as required. Each assignment must be properly completed.

MONRONEY LABEL (Window Sticker)

MIC-003134 AZ 71V 484 17A X X X 1FADP3F24E1L11685 FOCUS 1FADP3F24 EL111685 NA

VEHICLE DESCRIPTION
FOCUS
EL 111685
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

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

EXTERIOR:
• AUTO-HELOGEN HEADLAMPS
• EASY FUEL CAPLESS FILLER
• MANUAL FOLD-POWER INTEGRATED SPOTTER MIRROR

INTERIOR:
• 2ND ROW FOLD FLAT SEATING
• AIR CONDITIONING
• CENTER CONSOLE WARMREST
• CRUISE CONTROL
• DUAL ILLUM VANITY MIRRORS
• FRONT FLOOR MATS
• 1 TOUCH DOWN DRIVER WINDOW
• TILT/TELESCOPE STR COLUMN

FUNCTIONAL:
• AM/FM SINGLE CD/MP3/6SPKR
• ADVANCED TRAC WESC
• COMPASS/TEMP/PRP COMPUTER
• INTERMITTENT SPEED WIPERS
• POWER WINDOWS & LOCKS
• 1X POWERPOINT
• REAR WINDOW DEFROSTER
• SYNC W/MYFOOD

SAFETY/SECURITY:
• AIRBAGS - DRIVER KNEE
• AIRBAGS - DUAL STAGE FRONT
• AIRBAGS - FRONT SEAT
• MOUNTED SIDE IMPACT
• AIRBAGS - SIDE AIR CURTAIN
• LATCH CHILD SAFETY SYSTEM
• MYKEY
• REMOTE KEYLESS ENTRY
• SECURLOCK PASSANT THEFT
• TIRE PRESSURE MONITOR SYS

WARRANTY:
• 3YR/50,000 BUMPER / BUMPER
• 3YR/60,000 POWERTRAIN
• 3YR/60,000 ROADSIDE ASSIST

EPA Fuel Economy and Environment

Fuel Economy
30 MPG
combined city/hwy city highway 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 (tailpipe only) Smog Rating (tailpipe only)

GOVERNMENT 5-STAR SAFETY RATINGS

Overall Vehicle Score ★★★★★
Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

Frontal Crash
Driver ★★★★★
Passenger ★★★★★

Side Crash
Front seat ★★★★★
Rear seat ★★★★★

Rollover ★★★★★
Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars (★★★★★), with 5 being the highest.
Source: National Highway Traffic Safety Administration (NHTSA).
www.safercar.gov or 1-888-327-4226

INCLUDED ON THIS VEHICLE	(MSRP)
EQUIPMENT GROUP 201A	2640.00
• ICE APPEARANCE PACKAGE • AMBIENT INTERIOR LIGHTING • FLOOD LAMPS • LEATHER STEERING WHEEL • LEATHER SHIFT KNOB • PERIMETER ALARM • SIRIUS SATELLITE RADIO • REAR SPOILER	
OPTIONAL EQUIPMENT	
2014 MODEL YEAR RUBY RED TINTED CLEARCOAT 17" DK STAINLESS PTD ALLOY WH SELECT SHFT (SS1)	395.00
6-SPEED AUTOMATIC TRANSMISSION REVERSE SENSING SYSTEM EXTERIOR PROTECTION PACKAGE GASOLINE FFV	1095.00 250.00 245.00

PRICE INFORMATION	(MSRP)
BASE PRICE	\$18,515.00
TOTAL OPTIONS	4630.00
TOTAL VEHICLE & OPTION DESTINATION & DELIVERY	23145.00 795.00
TOTAL BEFORE DISCOUNTS SYNC & SOUND DISCOUNT	23940.00 - 490.00
TOTAL SAVINGS	- 490.00

TOTAL MSRP \$23,450.00

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.

RAIP ONE: RAIP

RAIP TWO: FINAL ASSEMBLY PLANT: MICHIGAN

METHOD OF TRANS: RAIL

ITEM #: 71-2501 Q17 2

A095 A 7AX X 415 003134 10 10 13

fuel economy.gov
Calculate personalized estimates and compare vehicles

1FADP3F24E1L11685

Extended Service Plan

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

Manufacturer Suggested Retail Price (MSRP) is calculated by using the Total Vehicle Price, less the Destination Charge.

(MSRP)	
Total Vehicle Price	\$23,145.00
Less Destination Charge	- 795.00
Equals MSRP	\$22,350.00

Minus Destination Charge


Total Vehicle Price

APPLICATION FOR CERTIFICATE OF TITLE MVT-2

Forward white original copy plus supporting documents to Bureau of Motor Vehicles.

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

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



APPLICATION FOR CERTIFICATE OF TITLE (MVT-2)

Check if supplemental application *(\$33.00 fee required)*

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

CTA **SAMPLE**

THIS IS NOT A CERTIFICATE OF TITLE.


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

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

FEE \$33.00

OWNER INFORMATION	1. Name(s): Last, First, Middle initial (optional "or" not permitted)		2. Date(s) of birth (M/D/Y)		3. Telephone	
	a. _____ b. _____ <div style="float: right; text-align: right;"> Joint ownership <input type="checkbox"/> </div>					
VEHICLE INFORMATION	4. Mailing address-No. & Street (if P.O. Box, # 6. must be completed)			5. MSRP		
	City _____ State _____ Zip Code _____			<input type="checkbox"/> New: Recorded on Monroney Label <input type="checkbox"/> Used: Recorded on prior title <input type="checkbox"/> Not required		
	6. Legal residence, if other than mailing address			MSRP Amount		
LIEN INFORMATION	7. If a leased vehicle, name and address of lease					
	8. Year	9. Make	10. Model	11. Vehicle identification number		
	13. New <input type="checkbox"/> Used <input type="checkbox"/> Rebuilt <input type="checkbox"/>		14. Purchase date Mo./Day/Year	15. Previous title no.	16. State of origin	17. Other data BMV USE
	18. Current odometer reading		19. Mileage stated is		20. If not actual	
DO NOT ESTIMATE - NO TENTHS			<input type="checkbox"/> MI.	<input type="checkbox"/> Odometer changed		
<input type="checkbox"/> KM.			<input type="checkbox"/> In excess of mechanical limits		<input type="checkbox"/> Odometer broken	
<input type="checkbox"/> Not actual - odometer discrepancy			MUST FILE MVT-32		MUST FILE MVT-32	
21. First lien holder's name if vehicle financed. <i>If no lien, enter "None"</i>			22. Date of lien Mo./Day/Year		SENT TO SECRETARY OF STATE DATE _____ INITIAL _____ MUNICIPAL AGENT VALIDATION FEE PD. \$ _____ BMV USE: DO NOT WRITE IN THIS SPACE R _____ _____ _____ D <input type="checkbox"/> L <input type="checkbox"/> O <input type="checkbox"/> DATE _____ APPROVED BY: _____	
23. Address-No. & Street			City _____ State _____ Zip Code _____			
24. Second lien holder's name			25. Date of lien Mo./Day/Year			
26. Address-No. & Street			City _____ State _____ Zip Code _____			
27. Name and address of seller				28. Plate #, if a Maine licensed dealer		
29. The undersigned hereby certifies that the vehicle described was sold to the owner(s) named and further certifies that the information shown is true and correct to the best of my knowledge, information and belief. Signature of dealer's representative _____ Official title _____ Date _____				D <input type="checkbox"/> UC <input type="checkbox"/> MC <input type="checkbox"/>		
						R _____ _____ _____
30. The undersigned hereby certifies that all liens against the vehicle described are listed above and that information contained herein is true and correct to the best of my / our knowledge and belief. If representing a company, I further certify that I have been authorized by the company to sign on their behalf. Authorized person may sign for a company _____ Official title _____ Date _____				DATE _____		
						Signature(s) of owner(s) as named in block #1. All owners must sign. Power(s) of attorney must accompany this form. <i>If owner sign 18 parent or guardian must also sign.</i> _____ Official title _____ Date _____
If owner is a company, authorized representative sign here. _____ Official title _____ Date _____				APPROVED BY: _____		
						PENALTY: A person who uses a false or fictitious name or address, makes a material false statement, fails to disclose a security interest, or conceals any other fact in an application for certificate of title is guilty of a Class D crime.

MVT-2 (Rev. 9/15)



MOTOR VEHICLE COPY

*** S A M P L E ***

**APPLICATION FOR CERTIFICATE OF TITLE
MVT-2
continued**

An Application for Certificate of Title, MVT-2, can also be referred to as a CTA (Certificate of Title Application). Each application has a unique CTA number and can be only used once. **MVT-2 forms are not available on line and should not be copied or faxed.** The application is a four-part carbon form, which consists of the following:

1. The original white Motor Vehicle copy is submitted to the BMV Main Office, along with the associated backup documents, at the time of a new registration, change in ownership or a refinance.
2. The second copy is the blue Owner's Copy. This copy is given to the owner to retain for their records. If the application has been prepared by a Maine dealer or lien holder, it must be shown at the time of a new registration.
3. The third copy is the yellow Lien Holder's Copy. This copy is retained by the lien holder. If the application has been prepared by a Maine dealer, the dealer must forward the yellow copy to the lien holder listed on the application. If no lien holder is listed, this copy may be discarded.
4. The fourth copy is the green Seller's Copy. This copy is retained by the seller. When processing a title application at a Municipal Office, this copy should be retained by the office processing the application; otherwise it can be discarded.

NOTES:

All applications must be accompanied by a Manufacturer's Certificate of Origin (MCO) if the vehicle is new or a previous Certificate of Title if it is a used vehicle, and the required title fee. Other documents may be required as the situation dictates.

When submitting title applications and their supporting documents to the BMV Main Office, prepare as follows:

1. Title application (original white motor vehicle copy) must be on top;
2. followed by the Manufacturer's Certificate of Origin or previous Title;
3. followed by the transfers of ownership in date order;
4. followed by a copy of the bill of sale;
5. followed by any and all other required documents

The title application and supporting documents must be stapled together in the upper left hand corner of the title application. **DO NOT paperclip or leave loose.**

Applications which do not meet title requirements will be rejected by the Title Section, pending the receipt of additional documentation.

**APPLICATION FOR CERTIFICATE OF TITLE
MVT-2
continued**

INSTRUCTIONS:


The information on the MVT-2 should be type written or legibly printed. If the vehicle is new, attach a manufacturer's certificate of origin to original copy; for used vehicle, attach last previous certificate of title.

When printing title applications electronically, please verify that the information lines up correctly, in **ALL** areas of the application. Numerous title applications are rejected or delayed due to alignment issues. Should you notice the information recorded incorrectly, check the applicable boxes and contact your vendor for assistance in correcting any alignment issues.

The fee for a title is \$33.00. For expedited issuance of a title, the fee is an additional \$10.00. Check the "rush requested" box at the top of the MVT-2. The processing time is approximately 10 to 12 days from the time the application is entered into the computer system; provided all documentation is complete and accurate.

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

Rush title applications should not be processed at a Municipal Office; only at a BMV Branch Office or the BMV Main Office.

<p>SECRETARY OF STATE BUREAU OF MOTOR VEHICLES VEHICLE SERVICES-TITLE SECTION 29 STATE HOUSE STATION AUGUSTA, MAINE 04333-0029 207-624-9000 EXT. 52138 TTY users call Maine relay 711</p>	 Check "Rush" box	<p>APPLICATION FOR CERTIFICATE OF TITLE (MVT-2) <input type="checkbox"/> Check if supplemental application (\$33.00 fee required) <input type="checkbox"/> Check if rush requested - (Additional \$10.00 fee required) CTA TT29701</p>
<p>THIS IS NOT A CERTIFICATE OF TITLE.</p>		
<p>INSTRUCTIONS: Typewrite or print legibly on hard surface. Distribute copies as indicated at bottom of form. If vehicle is new, attach a manufacturer's certificate of origin to original copy; for used vehicle, attach last previous certificate of title.</p>		

OWNER INFORMATION

Block 1 ~ Name(s):

Owner names should be listed by the last name, first name, middle initial, and suffix. **The applicant must provide their legal name; nicknames are not acceptable.** If more than one owner is listed on the application, common ownership will be assumed unless the "joint ownership" box is checked. A Maine title will not be issued with the conjunction "or". Corporate names should correspond with those on file with the Secretary of State.

OWNER INFORMATION	1. Name(s): Last, First, Middle Initial (conjunctive 'or' not permitted)	2.
	a. _____	Joint ownership <input type="checkbox"/>
	b. _____	

Check box if Joint Ownership is desired

**APPLICATION FOR CERTIFICATE OF TITLE
MVT-2
continued**

Block 2 ~ Date of Birth:

Indicate date of birth by mm/dd/yyyy. For example: 06/07/1972. If applicant is less than 18 years of age, must have parental or legal guardian's signature in Block 30.

Block 3 ~ Telephone Number:

Include complete telephone number and include area code.

Block 4 ~ Mailing Address:

Use abbreviations for street (ST), avenue (AVE), route (RT), highway (HWY), etc., when appropriate. Use recognized postal authority abbreviations for state: Maine (ME). Show correct Zip Code. A post office box address is permissible only if the correct street address is shown in Block 6.

Block 5 ~ Manufacturers Suggested Retail Price (MSRP):

Obtain the MSRP amount for new vehicles up to 10,000 lbs. g.v.w. from the Monroney label. For used vehicles, obtain the MSRP from the prior Maine title if available.

Block 6 ~ Legal Residence other than Mailing Address:

Obtain the residential address, if different from the mailing address given in Block 4. Show correct Zip Code.

Block 7 ~ Name and Address of Lessee:

If a leased vehicle, provide the lessee's name and address. Obtain the correct Zip Code.

VEHICLE INFORMATION

Block 8 ~ Year:

Indicate the model year of the vehicle using four digits. For example: 2017, 2018, etc.

Block 9 ~ Make:

Indicate the make of the vehicle using 4 digit code. For example: Buick as BUIC

BMV Branch Offices and the BMV Main Office can search for the correct "make" code by clicking on the "make" button in the VS System.

Block 10 ~ Model:

Indicate the model of the vehicle by using up to 6 characters. For example: Impreza as IMPREZ.

**APPLICATION FOR CERTIFICATE OF TITLE
MVT-2
continued**

Block 11 ~ Vehicle Identification Number (VIN):

The VIN should be taken from the MCO or previous title. If a motorcycle, use the frame number. Never use the motor number. If a motor home, use the VIN assigned by the manufacturer of the chassis (frame).

Block 12 ~ Body Type:

Indicate the body type of the vehicle being titled by using 2 digit code. A 4 door sedan is coded as 4D.

NOTE:

The vehicle information should be taken directly from the MCO or previous title.

Block 13 ~ New, Used, or Rebuilt:

A new vehicle is one that has never been registered. If a person purchased a vehicle new in another state and the out-of-state title indicates the vehicle was purchased new, the Maine title should reflect "new" if the applicant is the same owner listed on the out-of-state title. In the event of a death or divorce and a name is removed, the new Maine title should reflect "new" if the survivor or applicant's name was on the prior title. A used vehicle is one that has been registered or is not covered by a manufacturer's new car warranty. A rebuilt vehicle is one that has had one or more component parts replaced.

Block 14 ~ Purchase Date:

Indicate purchase date of the vehicle by mm/dd/yyyy. For example: 12/15/2016

Block 15 ~ Previous Title No:

Number should be taken from the title which has already been issued for the vehicle. If it is a new vehicle, enter MCO. **If a Canadian province, enter the province i.e. Quebec, New Brunswick, etc.**

Block 16 ~ State of Origin:

Indicate the abbreviation of the state that issued the previous title using the 2-digit code. For example: ME, NH, etc. **For Canada ~ use CD.**

Block 17 ~ Other Data:

Indicate plate number issued at the time of registration.

Block 18 ~ Current Odometer Reading:

This should be the odometer reading at the time application is completed.

DO NOT ESTIMATE ~ NO TENTHS

Indicate whether the mileage is reported in miles or kilometers.

**APPLICATION FOR CERTIFICATE OF TITLE
MVT-2
continued**

Block 19 ~ Mileage Stated Is:

Check the appropriate box. If the mileage is in excess of mechanical limits, check “in excess of mechanical limits” box. If odometer has been changed or is broken, check “not actual-odometer discrepancy.”

Block 20 ~ If not actual:

Check the reason why it is not actual. An Odometer Information form (MVT-32) must accompany the application before a new title will be issued.

NOTE:

If prior title has the mileage listed as “not actual”, an MVT-32 is not needed.

LIEN INFORMATION

Block 21 ~ First Lien Holder’s Name:

It is important to show the correct corporate name of the lending institution. If the lien information is crossed off in Block 21, a Release of Lien form (MVT-12), or a confirmation letter on the deleted institution’s letterhead must accompany the application as proof that the crossed-off lien holder has no security interest in the vehicle.

Block 22 ~ Date of Lien:

Indicate the Date of Lien by mm/dd/yyyy. For example: 10/10/2016

Block 23 ~ Address-No. & Street:

Indicate complete mailing address including Zip Code.

Blocks 24 ~ 25 ~ 26 ~ Second Lien Holder’s Name, Date of Lien, and Address:

Follow same instructions as given for first lien holder, Blocks 21-23.

Department of Health & Human Services (DHHS) Liens:

The Department of Health & Human Services may place a lien on a person’s motor vehicle when they are delinquent in child support. A Notice of Debt is served on the responsible parent by DHHS. After 20 days, DHHS begins their process in perfecting the lien. The vehicle owner is notified of the debt owed and that steps will be taken by the Bureau of Motor Vehicles (BMV) to place the DHHS lien on their title.

The owner may not know the DHHS lien was placed on their title because they will not receive confirmation from BMV. Therefore, the owner’s signatures are not required on the application before a new title is issued showing the lien. In order to verify whether or not the DHHS lien was perfected, contact the BMV Main Office, Title Section at (207) 624-9000 ext. 52142.

**APPLICATION FOR CERTIFICATE OF TITLE
MVT-2
continued**

Writ Liens

A plaintiff, who recovers judgment, submits a title application with the Writ of Execution to the BMV Main Office. The application is filed in the name of the defendant (debtor/defaulters). The Writ is considered a court ordered lien. BMV places the plaintiff's lien on any and all vehicles titled to the debtor and sends the title(s) to the lien holder to hold until the debt is paid. The Writ remains effective for three years.

The owners' signatures are not required on the title application before a new title is issued showing the plaintiff's lien. In order to verify whether or not a Writ lien was perfected, contact the BMV Main Office, Title Section at (207) 624-9000 ext. 52147.

SELLER INFORMATION

Block 27~ Name and address of seller:

Indicate name and address of seller.

Block 28 ~ Plate #, if a Maine License Dealer:

To be completed by dealer only.

Block 29 ~ Signature of Dealer's Representative:

If a Maine licensed dealer, an authorized representative must sign.

SIGNATURE(S) OF OWNER(S)

Block 30 ~ Signature(s) of Owner(s):

The Title Application **must be personally signed by all owners** named in Block 1.

Power of Attorney: If an individual has Power of Attorney for an owner listed in Block 1, attach copy of Power of Attorney to the title.

Minor: When a person under the age of 18 applies for a Maine title, a parent or guardian must sign in Block 30 of the title application and indicate their relationship to the minor. The parent or legal guardian's name does not need to be placed in Block 1 showing ownership. If the minor claims emancipation, a copy of the court order is required.

If more than one owner is listed in Block 1 and one of the owners is not available to sign the title application at the time of registration, the yellow copy or a photocopy of the application may be given to the owner at the BMV Branch Office or Municipal Office with instructions to have the other owner(s) sign in Block 30. Once the copy is signed, it should be mailed directly to the Title Section.

**APPLICATION FOR CERTIFICATE OF TITLE
MVT-2
continued**

Complete the Notice of Missing Documents or Unusual Situations form (MVT-23B) to inform the Title Section and attach it to the title application.

If a company is listed in Block 1, the individual signing the title application for the company must indicate their position with that company. For example: Treasurer, Secretary, etc.

Upon completion of the registration process, collect all the required fees.

Municipal Offices: Validate the Application for Certificate of Title on the right side of the form, indicating the date and fee collected as shown in the illustration below.

The illustration shows a portion of the MVT-2 form with the following fields and labels:

- SENT TO SECRETARY OF STATE** (Section Header)
- DATE** _____ (Label: Date Sent to BMV Main Office)
- INITIAL** _____ (Label: Processing Clerk's Initials)
- MUNICIPAL AGENT VALIDATION** (Section Header)
- SAMPLE 00000** (Text above the seal)
- Town Validation Stamp** (Label pointing to the seal)
- DATE 12/05/2017** (Label: Date of Fee Collected)
- FEE PD. \$ 33.00** (Label: Amount of Fee Collected)

BMV Branch Offices: Validate along the bottom right edge of the application.

BMV Main Office: Validate in space above the Date of Birth and Telephone blocks.

LESSOR / LESSEE APPLICATION FOR TITLE

Lessor: Owner, meaning individual, company, or corporation holding title to a vehicle.

Lessee: Individual, company, or corporation named and authorized on lease for use of the vehicle.

If the lessee is trying to register a new leased vehicle and the Manufacturer's Certificate of Origin (MCO) is being held by the lessor or the lien holder, **the lessee may register provided they can show the lease agreement.** If a vehicle has been previously registered in another state, the lessee must also show the prior registration. **Either lessor or lessee may fill out and sign the title application.**

When completing a title application for a leased vehicle, proceed as follows:

Indicate Lessors name in Block 1.

Indicate Lessors address in Block 4.

Indicate Lessees name and address in Block 7.

Complete the vehicle information.

Indicate lien information in Blocks 21 through 26, if applicable.

NOTE:

Attach a copy of the lease agreement.

DOUBLE TITLE APPLICATIONS

REFERENCE:

Title 29-A, Section 662-1, Transfer of Interest in Vehicle
<http://legislature.maine.gov/statutes/29-A/title29-Asec662.html>

Two private sales: When a Maine resident or business sells a vehicle to another Maine resident or business without obtaining a title in their name first, a double title application will be acceptable along with the prior title.

Example:

Edgar Tanner is listed as the owner on the front of a title.
Edgar Tanner sells the vehicle to ABC Corporation.
ABC Corporation sells the vehicle to Jeffrey Stiles.

Documents needed to process the title request:

1. Original title (or duplicate title) in Edgar Tanner's name.
2. Transfer of ownership from Edgar Tanner to ABC Corporation.
3. Title Application completed and signed by a representative of ABC Corporation, (\$33.00).
4. Transfer of ownership from ABC Corporation to Jeffrey Stiles.
5. Title application completed and signed by Jeffrey Stiles (\$33.00).

NOTES:


"DOUBLE TITLE" should be indicated on the top of both title applications prior to submitting the information to the BMV Main Office.

A bill of sale may be used for a transfer of ownership as long as the bill of sale contains all of the information the transfer of ownership requires. Attach the original bill of sale to the title application and provide the customer with a photocopy.

A bill of sale should be dated and must contain the names and signatures of both buyer(s) and seller(s), as well as their addresses, date of sale, current mileage, and the vehicle information (year, make, model, and VIN).

When processing a double title application, with a request to RUSH the transaction, collect \$33.00 per title application and only **one** \$10.00 RUSH fee.

REQUEST FOR WITHDRAWAL MVT-3

REQUEST FOR WITHDRAWAL				SECRETARY OF STATE BUREAU OF MOTOR VEHICLES VEHICLE SERVICES - TITLE SECTION	
(Use this form to request the withdrawal of an application for Certificate of Title)					
Date _____					
NOTE: If the vehicle is currently registered to the applicant listed below, the Application for Title cannot be withdrawn.					
CTA#	Application submitted to Bureau of Motor Vehicles by:			Date Submitted	
Owner's Name as Listed on Application	Year	Make	Vehicle Identification Number		
The undersigned request the withdrawal of an application for Certificate of Title as follows:					
This request is made for the following reason:					
<u>Check one</u> <input type="checkbox"/> Sale not finalized. <input type="checkbox"/> Vehicle being registered in another state. <input type="checkbox"/> Other _____ <div style="text-align: right; margin-right: 50px;">(specify reason)</div>					
The undersigned authorize the Secretary of State to mail or deliver the documents submitted in support of this application to: (check one and indicate name and address if necessary.)					
<input type="checkbox"/> OWNER <input type="checkbox"/> DEALER <input type="checkbox"/> LIENHOLDER <input type="checkbox"/> OTHER					

(specify name and address if other than shown on application)					
***** The undersigned understands that fees submitted in payment of an application for Certificate of Title is ***** forfeited when application is withdrawn. (Rules promulgated by the Secretary of State May 7, 1979)					
Subscribed by me under penalties of false statement.					
X _____					
Owner(s) sign here, (as listed on application). If multiple ownership, all owners must sign. An authorized representative may sign for a company owner.					
X _____					
Dealer sign here (authorized representative), if application originated with dealer.					
X _____					
Lender sign here, (authorized representative), if vehicle is financed.					
101 Hospital Street, #29 State House Station, Augusta, ME 04333-0029 Tel. (207) 624-9060 ext. 52138 Fax: (207) 624-9254 TTY Users call Maine Relay 711					
MVT-3 Rev. 01-2013					


This form is used to request the withdrawal of an application for Certificate of Title (MVT-2).

The Request for Withdrawal is used primarily for Maine Dealer sales. The two most common reasons for withdrawing are “sale not finalized” or “the vehicle is being registered in another state”.

NOTE:

If the vehicle is currently registered to the applicant, the MVT-2 cannot be withdrawn. Fees submitted in payment of an application for Certificate of Title are forfeited when the application is withdrawn.

AFFIDAVIT OF REPOSSESSION MVT-5

<p>AFFIDAVIT OF REPOSSESSION <i>Attach to Certificate of Title</i></p> <p>Date: _____</p> <p>I, _____ of _____ <small>(Lien holder) (Address)</small></p> <p>certify that there was due from _____ a valid <small>(Debtor)</small></p> <p>dated _____ on the following described motor vehicle: <small>(Date of Lien)</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">YEAR</th> <th style="width: 15%;">MAKE</th> <th style="width: 40%;">VEHICLE IDENTIFICATION NUMBER</th> <th style="width: 30%;">CERTIFICATE OF TITLE NUMBER</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>I further certify that default having been made in the payment of the loan that:</p> <p>Check One:</p> <p><input type="checkbox"/> The debtor voluntarily surrendered the possession of this motor vehicle to the undersigned lienholder on _____ <small>(Date)</small></p> <p><input type="checkbox"/> The undersigned lien holder seized this motor vehicle without process of the law on _____ under authority of the conditions of the loan contract. <small>(Date)</small></p> <p>The undersigned lien holder further certifies that the vehicle described herein was lawfully repossessed under the terms of the security agreement and in full accord with pertinent Maine Statutes.</p> <p>_____ <small>(Name of Lien holder)</small></p> <p>_____ <small>(Authorized Signature)</small></p>	YEAR	MAKE	VEHICLE IDENTIFICATION NUMBER	CERTIFICATE OF TITLE NUMBER					 <p>SECRETARY OF STATE BUREAU OF MOTOR VEHICLES VEHICLE SERVICES-TITLE SECTION</p>
YEAR	MAKE	VEHICLE IDENTIFICATION NUMBER	CERTIFICATE OF TITLE NUMBER						

IMPORTANT NOTES:

- The lien must be released on the face of the title.
- This form cannot be used to transfer ownership. Transfer ownership on the reverse of the title.

THIS FORM MUST BE NOTARIZED

Before me personally appeared _____ who by being duly sworn under oath says the statements set forth above are true and correct. Sworn to and subscribed before me at _____
(City/Town)

Maine this _____ day of _____, 20____.

(Signature of Notary or Attorney)

INFORMATION ABOUT THE USE OF THIS AFFIDAVIT

This affidavit is for use by lending institutions when a vehicle is repossessed. It should be completed and signed by an authorized representative of the lending institution and should also be notarized.

The lending institution should release the lien on the Certificate of Title and assign ownership to the purchaser in the space provided on the reverse side of the Certificate. This affidavit should then be stapled to the Certificate of Title and given to the purchaser.

A Certificate of Title may not be issued to the vehicle unless *both* the affidavit and the properly released and assigned Certificate of Title are surrendered to the Secretary of State with an application for a new Certificate of Title and the proper fee.

181 Hospital Street, 829 State House Station, Augusta, ME 04310-829 Tel: (207) 624-8888 Ext.52118
TTY Users call Maine relay 711

MVT-5 Rev. 01/2013

The Affidavit of Repossession (MVT-5) is used by lending institutions when a vehicle is repossessed. The form must be completed and signed by an authorized representative of the lending institution and must be **notarized**.

**AFFIDAVIT OF REPOSSESSION
MVT-5
continued**

A lien holder may repossess a titled vehicle only when named on the Certificate of Title. The lien holder must complete an Affidavit of Repossession, MVT-5, which transfers ownership of the vehicle to the lien holder. Alternatively, the Affidavit of Repossession section on the back of the certificate of title can be used in lieu of the MVT-5 and it must be **notarized**. The lending institution must assign ownership to the purchaser in the space provided on the reverse side of the Maine Certificate of Title. The affidavit must be stapled to the Certificate of Title and given to the purchaser. The title and the Affidavit of Repossession should be delivered to the purchaser.

A Certificate of Title may not be issued to the vehicle unless both the affidavit and the properly assigned title are surrendered to the BMV Main Office with an application for a new Certificate of Title and the proper fee.

LIENHOLDER SECTION ONLY - AFFIDAVIT OF REPOSSESSION - LIENHOLDER SECTION ONLY

I, _____ of _____ Date _____
(Lienholder) (Address)

certify that there was due from _____ (Debtor)
a valid lien dated _____ on the motor-vehicle described on the face of this certificate:
(Date of Lien)

I further certify that default having been made in the payment of the loan that:

Check One
 the debtor voluntarily surrendered the possession of this motor vehicle to the undersigned lienholder on _____ (Date)
 the undersigned lienholder seized this motor vehicle without process of the law on _____ under authority of the conditions of the loan contract (Date)

The undersigned lienholder further certifies that the vehicle described herein was lawfully repossessed under the terms of the security agreement and in full accord with pertinent Maine Statutes.

(Name of Lienholder) (Authorized Signature)

IMPORTANT NOTES:
1. The lien must be released on the face of the title

THIS AFFIDAVIT MUST BE NOTARIZED

Before me personally appeared _____ who by being duly sworn under oath says the statements set forth above are true and correct. Sworn to and subscribed before me at _____
Maine this _____ day of _____, 20____

Notary Public

Reverse side of Maine Title; bottom section.

APPLICATION AND ASSIGNMENT OF NEW VEHICLE IDENTIFICATION NUMBER

MVT-6 Front

APPLICATION AND ASSIGNMENT OF NEW VEHICLE IDENTIFICATION NUMBER

SECRETARY OF STATE
BUREAU OF MOTOR VEHICLES
VEHICLE SERVICES – TITLE SECTION



\$33.00 FEE REQUIRED
Make Checks payable to:
SECRETARY OF STATE

OWNERS LEGAL NAME				DATE OF BIRTH									
CURRENT STREET ADDRESS			CITY		STATE		ZIP						
APPLICATION DATE			HOME PHONE		WORK PHONE								
YEAR	MAKE	MODEL	BODY TYPE	MISSING VEHICLE IDENTIFICATION NUMBER – IF KNOWN									
EXACT CURRENT LOCATION OF VEHICLE –STREET ADDRESS				CITY	STATE	ZIP							
NET WEIGHT - IF TRAILER			CC - IF MOTORCYCLE		ENGINE NUMBER – IF MOTORCYCLE								
<p>Subject to inspection by a Bureau of Motor Vehicle detective, the undersigned makes this application for a new vehicle identification number, to be assigned permanently to the vehicle listed above. The applicant also agrees to submit an application for a title certificate (MVT-2) to bear the new number, if this vehicle is 1995 or newer and subject to Maine title law.</p> <p style="text-align: center;">I certify that I am the owner of the vehicle described above and that said Vehicle requires a Vehicle Identification Number because (CHECK ONE REASON BELOW):</p> <p><input type="checkbox"/> Number was destroyed or obliterated</p> <p><input type="checkbox"/> Homemade vehicle</p> <p><input type="checkbox"/> Other (Explain) _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">OWNER'S SIGNATURE</p> <p style="text-align: center;">IMPORTANT – PLEASE ALSO READ AND COMPLETE THE BACK OF THIS FORM ➡</p>													
FOR BMV USE ONLY		SPECIAL MOTOR VEHICLE CERTIFICATION				FOR BMV USE ONLY							
This permanent Vehicle Identification Number has been properly affixed to the vehicle described above				<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">M</td> <td style="width: 20px; text-align: center;">E</td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>				M	E				
M	E												
INSPECTOR'S NAME (PLEASE PRINT CLEARLY)				INSPECTOR'S SIGNATURE									
DATE NUMBER AFFIXED		ODOMETER READING		COMMENTS									

101 Hospital Street, #29 State House Station, Augusta, ME 04333-0029 Tel. (207) 624-9000 ext. 52139
Fax: (207) 624-9239 TTY Users call Maine Relay 711

MVT-6 Rev. 01-2013

**APPLICATION AND ASSIGNMENT
OF NEW VEHICLE IDENTIFICATION NUMBER
MVT-6
Back**

LIST OF PARTS TAKEN FROM OTHER VEHICLES

PART	VEHICLE THAT PART WAS TAKEN FROM	VIN OF VEHICLE THAT PART WAS TAKEN FROM (9 – 17 CHARACTERS)																

PLEASE CAREFULLY READ THE APPLICATION INSTRUCTIONS BELOW:

1. **YOU NEED TO MAIL:** 

- A. THIS COMPLETED AND SIGNED APPLICATION
- B. COPIES OF DOCUMENTS SHOWING COMPLETE CHAIN OF OWNERSHIP
- C. FEE – MAKE CHECK PAYABLE TO: SECRETARY OF STATE
- D. TITLE APPLICATION IF NECESSARY: \$33.00 FEE REQUIRED

MAIL ALL ITEMS TO THE MOTOR VEHICLE ADDRESS LISTED BELOW.

- 2. THE BUREAU OF MOTOR VEHICLES TITLE SECTION WILL ASSIGN A NEW PERMANENT VEHICLE IDENTIFICATION NUMBER
- 3. A BUREAU OF MOTOR VEHICLE DETECTIVE WILL CONTACT YOU TO MAKE AN APPOINTMENT TO INSPECT YOUR VEHICLE AND ATTACH THE NEW PERMANENT VEHICLE IDENTIFICATION NUMBER.

101 Hospital Street, #29 State House Station, Augusta, ME 04333-0029 Tel. (207) 624-9000 ext. 52139
Fax: (207) 624-9239 TTY Users call Maine Relay 711

MVT-6 Rev. 01-2013

**APPLICATION AND ASSIGNMENT
OF NEW VEHICLE IDENTIFICATION NUMBER
MVT-6
continued**

REFERENCE:

Title 29-A Section 152-5, Assign New Identification Number
<http://legislature.maine.gov/statutes/29-A/title29-Asec152.html>

The Secretary of State may attach a Maine assigned VIN to a vehicle if:

- The vehicle has no VIN
- The VIN is unreadable
- The vehicle is a truck and the cab has been changed
- The vehicle is reconstructed

For example, the following types of vehicles may not have a VIN plate, or the VIN may not adequately describe the vehicle.

1. Modified vehicles such as dune buggies,
2. Kit cars that are placed on an existing chassis or frame.
3. Homemade and reconstructed vehicles including trailers. (For additional information, refer to Chapter 2, Reconstructed Vehicles and Kit Cars).

NOTES:

1. The year and make of a vehicle is determined by the chassis/frame of the vehicle.
2. Proof of ownership is required for components parts such as the frame, engine, transmission, axles and suspension.
3. If any of the parts are new (aftermarket or direct from the manufacturer), a Manufacturer's Certificate of Origin (MCO) for the part is required.
4. If the parts are used, a signed bill of sale/invoice identifying the part (typically a VIN or serial number) from the "donor" vehicle is requested.

INSTRUCTIONS:

Applications for assigned VIN are accepted and processed by the BMV Main Office. A Maine resident who wants to register and title a vehicle will require:

1. MVT-2 application for Maine title (if 1995 or newer model year vehicle)
2. MVT-6 application for Maine assigned VIN
3. \$33.00 fee for the MVT-6
4. \$33.00 fee for the MVT-2
5. Receipts/invoices, registrations and/or existing titles documenting the original VIN for the vehicle, even if it is no longer attached to the vehicle.

A vehicle must be made available for a Maine Motor Vehicle Detective to inspect and attach the VIN plate. Once the new VIN plate is attached, the vehicle can be registered. If model year 1995 or newer, the vehicle can be titled.

REQUEST TO RE-ISSUE A DUPLICATE TITLE MVT-8

Request to re-issue a

Certificate of Title

Call to verify information before filing.
207-624-9000 ext. 52138
TTY Users call Maine Relay 711



Please type or print clearly in
dark ink.

VEHICLE SERVICES – TITLE SECTION
BUREAU OF MOTOR VEHICLES
29 STATE HOUSE STATION
AUGUSTA, ME 04333-0029

Fee: \$33.00

RUSH REQUEST Additional \$10.00 Fee

In accordance with Chapter 7, Title 29A M.R.S.A., Section 661, I hereby apply for a replacement Certificate of Title. I (we) state under penalties of false statement, that the original title was: (if destroyed or illegible, remnants of title must accompany this form.)

LOST
 STOLEN
 DESTROYED
 ILLEGIBLE

OWNER INFORMATION	1. NAME(S): LAST, FIRST, MIDDLE INITIAL			2. DATE OF BIRTH		3. TELEPHONE #			
	A.			A.		A.			
	B.			B.		B.			
	4. OWNER'S CURRENT MAILING ADDRESS - NO & STREET								
CITY		STATE			ZIP CODE				
VEHICLE INFORMATION	5. YEAR	6. MAKE	7. MODEL	8. VEHICLE IDENTIFICATION NUMBER			9. BODY TYPE	10. NEW <input type="checkbox"/>	
							USED <input type="checkbox"/>	REBUILT <input type="checkbox"/>	
	11. PURCHASE DATE		12. CURRENT ODOMETER READING		MILEAGE STATED AS:			IF NOT ACTUAL:	
		<input type="checkbox"/> MI <input type="checkbox"/> KM DO NOT ESTIMATE - NO TENTHS		<input type="checkbox"/> ACTUAL MILEAGE <input type="checkbox"/> IN EXCESS OF MECHANICAL LIMITS <input type="checkbox"/> NOT ACTUAL - ODOMETER DISCREPANCY			<input type="checkbox"/> ODOMETER CHANGED <input type="checkbox"/> ODOMETER BROKEN MUST FILE MVT-32		
LIEN INFORMATION <small>A LIEN RELEASE FORM (MVT-12) MUST BE FILED IF MOTOR VEHICLE RECORDS SHOW A LIEN WHICH HAS SINCE BEEN RELEASED.</small>	13. FIRST LIEN HOLDER'S NAME IF VEHICLE FINANCED, IF NO LIEN, STATE "NONE"					14. DATE OF LIEN M/D/Y			
	15. ADDRESS - NO. & STREET			CITY		STATE		ZIP CODE	
	16. SECOND LIEN HOLDER'S NAME					14. DATE OF LIEN M/D/Y			
	18. ADDRESS - NO. & STREET			CITY		STATE		ZIP CODE	
SIGNATURES PLEASE SEE INSTRUCTIONS	19. I(WE) CERTIFY THE ACCURACY OF ALL THE INFORMATION ABOVE								
	A.			B.			DATE		
<small>SIGNATURES OF OWNERS AS NAMED IN BLOCK 1. ALL OWNERS MUST SIGN IF MULTIPLE OWNERSHIP</small>									
19. LIENHOLDER'S SIGNATURE - IF APPLICABLE			POSITION			DATE			
Authorization for Mailing									
I (we) hereby certify that I (we) intend to transfer my (our) interest in the above vehicle to a Maine licensed dealer. I (we) authorize the Bureau of Motor Vehicles to forward the Certificate issued as a result of this application to the dealer named below. This section not for use by dealers outside of Maine or for private sales. This is not a transfer of ownership (use form MVT-16 to transfer.)									
21. DEALER'S NAME			22. ADDRESS			23. PLATE NUMBER D <input type="checkbox"/>			
						U/C <input type="checkbox"/>			
						M/C <input type="checkbox"/>			
NAME		POSITION			SIGNATURE		DATE		

Failure to provide ALL signatures, information or documents necessary may result in a delay in processing your application. Making a false statement on this form is a criminal offense. Never sign a blank form.

D L O MV

APPLICATION RECEIVED: _____

PTN: _____

APPROVED BY: _____

MVT-8 Rev. 1-2013

**REQUEST TO RE-ISSUE
A DUPLICATE TITLE
MVT-8
continued**

A request to Re-issue a Certificate of Title (MVT-8), may be filed when an original certificate has been lost, stolen, destroyed, or becomes illegible.

Municipal Offices: Must not accept a Request to Re-Issue a Certificate of Title. An owner should mail the MVT-8 directly to the BMV Main Office, Title Section. You may have a supply of these forms to accommodate any registrants who have obtained verification from the Title Section that a replacement title is needed.

If an owner is making application for a replacement title, the owner should first contact the Bureau of Motor Vehicles, Title Section, at (207) 624-9000 ext. 52138, to verify that a title was issued. In some cases the original title is with a lien holder or has never been issued. BMV Branch Offices may also verify this information from the VS computer system.

BMV Branches & Main Office: The fee for an MVT-8 is \$33.00. If the customer wants the certificate of title process expedited, (**RUSHED**) – the fee is \$43.00. Expedited processing takes approximately 10 to 12 days, once the application has been received by the BMV Main Office, Title Section.

For rushed processing times go to the following website:
<http://www.maine.gov/sos/bmv/titles/index.html>

To apply for a duplicate title online, go to the following website:
<http://www.maine.gov/online/bmv/mvtr/>

Request to re-issue a Certificate of Title Call to verify information before filing. 207-624-9000 ext. 52138 TTY Users call Maine Relay 711	 Please type or print clearly in dark ink.	VEHICLE SERVICES – TITLE SECTION BUREAU OF MOTOR VEHICLES 29 STATE HOUSE STATION AUGUSTA, ME 04333-0029 Fee: \$33.00 <input type="checkbox"/> RUSH REQUEST Additional \$10.00 Fee
In accordance with Chapter 7, Title 29A M.R.S.A., Section 661, I hereby apply for a replacement Certificate of Title. I (we) state under penalties of false statement, that the original title was: (if destroyed or illegible, remnants of title must be shown) any this form.)		

**REQUEST TO RE-ISSUE
A DUPLICATE TITLE
MVT-8
continued**

INSTRUCTIONS:

Block 1 ~ Name(s):

All owners listed on the original Maine Title must be listed.

Block 2 ~ Date of Birth:

Indicate date of birth by mm/dd/yyyy For example: 06/07/1972

Block 3 ~ Telephone #:

Include area code for telephone number, if outside the State of Maine.

Block 4 ~ Mailing Address:

Use abbreviations for street (ST), avenue (AVE), route (RT), highway (HWY), etc., when appropriate. Use recognized postal authority abbreviations for state: Maine (ME). Show correct Zip Code. The duplicate title will be mailed to this address, if no lien holder is listed or if no authorization for mailing has been provided.

Block 5 ~ Year:

Indicate the model year of the vehicle using four digits. For example: 2017-2018

Block 6 ~ Make:

Indicate the make of the vehicle using 4 digit code. For example: Buick as BUIC

Block 7 ~ Model:

Indicate the model of the vehicle by using up to 6 characters. For example: Impreza as IMPREZ

Block 8 ~ Vehicle Identification Number (VIN):

The VIN should be taken directly from the vehicle or from the blue owners copy of the title application, if available.

Block 9 ~ Body Type:

A description of the body type of the vehicle being titled. Indicate with 2 digit code (4 door sedan as 4D).

Block 10 ~ New, Used, or Rebuilt:

Check appropriate box according to what was listed on the original Maine title.

Block 11 ~ Purchase Date:

Indicate purchase date of the vehicle by mm/dd/yyyy. For example: 12/15/2016

**REQUEST TO RE-ISSUE
A DUPLICATE TITLE
MVT-8
continued**

Block 12 ~ Current Odometer Reading:

This should be the odometer reading at the time application is completed.

DO NOT ESTIMATE ~ NO TENTHS

Indicate whether the mileage is reported in Miles or Kilometers.

Mileage Stated Is:

Check the appropriate box. If the mileage is actual mileage and the odometer has 5 digits, but also in excess of 99,999, check "in excess of mechanical limits." If odometer has been changed or is broken, check "not actual-odometer discrepancy."

If not actual:

Check reason, and an Odometer Information form (MVT-32) **must** be filed before a new title will be issued.

Blocks 13, 14 & 15 ~ First Lien Holder's Name, Date of Lien, and Address:

List the word "NONE" if no lien. If the applicant had a lien with a lending institution, which has been paid in full, a Lien Release form (MVT-12) must be filed.

NOTE:

If lien holder is applying for a duplicate Maine title, and the lien is still active, the lien holder must list their complete name, address and date of lien in Blocks 13, 14 and 15.

Block 19 ~ Signatures:

All owners listed in Block 1 must sign in Block 19.

If lien holder is applying for a duplicate title and the lien is still active, a representative from the lending institution must sign in Block 19.

Authorization for Mailing section:

This section can only be used by a Maine Dealer when the owner authorizes the State of Maine to mail the title to the Maine Dealer.

Block 21 ~ Dealer's Name:

Maine Dealer lists complete name of the dealership.

Block 22 ~ Address:

Maine Dealer lists their complete mailing address.

**REQUEST TO RE-ISSUE
A DUPLICATE TITLE
MVT-8
continued**

Block 23 ~ Plate Number:

Maine Dealer lists their dealer plate number and checks D for new car dealer, U/C for used car dealer and M/C for motorcycle dealer.

Name, Position, Signature, and Date:

Maine Dealer lists the authorized representative's name and position. Representative signs and dates the MVT-8 form.

ON-LINE APPLICATION FOR A DUPLICATE MAINE TITLE

REFERENCE:

To apply for a duplicate title online, go to the following website.

<http://www.maine.gov/online/bmv/mvtr/>

This online service provides vehicle owners with the ability to purchase a duplicate Maine certificate of title for their vehicle when the original has been lost, misplaced, or damaged. If the certificate of title has a lien holder listed on it, the lien must first be released to use this service. The service is provided by a third party working in partnership with the State of Maine. The total amount of \$46.00 that you pay includes funds to develop, maintain and enhance the State's official web portal, Maine.gov, and Maine.gov online services.

Who can use this service?

- **Maine Residents** with a valid driver's license number or State ID.
- **Vehicle owners** with a certificate of title that does not have a lien holder listed.

You cannot use this service if:

- A company is listed on the title.
- The vehicle is 1994, or older.

What you will need:

- Your **vehicle year, VIN and mileage**
- The **name, date of birth and driver license number** of all owners recorded on the title
- A **Visa, MasterCard, or Discover credit/debit card**

VEHICLE IDENTIFICATION NUMBER (VIN)

The Vehicle Identification Number, also known as the VIN, is assigned by the manufacturer of the vehicle. It is stamped in several places on every vehicle. The most common places are on the dash, visible through the windshield on the driver's side, and on the door on the driver's side. The complete VIN should be shown on any bills of sale or other documents presented at time of transaction. Make the extra effort to verify this number before completing the transaction.

Beginning with the 1981 model year, the National Highway Traffic Safety Administration, Department of Transportation, required manufacturers selling over-the road vehicles in the United States to produce the vehicles with a 17 character Vehicle Identification Number (VIN).

Some 1980 vehicles and all vehicles 1981 and newer will have a 17 digit VIN.

To determine the year of the vehicle from a 17-digit VIN (character #10 of the VIN) use the table below:

1980....A	1990....L	2000....Y
1981....B	1991....M	2001....1
1982....C	1992....N	2002....2
1983....E	1993....P	2003....3
1984....E	1994....R	2004....4
1985....F	1995....S	2005....5
1986....G	1996....T	2006....6
1987....H	1997....V	2007....7
1988....J	1998....W	2008....8
1989....K	1999....X	2009....9
2010....A	2020....L	2030....Y
2011....B	2021....M	2031....1
2012....C	2022....N	2032....2
2013....D	2023....P	2033....3
2014....E	2024....R	2034....4
2015....F	2025....S	2035....5
2016....G	2026....T	2036....6
2017....H	2027....V	2037....7
2018....J	2028....W	2038....8
2019....K	2029....X	2039....9

**INSPECTION OF (VIN) VEHICLE IDENTIFICATION NUMBER
BY AUTHORIZED PERSON
MVT-10
continued**

If verification of the VIN is requested, an authorized person must physically examine the number and record it on the Inspection of Vehicle Identification Number by an Authorized Person form (MVT-10).

The number must be checked in two places on the vehicle (driver's dash board and the federal sticker affixed to the driver's side door jamb).

The form must be signed by both the authorized person doing the inspection and the owner of the vehicle.

The completion of the MVT-10 is required on all vehicles coming from another country or when the Title Section requests it due to questionable situations.

The Secretary of State has authorized the following individuals to do these inspections:

- Selected employees and agents of Motor Vehicle Departments
- Law enforcement officers employed full-time
- Maine and New Hampshire licensed dealers (only if seller of vehicle)
- Maine official inspection stations (station number must be given)
- Military provost officers
- **For Abandoned Vehicle Applications** ~ Only law enforcement officers employed full-time are authorized to inspect the VIN.

NOTE:

Inspection of the vehicle identification number will be performed at no cost to the State of Maine.

RELEASE OF LIEN

CERTIFICATE OF TITLE
STATE OF MAINE

VEHICLE ID NUMBER	YEAR	MAKE	MODEL	BODY	TITLE NUMBER
2GCEC12A7BH124544	2011	CHEV	IMPALA	4D	14301205
NEW / USED	PURCHASE DATE	ISSUE DATE	PRIOR TITLE	ODOMETER	
USED	12/27/2016	01/18/2017	CA	75122 MI	
ACTUAL MILEAGE					


MAIL TO

CLUBHOUSE CREDIT UNION
PO BOX 28744
DISNEY, ME 04311

* REBUILT *
* VEHICLE *

OWNER(S) NAME AND ADDRESS

MOUSE, MICKEY
DUCK, DONALD
3299 MAIN ST
DISNEY, ME 04311

Secretary of State  Bureau of Motor Vehicles

FIRST LIENHOLDER	12/27/2016 CLUBHOUSE CREDIT UNION PO BOX 28744 DISNEY, ME 04311	Entered in this vehicle is released by:
		Signature <i>Walt Disney</i>
		Vice President 05/05/2017 Title Date
SECOND LIENHOLDER		Entered in this vehicle is released by:
		Signature
		Title Date
THIRD LIENHOLDER		Entered in this vehicle is released by:
		Signature
		Title Date


THIS CERTIFICATE IS PRIMA FACIE PROOF OF OWNERSHIP ISSUED IN COMPLIANCE WITH STATE OF MAINE LAW
KEEP IN A SAFE PLACE - NOT IN VEHICLE

L13670092

VOID IF ALTERED

When a vehicle is sold and the title displays a lien holder, the lien must be released on the title. If the lien is not released, a Release of Lien form (MVT-12) can be completed and signed by the lending institution.


RELEASE OF LIEN MVT-12

	Department of the Secretary of State Maine Bureau of Motor Vehicles	Maine Bureau of Motor Vehicles Vehicle Services - Title Section 29 State House Station Augusta, ME 04333-0029	
<h3>RELEASE OF LIEN</h3> <p>Please type or print neatly</p>			
OWNER SECTION			
<table border="1" style="margin: auto;"> <tr> <td style="padding: 5px;">TITLE NUMBER</td> </tr> </table>			TITLE NUMBER
TITLE NUMBER			
YEAR	MAKE	MODEL	VEHICLE IDENTIFICATION NUMBER
OWNER'S LEGAL NAME		OWNER'S STREET ADDRESS	
CITY	STATE	ZIP	
LIEN HOLDER SECTION			
The undersigned, as the holder of a lien or encumbrance on the motor vehicle named above, do state that this lien or encumbrance is now released and discharged.			
LIENHOLDER'S NAME		LIENHOLDER'S STREET ADDRESS	
PRINTED NAME OF AUTHORIZED AGENT		CITY	STATE ZIP
AUTHORIZED AGENT'S SIGNATURE		AUTHORIZED AGENT'S POSITION	
DATE OF LIEN	ACTUAL DATE OF RELEASE	DATE SIGNED	
<small>(207) 624-9000 EXT. 52138 FAX: (207) 624-9254 TTY Users call Maine Relay 711</small>			
<small>MVT-12 Rev 1-2013</small>			

States which send titles with liens to the owner and not the lien holder, would require a separate document showing the released lien. The lien would not be released on the title from the following states:

- | | | | | |
|---------|----------|----------|----------|--------------|
| Kansas | Kentucky | Maryland | Michigan | Minnesota |
| Montana | Missouri | New York | Oklahoma | South Dakota |

TRANSFER OR REASSIGNMENT OF OWNERSHIP MVT-16

	SECRETARY OF STATE BUREAU OF MOTOR VEHICLES	STATE OF MAINE TRANSFER OF OWNERSHIP	9020101	
THIS FORM NOT VALID FOR TRANSFER OF OWNERSHIP UNLESS ACCOMPANIED BY PRIOR TITLE				
YEAR	MAKE	MODEL	VEHICLE IDENTIFICATION NUMBER	BODY TYPE
<p>WARNING: Federal and Maine law requires that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.</p>				
ASSIGNMENT OF OWNERSHIP				
The undersigned hereby certifies that the vehicle described in this form was transferred to (PRINT):				
Name(s) _____			Date of Sale _____	
Address _____			Zip _____	
ODOMETER DISCLOSURE STATEMENT				
I state that the odometer now reads _____ (NO TENTHS) and to the best of my knowledge that it reflects the actual mileage of the vehicle unless one of the following statements is checked:				
<input type="checkbox"/> I certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. (the odometer started at zero again.)				
<input type="checkbox"/> I certify that the odometer reading is not the actual mileage. WARNING-ODOMETER DISCREPANCY				
Seller's signature _____		Hand printed name(s) _____		Date _____
Seller's signature _____		Hand printed name(s) _____		Date _____
Seller's address (PRINT) _____			Zip _____	
LIEN HOLDER TO BE SHOWN ON NEW TITLE (if no lien, print NONE)				
Lien holder's name _____			Date of Lien _____	
Lien holder's address _____			Zip _____	
BUYER(S): DO NOT SIGN BELOW UNTIL ALL SECTIONS ABOVE HAVE BEEN COMPLETED AND SIGNED. SIGNING BELOW INDICATES THAT YOU ARE AWARE OF THE ODOMETER DISCLOSURE STATEMENT MADE BY THE SELLER(S).				
Signature of buyer(s) _____		Hand printed name(s) _____		Date _____
Signature of buyer(s) _____		Hand printed name(s) _____		Date _____
ANY FALSE STATEMENT IS A CRIMINAL OFFENSE.			ANY CHANGES OR ERASURES WILL VOID THIS FORM.	
MVT-16 (7-01)				

If the Assignment of Ownership on the back of the title is full, a Transfer or Reassignment of Ownership form (MVT-16) may be used.

Common Errors Found on Assignments:

1. Odometer reading lower than on prior title
2. Two owners named on front of title; only one signature on assignment
3. Two owners named on assignment; only one on new title application
4. No odometer reading
5. Lien holder named on assignment or bill of sale but not indicated on the title application.
6. Two buyers, but only one signature
7. Erasures, cross-outs, white-outs are **NOT** acceptable and **VOID** the assignment.
8. The buyer and seller cannot be the same person.

Power of Attorney: The printed name of the buyer and seller are required. The signature of the buyer(s) and seller(s) are required, unless the title is accompanied by a Power of Attorney. If someone other than the buyer or seller is signing in their behalf, a copy of their Power of Attorney is required.

ASSIGNMENT OF OWNERSHIP Reverse side of the Maine Title

WARNING: Federal and Maine law requires that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.

ASSIGNMENT OF OWNERSHIP

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

Name(s) _____
 Address _____ Zip _____ Date of Sale _____

ODOMETER DISCLOSURE STATEMENT

I state that the odometer now reads _____ (NO TENTHS) and to the best of my knowledge that it reflects the Actual Mileage of the vehicle unless one of the following statements is checked:

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

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

Seller's signature _____ Hand printed name(s) _____ Date _____
 Seller's signature _____ Hand printed name(s) _____ Date _____
 Seller's address (PRINT) _____ Zip _____

LIENHOLDER TO BE SHOWN ON NEW TITLE (If no lien, print NONE)

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

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

Signature(s) of buyer(s) _____ Hand printed name(s) _____ Date _____

RE-ASSIGNMENT BY LICENSED DEALER ONLY

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

Name(s) _____
 Address _____ Zip _____ Date of Sale _____

ODOMETER DISCLOSURE STATEMENT

I state that the odometer now reads _____ (NO TENTHS) and to the best of my knowledge that it reflects the Actual Mileage of the vehicle unless one of the following statements is checked:

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

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

Seller's signature _____ Hand printed name(s) _____ Date _____
 Seller's signature _____ Hand printed name(s) _____ Date _____
 Seller's address (PRINT) _____ Zip _____

LIENHOLDER TO BE SHOWN ON NEW TITLE (If no lien, print NONE)

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

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

Signature(s) of buyer(s) _____ Hand printed name(s) _____ Date _____

LIENHOLDER SECTION ONLY - AFFIDAVIT OF REPOSSESSION - LIENHOLDER SECTION ONLY

I, _____ of _____ Date _____
 _____ (Lienholder) _____ (Address) _____
 certify that there was due from _____ (Debtor) _____
 a valid lien dated _____ (Date of Lien) _____ on the motor-vehicle described on the face of this certificate:

I further certify that default having been made in the payment of the loan that:

Check One

the debtor voluntarily surrendered the possession of this motor vehicle to the undersigned lienholder on _____ (Date) _____

the undersigned lienholder seized this motor vehicle without process of the law on _____ (Date) _____ under authority of the conditions of the loan contract

The undersigned lienholder further certifies that the vehicle described herein was lawfully repossessed under the terms of the security agreement and in full accord with pertinent Maine-Statutes.

(Name of Lienholder) _____ (Authorized Signature) _____

IMPORTANT NOTES:
 1. The lien must be released on the face of the title

THIS AFFIDAVIT MUST BE NOTARIZED

Before me personally appeared: _____ who by being duly sworn
 under oath says the statements set forth above are true and correct. Sworn to and subscribed before me at _____
 Maine this _____ day of _____, 19 _____

Notary Public

MV-T-1 ANY FALSE STATEMENT IS A CRIMINAL OFFENSE
 ANY CHANGE OR ERASURE WILL VOID THIS TITLE.

An assignment or transfer of ownership on a title must contain the following information:

1. Printed name and address of purchaser(s) and date of sale
2. Mileage (at time of sale) not including the "tenths"
3. Seller's signature, printed name and date of transaction
4. When names are joined by "OR" on an out of state title, one signature is accepted to complete a transfer of ownership.
5. Signature of buyer(s) and date of transaction

**ASSIGNMENT OF OWNERSHIP
REVERSE SIDE OF THE MAINE TITLE
continued**

6. List any existing lien if there is one. If there is no lien, indicate the word "NONE".

Bill of Sale:

For titling purposes on private sales, a bill of sale is acceptable to transfer ownership of a vehicle. The bill of sale must reflect a complete description of the vehicle including the Vehicle Identification Number (VIN), make, model, body type, date of sale, buyer's and seller's names, signatures, addresses, and current mileage.

The bill of sale must accompany the title and be used only in place of an incomplete or missing transfer of ownership.

Divorce:

When a titled vehicle has changed ownership as a result of a divorce action, the recipient of the vehicle must provide a copy of the divorce decree signed by the Judge. The Title Section will require photocopies of the first page, the page(s) which mentions the vehicle information and to whom the vehicle is awarded and the page with the judge's signature. Property settlement papers or a mediator's report are not acceptable without a divorce decree that has a judge's signature.

Name Change:

If a name is being changed, whether by marriage, divorce or personal preference, a copy of the legal document showing the name change is required. However, if a title reads Tracy Allen and Tracy gets married and signs the back of the title Tracy Allen Jones, it is not necessary to obtain a copy of the marriage certificate.

Bankruptcy:

When a titled vehicle has been sold as a result of bankruptcy proceedings, the trustee appointed by the Bankruptcy Court must complete an assignment to whom the vehicle is sold. Copies of the trustee's appointment must be submitted with the title application.

Incapacitated Owner:

If an owner is physically incapacitated and is unable to sign the transfer of ownership, a statement from the attending physician attesting to the patient's inability to sign documents at the time of transfer or an owner's "X" with (2) witnessed signatures must be furnished by the new owner along with the title documents.

AFFIDAVIT OF SURVIVING SPOUSE OR PERSONAL REPRESENTATIVE MVT-22

AFFIDAVIT OF SURVIVING SPOUSE
OR PERSONAL REPRESENTATIVE
(Requires Notary or Attorney's signature)



SECRETARY OF STATE
BUREAU OF MOTOR VEHICLES
VEHICLE SERVICES – TITLE SECTION

The undersigned certifies that _____ Date of Birth _____, the owner of a
Name of deceased owner

_____ died _____
Year Make Vehicle Identification Number Date

I/we further certify: (check appropriate items)

SECTION A

- I am the surviving spouse of the deceased.
- I have been appointed Personal Representative of the deceased's estate by the Probate Court. **Attach a copy of the court appointment to this form.**
- I am the surviving joint owner of the vehicle. ("Joint ownership" is specified on the title.)

NOTE: The following statements are valid for the transfer of a vehicle only if there is no surviving spouse, no surviving joint owner and no personal representative appointed by Probate Court; and a statement from Probate Court indicating no will has been probated accompanies this form.

- I am the surviving common owner. (The vehicle title does not state "joint ownership").
- I am an heir of the deceased.

Please state your family relation with the deceased here: Child Parent Sibling Other _____

Are there other persons living who had the same family relation with the deceased? yes no

- I/we claim the deceased's interest in the vehicle. **Attach reasons for your claim to this form.**

The deceased DID DID NOT leave a will.

If a will provides for transfer of the vehicle, please indicate to whom _____

SECTION B

Check the appropriate item:

- I/we will title this vehicle in my/our name(s).
- I/we intend to transfer the vehicle described above to _____

Transfer must be accomplished on reverse of the title to this vehicle or use transfer form MVT-16.

_____ Date _____ Signature of Survivor or Personal Representative

THIS FORM MUST BE NOTARIZED

NOTARIZATION

Before me personally appeared _____ who by me being 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

**AFFIDAVIT OF SURVIVING SPOUSE
OR PERSONAL REPRESENTATIVE
MVT-22
continued**

An Affidavit of Surviving Spouse or Personal Representative (MVT-22) is used when transferring ownership of a vehicle upon death of an owner. **The MVT-22 must be notarized.** Faxed copies are not acceptable; original signatures are required. The MVT-22 must accompany the original Maine or out-of-state title.

MVT-22, Section A

1. List the name of the deceased, date of birth and date of death.
2. Include the year, make and VIN of the vehicle.
3. Check one of the following items: surviving spouse, personal representative of the deceased or surviving joint owner.
4. If none of these statements are valid, check one of the following: surviving common owner, heir of the deceased, claim the deceased's interest in the vehicle. **A statement from Probate Court indicating that no will has been probated is also required.**

MVT-22, Section B

1. Check one of the following items: I will title this vehicle in my name or I intend to transfer the vehicle described above to....
2. If transferring the vehicle, indicate the name of the person who the vehicle is being transferred to.
3. Signature of survivor or personal representative and date form was completed

MVT-22, Notarization

1. Name of person whose signature is being notarized
2. Signature of notary and date

NOTE:

If you have an instance where both owners on the title are deceased, please contact the BMV Main Office, Title Section (207) 624-9000 ext. 52138 before proceeding.

**AFFIDAVIT OF SURVIVING SPOUSE
OR PERSONAL REPRESENTATIVE
MVT-22
continued**

Death of an Owner ~ Surviving Spouse

<p>Keeping Vehicle:</p> <ol style="list-style-type: none"> 1. Title 2. MVT-22 completed by surviving spouse 3. MVT-2 in surviving spouse's name 4. No Fee for MVT-2 only if prior title is Maine <ol style="list-style-type: none"> a. \$33.00 fee if spouse is adding a name. 5. \$10.00 fee for a rush process 	<p>Selling Vehicle-Provide New Owner with the following:</p> <ol style="list-style-type: none"> 1. Title 2. MVT-22 completed by surviving spouse 3. Transfer of ownership from surviving spouse to new owner
<p>Keeping Vehicle - Maine Title Lost:</p> <ol style="list-style-type: none"> 1. MVT-8 in prior owner's name(s) signed by the surviving spouse 2. MVT-22 completed by surviving spouse 3. MVT-2 in surviving spouse's name 4. No Fee for MVT-2 and MVT-8 <ol style="list-style-type: none"> a. \$33.00 fee for MVT-2 if spouse is adding a name. 5. \$10.00 fee for a rush process. 	<p>Selling Vehicle - Maine Title Lost: <i>Surviving spouse must obtain a title in their name first before selling.</i></p> <ol style="list-style-type: none"> 1. See instructions in Keeping Vehicle – Maine Title Lost 2. Provide new owner with the following: <ol style="list-style-type: none"> a. Title in surviving spouse's name b. Transfer of ownership from all owners named on new title to new owner

**AFFIDAVIT OF SURVIVING SPOUSE
OR PERSONAL REPRESENTATIVE
MVT-22
continued**

Death of an Owner ~ Personal Representative

<p>Keeping Vehicle:</p> <ol style="list-style-type: none"> 1. Title 2. Copy of personal rep's court appointment. 3. MVT-2 in personal rep's name(s) 4. \$33.00 fee 5. Additional \$10.00 fee if rush request. 	<p>Selling Vehicle-Provide New Owner with the following:</p> <ol style="list-style-type: none"> 1. Title 2. Copy of personal rep's court appointment. 3. Transfer of ownership from personal rep(s) to new owner.
<p>Keeping Vehicle - Maine Title Lost:</p> <ol style="list-style-type: none"> 1. MVT-8 in prior owner's names(s) signed by the personal rep. 2. Copy of personal rep's court appointment. 3. MVT-2 in personal rep's name(s). 4. \$33.00 fee for MVT-2. 5. Additional \$10.00 fee if rush request. 	<p>Selling Vehicle – Maine Title Lost: <i>Personal Rep <u>must</u> obtain a title in their name first before selling.</i></p> <ol style="list-style-type: none"> 1. See instructions in Keeping Vehicle – Maine Title Lost 2. Provide new owner with the following: <ol style="list-style-type: none"> a. Title in personal rep's name(s). b. Transfer of ownership from all owners named on new title to new owner.

***As of January 1, 2011, we no longer require the \$33.00 duplicate title fee when the heir of the deceased applies for a title in their name and the title is lost.**

***As of February 2013, we no longer require the personal representative to complete an MVT-22.**

**AFFIDAVIT OF SURVIVING SPOUSE
OR PERSONAL REPRESENTATIVE
MVT-22
continued**

Death of an Owner ~ Joint Owner

<p>Keeping Vehicle:</p> <ol style="list-style-type: none"> 1. Title 2. Copy of death certificate 3. MVT-2 in joint owner's name. 4. No fee for MVT-2 if surviving joint owner is surviving spouse <ol style="list-style-type: none"> 1. \$33.00 fee if surviving joint owner is not the surviving spouse or if another name is added. 5. Additional \$10.00 fee if rush request. 	<p>Selling Vehicle - Provide New Owner with the following:</p> <ol style="list-style-type: none"> 1. Title 2. Copy of death certificate. 3. Transfer of ownership from surviving joint owner to new owner.
<p>Keeping Vehicle – Maine Title Lost:</p> <ol style="list-style-type: none"> 1. MVT-8 in prior owner's names signed by the surviving joint owner 2. Copy of death certificate 3. MVT-2 in surviving joint owner's name. 4. No fee for MVT-2 and MVT-8 if surviving joint owner is the surviving spouse <ol style="list-style-type: none"> a. \$33.00 fee for MVT-2 and no fee for MVT-8 if surviving joint owner is not the surviving spouse or if surviving spouse is adding a name. 5. Additional \$10.00 fee for rush request. 	<p>Selling Vehicle - Maine Title Lost: <i>Surviving joint owner must obtain a title in their name first before selling.</i></p> <ol style="list-style-type: none"> 1. See instructions in Keeping Vehicle – Maine Title Lost 2. Provide new owner with the following: <ol style="list-style-type: none"> a. Title in joint owner's name b. Transfer of ownership from all owners named on new title to new owner.

***As of January 1, 2011, we no longer require the \$33.00 duplicate title fee when the heir of the deceased applies for a title in their name and the title is lost.**

**AFFIDAVIT OF SURVIVING SPOUSE
OR PERSONAL REPRESENTATIVE
MVT-22
continued**

**Heirs of the Deceased
No Personal Representative Appointed by the Court**

<p>Keeping Vehicle:</p> <ol style="list-style-type: none"> 1. Title 2. MVT-22 completed by all immediate heirs <ol style="list-style-type: none"> a. spouse b. children c. parent(s) d. sibling(s) 3. Statement from probate court, no will probated. 4. Transfer of ownership (when required). 5. MVT-2 in heir's name(s). 6. \$33.00 fee. 7. Additional \$10.00 fee for a rush request. 	<p>Selling Vehicle-Provide New Owner with the following:</p> <ol style="list-style-type: none"> 1. Title 2. MVT-22 completed by all immediate heirs: <ol style="list-style-type: none"> a. spouse b. children c. parent(s) d. sibling(s) 3. Statement from probate court, no will probated. 4. Transfer of ownership from heir(s) to new owner.
<p>Keeping Vehicle- Maine Title Lost:</p> <ol style="list-style-type: none"> 1. MVT-8 in prior owner's name(s) signed by all heirs. 2. MVT-22 completed by all immediate heirs: <ol style="list-style-type: none"> a. spouse b. children c. parent(s) d. sibling(s) 3. Statement from probate court, no will probated. 4. MVT-2 in heir's name(s) 5. Transfer of ownership (when required). 6. \$33.00 fee for MVT-2. 7. No fee for MVT-8. 8. Additional \$10.00 fee if rush request. 	<p>Selling Vehicle- Maine Title Lost: <i>Heir(s) must obtain a title in their name(s) first before selling.</i></p> <ol style="list-style-type: none"> 1. See instructions in Keeping Vehicle – Maine Title Lost 2. Provide new owner with the following: <ol style="list-style-type: none"> a. Title in heir's name(s) b. Transfer of ownership from all owners named on new title to new owner.

***As of January 1, 2011, we no longer require the \$33.00 duplicate title fee when the heir of the deceased applies for a title in their name and the title is lost.**

AFFIDAVIT OF COLLECTION OF PERSONAL PROPERTY FOR SMALL ESTATES NOT EXCEEDING \$20,000

REFERENCE:

Title 18-A, §3-1201 PROBATE CODE

<http://legislature.maine.gov/statutes/18-A/title18-Asec3-1201.html>

An Affidavit of Collection of Personal Property must state that:

1. The value of the entire estate, wherever located, less liens and encumbrances, does not exceed \$20,000;
2. Thirty days have elapsed since the death of the owner;
3. No application or petition for the appointment of a personal representative is pending or has been granted in any jurisdiction; and
4. The claiming successor is entitled to payment or delivery of the property.

BMV Branches and Municipal Offices: Because the Affidavit of Collection of Personal Property is rarely used, the BMV Branches and Municipal Offices must call the BMV Main Office, Title Section if they receive an Affidavit of Collection of Personal Property.

To apply for title, a person must submit the following:

1. A Certificate of Title Application
2. The current title
3. The Affidavit of Collection of Personal Property
4. Notarized Affidavit of Surviving Spouse or Personal Representative (MVT-22)
5. Title fee

The applicant should check the last box (at the bottom) in Section A on form MVT-22 and attach the Affidavit of Collection of Personal Property. This will provide enough information to determine there is no surviving spouse or personal representative.

NOTE: The applicant is no longer required to secure a statement from Probate Court that no will is being probated. The Affidavit Collection of Personal Property (18-A MRSA §3-1201) requires the applicant to attest to the fact that there is no application or petition for the appointment of a personal representative, or any has been granted. The notarized statement will be sufficient proof that no will is being probated.

The statement from Probate Court is required in all circumstances regarding a death and the required MVT-22, where an Affidavit Collection of Personal Property is not involved.

FEE SCHEDULE MVT-29

FEE SCHEDULE
APPLICATION FOR CERTIFICATE
OF TITLE AND TITLE INFORMATION



SECRETARY OF STATE
BUREAU OF MOTOR VEHICLES
VEHICLES SERVICES - TITLE SECTION

\$40.00	Application for warranty title for antique auto, horseless carriage or classic vehicle.
\$33.00	For an assignment of a vehicle identification number (MVT-6).
\$33.00	(1) First application for title – no lien. (2) First application for title – one lien. (3) First application for title - two liens. (4) Application to perfect a first lien after an original lien-free title has been printed. (5) Adding a name after original title has been printed. (6) Application to perfect a second lien after an original title has been printed. (7) Application to change a lien holder or lien date – no change in ownership. (a) A lender pays off the first lien holder named on the title (b) Lien holder named on the title releases lien and rewrites the security agreement. (8) Change of name or address on one title (no change in ownership). (9) Application for a certificate of salvage. (9) Application for title <i>under Maine's abandoned vehicle law</i> : filed pursuant to Chapter 15, subchapter III. (10) Application for duplicate title. (11) Application for corrected title.
\$33.00	For an ordinary certificate of title issued upon surrender of a distinctive certificate.
\$ 5.00	Routine search of the records – no official certificate (fee for each VIN searched). An additional \$1.00 for “true copy” certificate.
\$10.00	THERE IS AN ADDITIONAL FEE OF \$10.00 FOR EXPEDITED ISSUANCE OF ANY TITLE
\$33.00	Search of the Title Records - Certified (fee for each name or VIN searched).
\$50.00	If an application, certificate of title or other document required to be delivered to the Secretary of State is not delivered to the Secretary of State within 30 days, the Secretary of State shall collect \$50.00 as a penalty. (Title 29-A, §603)
NO FEE	(1) Any owner of a vehicle who is exempt from registration fees is also exempt from the title fee. (2) Application for a surviving spouse upon transfer of ownership to the surviving spouse. (3) Applications for Federal, State, or Municipal vehicles.

101 Hospital Street, #29 State House Station, Augusta, ME 04333-0029
Tel. (207) 624-9000 Ext. 52138 Fax: (207) 624-9254 TTY Users call Maine relay 711

MVT-29 (Rev. 1-2013)

**NOTICE OF MISSING DOCUMENTS OR UNUSUAL SITUATIONS
MVT-23B**



State of Maine

Notice of Missing Documents or Unusual Situations

To: **BMV – Title Section** _____ Date _____

From: Branch Office _____ Municipality _____

Re: CTA # _____ Owner _____

- Please return attached Original Bill of Sale to owner.
- Last valid registration issued to this owner; verified by _____ and returned to owner.
(This is when additional proof is required by registrant whose title is with the lien holder. This is not in lieu of original registration document required for import vehicles or title-exempt states/countries.)
- Manufacturer's Certificate of Origin (MCO) is missing.
Reason _____
- Prior Title is missing.
Reason _____

The following documents were given to the registrant at the time of transaction:
To be forwarded to the Title Section to be matched up to the CTA.

- MVT-10 – VIN Inspection Form (This form has to be completed at time of registration, however, if this is an import, the vehicle may not be present and thus requires a police officer's completion.)
- MVT-30 – Letter to out of state Lien holder or Lessor
(The yellow copy of CTA should be included with this letter.)
- MVT-32 – Odometer Information Form
(only if odometer reading is unknown and the vehicle is not present at time of registration.)
- Signature Missing. Copy given to owner for additional signature.
Reason _____

Notes:

MVT-23B (01/13)

1. Form to completed by the BMV Branch Office or Municipality
 - a. Missing Certificate of Origin
 - b. Missing prior Title. The Out-of-State Lien Holder Letter (MVT-30) given to owner to send to their out-of-state lien holder or lessor
 - c. Missing signature
2. Attach completed MVT-23B form to the original title application before sending to the BMV Main Office.

**OUT-OF-STATE LIEN HOLDER/LESSOR TITLE REQUEST
MVT-30**



Matthew Dunlap
Secretary of State

**Department of the Secretary of State
Bureau of Motor Vehicles**

Patty A. Morneau
Deputy Secretary of State

Garry Hinkley
Director of Vehicle Services

Dear Lien Holder or Lessor:

A copy of an application for a Maine Certificate of Title (form MVT-2) that was submitted by a customer is attached for your reference. You are listed as either the first lien holder or the owner (lessor) of the vehicle described on the application.

This vehicle is now registered in Maine. Before our office can issue a new Maine title, it is necessary for us to obtain the current out-of-state title certificate for this vehicle. If this title document is in your possession, please forward it as soon as possible to:

**Bureau of Motor Vehicles
Vehicle Services, Title Section
Attention: Pending Clerk
#29 State House Station
Augusta, Maine 04333-0029**

To help us match the title to the customer's application, please send us a photocopy of the yellow "lien holder copy" of the application for Maine certificate of title with the out-of-state title.

When we receive the title, the Bureau of Motor Vehicles will properly record both the lien and owner information as shown on the attached copy of the application. Please do not sign a lien release if you are remaining as lien holder of record. The new Maine title will be mailed to the first lien holder or owner (if no lien), whichever is the appropriate party. The original title will be returned to the issuing state for cancellation from their records.

If you are unable to forward the title to us, please contact our office in writing or via fax at (207) 624-9254. It would be very helpful to our office staff to make reference to the CTA number in the upper right corner of the application for certificate of title when contacting us.

Thank you for your assistance with completing this customer's title transaction.

Sincerely,

Senior Section Manager
Division of Vehicle Services - Title Section
Enclosure

101 Hospital Street, #29 State House Station, Augusta, ME 04333-0029 Tel: (207) 624-9000 Ext. 52138
Fax: (207) 624-9254 TTY Users call Maine Relay 711

MVT-30 (Rev 2-2013)

An owner applies for a Maine title but does not have the prior out-of-state title. The application for Maine title lists an out-of-state lien holder. The MVT-30 is given to the applicant, which instructs them to forward the MVT-30 to their lien holder, along with the yellow copy of the Maine title application.

INSTRUCTIONS TO APPLICANT REQUESTING OUT-OF-STATE TITLE MVT-31



Matthew Dunlap
Secretary of State

Department of the Secretary of State Bureau of Motor Vehicles

Patty A. Morneauit
Deputy Secretary of State

Garry Hinkley
Director of Vehicle Services

INSTRUCTIONS FOR TITLE APPLICATIONS TITLE SECTION

As your out of state title certificate is being held by the lending institution who is financing your vehicle, or your lessor's vehicle, it will be necessary to delay issuance of a Maine title in your name or the lessor's name until the original title is obtained.

Attached is a letter requesting the lien holder or lessor to send the title certificate directly to the Bureau of Motor Vehicles in Augusta. Please mail the letter TODAY along with the YELLOW copy of your application for Maine title.

Your application for Maine title cannot be processed without the original title. It is important for you to send the request for the title without delay.


Thank you for your cooperation in this matter.

MVT-31 REV. 2-2013

101 Hospital Street, #29 State House Station, Augusta, ME 04333-0029 Tel. (207) 624-9000 Ext. 52138
Fax: (207) 624-9254 TTY Users call Maine Relay 711

The Instructions for Title Applications (MVT-31) is given to the applicant along with the MVT-30, when the out-of-state title is being held by the lien holder or lessor. This is an informational letter, instructing the applicant to forward the MVT-30 to their out-of-state lien holder or lessor.

ODOMETER INFORMATION MVT-32

ODOMETER INFORMATION				SECRETARY OF STATE BUREAU OF MOTOR VEHICLES VEHICLE SERVICES – TITLE SECTION	
Year	Make	Vehicle Identification Number		Date of Purchase	
Owner's Name and Address					

The odometer has: five digits
 six digits

I state that the odometer of this vehicle now reads (**no tenths**): mi km hr

I further certify to the best of my knowledge (check one):

The odometer reading above reflects the actual mileage/kilometers/hours.

The odometer reading reflects the amount of mileage/kilometers/hours in excess of its mechanical limits. (The odometer has made one or more complete revolutions.)

The odometer reading is **NOT** the actual mileage/kilometers/hours. **WARNING - ODOMETER DISCREPANCY**

If the odometer is not the actual mileage/kilometers/hours, odometer was (check one):

Replaced Repaired Was at one time inoperable (including disconnected) Is still inoperable

THE FOLLOWING INFORMATION MUST BE PROVIDED BEFORE TITLE WILL BE ISSUED:

What was the odometer reading when it stopped working or was replaced? mi km hr

How many mi/km/hrs were driven while the odometer was not working? mi km hr

If repaired or replaced, odometer was set at: mi km hr

CAUTION: Maine law, Title-29-A subsection 2106-2 allows for the service, repair or replacement of an odometer, as long as the odometer reading remains the same after the service, repair or replacement. If the odometer is incapable of registering the same mileage after the service, repair, or replacement, the odometer must be adjusted to read zero and a notice provided by the Secretary of State must be attached to the left doorframe of the vehicle.
Failure to attach such notice to the left door frame is a Class D crime.

Under penalties of false statement, I certify that the above information is true.

Date	Signature	Printed Name
Dealer Name		


1. This form may be required even though the Application for Certificate of Title provides for odometer information.
2. If the vehicle described was sold by a Maine licensed dealer to the owner shown, the dealer must sign this form. Otherwise, the current vehicle owner should sign this form.
3. This form was not designed to replace any other odometer disclosure form which the seller may be required to give to the buyer of a vehicle.
4. Odometer information is required by the Secretary of State so that the odometer reading of a vehicle may be shown on the Certificate of Title to the Vehicle.
5. If "not actual" mileage is reported, reason boxes must be checked and mileage information questions must be answered.

101 Hospital Street, #29 State House Station, Augusta, ME 04333-0029
Tel (207) 624-9000 ext. 52138 Fax: (207) 624-9254 TTY Users call Maine relay 711

MVT-32 (Rev. 1-2013)

The Odometer Information form (MVT-32) is used when questionable odometer readings occur or when an odometer discrepancy is listed on the MVT-2.

**AFFIDAVIT OF OWNER OF AN ANTIQUE AUTO,
ANTIQUÉ MOTORCYCLE, CLASSIC VEHICLE, OR HORSELESS CARRIAGE
(WARRANTY TITLE)
MVT-34**



SECRETARY OF STATE BUREAU OF MOTOR VEHICLES

**AFFIDAVIT OF OWNER OF AN ANTIQUE AUTO,
ANTIQUÉ MOTORCYCLE, CLASSIC VEHICLE, OR HORSELESS CARRIAGE**
(To accompany application for Maine Certificate of Title)

I hereby certify that I am a resident of _____, in the County of _____,
City or Town County
in the State of Maine and that I am the owner of a _____
Year Make Vehicle Identification Number

I further certify there are no liens or encumbrances against this vehicle.

I certify that this vehicle is:

() An **Antique Auto** defined in 29A, M.R.S.A., §101, subsection 3, as 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 maintained in original or restored condition, and used primarily for exhibitions, club activities, parades or events of public interest or for occasional use as a personal vehicle. **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 or a vehicle that has undergone a change in some of the component parts of the vehicle.

() An **Antique Motorcycle** defined in 29A, M.R.S.A., § 101, subsection 4, as any motorcycle or a motor-driven cycle that is over 25 years old, equipped with an engine manufactured either at the same time as the vehicle or to the specifications of the original engine of the vehicle, maintained primarily for use in exhibitions, club activities, parades or other functions of public interest, and not used as its owner's primary mode of transportation of passengers or goods.

() A **Classic Vehicle** defined in 29A, M.R.S.A., § 101, subsection 15, as a motor vehicle that is at least 16 years old but less than 26 years old that the Secretary of State determines is of significance to vehicle collectors because of its make, model and condition and is valued at more than \$5,000.

() A **Horseless Carriage** defined in 29A M.R.S.A., Section 101, subsection 28, as any motor vehicle made before model year 1916, which is equipped with an engine manufactured either at the same time as the vehicle or to the specifications of the original engine of the vehicle, which is maintained primarily for use in exhibitions, club activities, parades and other functions of public interest; which is not used as its owner's primary mode of transportation of passengers or goods but may be used for occasional use as a personal vehicle.

Printed Name of Owner

Signature of Owner

NOTARIZATION REQUIRED

Personally appeared the above named _____ and made an oath that the statements on the foregoing application are true.

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

Notary Public for _____ County, Maine.

Signature of Notary or Attorney

↩ **INSTRUCTIONS AND MAILING ADDRESS ON REVERSE** ↪

101 Hospital Street, 829 State House Station, Augusta, ME 04333-0829 Tel: (207) 624-9000 Ext. 52139
Fax: (207) 624-9239 TTY: Use call Maine Relay 711

MVT-34 Rev. 01-2013

1. **A Warranty Title** can be issued based upon documented and notarized evidence of ownership to a Maine resident owner of an antique auto, horseless carriage, antique motorcycle or classic vehicle.
2. The affidavit (MVT-34) must be notarized.
3. An Application for Certificate of Title (MVT-2) must accompany the affidavit.
4. The fee is \$40.00.
5. Once the BMV Main Office receives the material, a Maine Motor Vehicle Detective will be assigned to inspect the vehicle and verify the VIN.

**INFORMATION CONCERNING JOINT OR
COMMON OWNERSHIP OF A VEHICLE
MVT-36**

*SECRETARY OF STATE
MAINE BUREAU OF MOTOR VEHICLES
VEHICLE SERVICES - TITLE SECTION*



**INFORMATION CONCERNING
JOINT
OR
COMMON OWNERSHIP
OF A VEHICLE**

When a title is to list more than one owner, the ownership of the vehicle is either "joint" or "common". If joint ownership is desired, the "joint ownership" box should be checked on the application for title. If there is no such designation, common ownership will be assumed.

The difference between joint and common ownership of a vehicle is not readily apparent until the death of one of the owners. Under the terms of "joint" ownership, when a joint owner dies the surviving owner(s) retains complete ownership of the vehicle. In the case of common ownership, if one of the common owners dies, the surviving common owner(s) and the deceased's estate own equal shares of the vehicle.

Questions in this regard should be directed to the Bureau of Motor Vehicles, Title Section at (207) 624-9000 extension 52138.

SPECIAL NOTICE

As per an opinion from the Attorney General we cannot accept the conjunction "or" between two owners. Except as noted above, the name(s) of more than one owner must be joined by the conjunction "**and**" or by no conjunction at all.

A number of titles are in circulation which have names joined by "or". Whenever you encounter one of these you are cautioned to be sure to get ALL signatures.

MVT-36 Rev. 1-2013
101 Hospital St., # 29 State House Station, Augusta, ME 04333-0029
Tel. (207) 624-9000 Ext. 52138 Fax: (207) 624-9254 TTY Users call Maine Relay 711

1. Form MVT-36 is an informational letter explaining "Joint Ownership" and "Common Ownership" on a title.
2. "Joint Ownership" is printed on the title.
3. "Common Ownership" is assumed if joint ownership is not printed on the title.

JOINT OR COMMON OWNERSHIP **continued**

When a title lists more than one owner, the ownership of the vehicle is either “joint” or “common”. If joint ownership is desired, the “joint ownership” box should be checked on the application for title. If there is no such designation, common ownership will be assumed.

The difference between joint and common ownership of a vehicle is not readily apparent until the death of one of the owners. Under the terms of “joint” ownership, when a joint owner dies the surviving owner(s) retains complete ownership of the vehicle. In the case of common ownership, if one of the common owners dies, the surviving common owner(s) and the deceased’s estate own equal shares of the vehicle.

EXAMPLE: JOINT OWNERSHIP

John Jones and Jane Doe purchase a vehicle together. Owner information on their title application reads: John Jones, Jane Doe.

The JOINT OWNERSHIP box **IS** checked in Block 1. If Jane Doe passes away, John Jones would become sole owner of the vehicle.

EXAMPLE: COMMON OWNERSHIP

John Jones and Jane Doe purchase a vehicle together. Owner information on their title application reads: John Jones, Jane Doe.

The JOINT OWNERSHIP box **IS NOT** checked in Block 1, so common ownership is assumed. If Jane Doe passes away, John Jones would own 50% of the vehicle and the deceased’s estate would also own 50% of the vehicle.

Under the terms of “common” ownership, if one of the common owners dies, the surviving common owner(s) and the deceased estate own equal shares of the vehicle.

FORM REQUEST SHEET MVT-44

FORM NAME <small>Please order in increments of 25 if a full package is not required</small>	PACK QUANTITY	FORM NUMBER	TOTAL FORMS REQUESTED
APPLICATION FOR CERTIFICATE OF TITLE	100	MVT-2	
PRE-VALIDATED CERTIFICATE OF TITLE APPLICATIONS INCREMENTS OF 50 ONLY - MUST INCLUDE CHECK WITH ORDER	100	MVT-2A	
REQUEST FOR WITHDRAWAL	500	MVT-3	
AFFIDAVIT OF REPOSSESSION	500	MVT-5	
APPLICATION FOR NEW VEHICLE IDENTIFICATION NUMBER	500	MVT-6	
REQUEST FOR DUPLICATE CERTIFICATE OF TITLE	500	MVT-8	
INSPECTION OF VIN	500	MVT-10	
RELEASE OF LIEN	500	MVT-12	
TRANSFER AND REASSIGNMENT OF OWNERSHIP	500	MVT-16	
AFFIDAVIT OF SURVIVING SPOUSE/PERSONAL REPRESENTATIVE	500	MVT-22	
NOTICE TO SECRETARY OF STATE OF AN UNCLAIMED VEHICLE	500	MVT-28	
FEE SCHEDULE	500	MVT-29	
ODOMETER INFORMATION	500	MVT-32	
AFFIDAVIT OF OWNER OF AN ANTIQUE AUTO	500	MVT-34	
INFORMATION ON JOINT/COMMON OWNERSHIP	500	MVT-36	
FORM REQUEST SHEET	500	MVT-44	
ASSIGNMENT OF LIEN	500	MVT-48	
RELEASE OF LIEN NOTIFICATION	500	MVT-53	
NOTIFICATION OF SCRAPPED VEHICLE BY RECYCLER	500	MVT-54	
APPLICATION FOR CERTIFICATE OF SALVAGE	250	MVT-102	
DISPOSITION OF SALVAGE VEHICLE	500	MVT-103	
NOTICE OF SALE — DEALER SALE ONLY	250	MVD-15	<input type="checkbox"/> REGULAR
PLEASE SPECIFY "REGULAR" OR "TRACKFEED"	2000/case	MVD-15A	<input type="checkbox"/> TRACKFEED

TITLE SECTION
BUREAU OF MOTOR VEHICLES
29 STATE HOUSE STATION
AUGUSTA ME 04333-0029



IMPORTANT NOTE:
ORDER YOUR FORMS AT LEAST
TWO WEEKS IN ADVANCE
AND ORDER A MINIMUM OF A
TWO WEEK SUPPLY.

FORM REQUEST SHEET

GIVE STREET ADDRESS (NOT PO BOX) FOR PROPER DELIVERY.
PLEASE TYPE OR PRINT NEATLY IN DARK INK.

NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

MVT-44 Rev 11-2015



(207) 624-9000 EXT. 52138 FAX (207) 624-9254 TTY Users call Maine relay 711

The Form Request Sheet (MVT-44) is used to order title forms. Forms should be ordered at least two weeks in advance to allow time for the BMV Main Office Stockroom to process the order.

NOTE:

BMV Branches and the BMV Main Office can requisition title forms by using the new Inventory Requisition System in VS.

APPLICATION FOR CERTIFICATE OF SALVAGE MVT-102

<small>821806304 RR Dorewellby ©2013. All rights reserved. OMC - 0687</small>		1B <input type="checkbox"/> 1A <input type="checkbox"/> +
		APPLICATION FOR CERTIFICATE OF SALVAGE CTA S094617G
SECRETARY OF STATE BUREAU OF MOTOR VEHICLES VEHICLE SERVICES/TITLE SECTION 29 STATE HOUSE STATION AUGUSTA, MAINE 04333-0029 207-624-9000 EXT. 52135 TTY users call Maine relay 711		
Fee - \$33.00 Rush Fee - Additional \$10.00		THIS IS NOT A CERTIFICATE OF SALVAGE
T BMV USE ONLY		
INSTRUCTIONS	Insurance Company or designee completes application if total loss settlement was made. Person or company acquiring salvage to be repaired or rebuilt for operation on the highway completes application if Certificate of Salvage was not previously issued. Exact, current odometer reading must be given. Attach properly assigned Certificate of Title to application and send to Bureau of Motor Vehicles with proper fee within 30 days of settlement of claim or acquisition of salvage. Fee payable to Secretary of State.	DO NOT WRITE IN THIS SPACE! # _____ SENT TO SEC. OF STATE DATE _____ INITIAL _____
APPLICANT INFORMATION	1. Applicant's Name _____ 2. Date of Birth _____ Claim Number: _____ 3. Mailing Address _____ Telephone _____ City _____ State _____ Zip _____	
VEHICLE INFORMATION	4. Year _____ 5. Make _____ 6. Model _____ 7. Vehicle Identification Number _____ 8. Body Type _____ 9. Prior Title No. _____ 10. State of Origin _____ 11. Date Claim Settled _____ 12. Current Odometer Reading _____ <input type="checkbox"/> MI. <input type="checkbox"/> KM. Do Not Estimate - No Tenths	13. Mileage Stated is <input type="checkbox"/> Actual <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Not Actual - Odometer Discrepancy
DESCRIPTION OF DAMAGE	14. Reason Vehicle Declared Salvage (check all applicable reasons) <input type="checkbox"/> Collision <input type="checkbox"/> Water Damage <input type="checkbox"/> Theft <input type="checkbox"/> Fire <input type="checkbox"/> Other _____	15. Areas of Damage <input type="checkbox"/> Front <input type="checkbox"/> Top <input type="checkbox"/> Rear <input type="checkbox"/> Underside <input type="checkbox"/> Left Side <input type="checkbox"/> Right Side
PREVIOUS OWNER INFORMATION	16. Name of Prior Owner _____ 17. Address _____ City _____ State _____ Zip _____ 18. Date of Loss _____ 19. Claim or Reference Number _____	DO NOT WRITE IN THIS SPACE! APPROVED BY: _____
SIGNATURE OF APPLICANT READ PENALTY BEFORE SIGNING	20. _____ Signature of Applicant _____ Company _____ Date _____	DATE _____
PENALTY		
<small>A PERSON WHO USES A FALSE OR FICTITIOUS NAME OR ADDRESS, MAKES A MATERIAL FALSE STATEMENT, FAILS TO DISCLOSE A SECURITY INTEREST, OR CONCEALS ANY OTHER FACT IN AN APPLICATION FOR CERTIFICATE OF TITLE IS GUILTY OF A CLASS D CRIME. FORGERY ON A GOVERNMENT DOCUMENT IS A CLASS B CRIME.</small>		 * 5 0 9 4 6 1 7 G *
<small>MVT-102 (3/13)</small>		SEND THIS COPY TO BUREAU OF MOTOR VEHICLES

When a vehicle has been declared a total loss by an owner or insurer, an Application for Certificate of Salvage (MVT-102) must be filed along with the prior title and \$33.00 title fee.

**APPLICATION FOR CERTIFICATE OF SALVAGE
MVT-102
continued**

Once the application is processed, the Maine title will contain a legend: Certificate of Salvage. The title will also reflect the type of damage; Collision, Theft, Water Damage, Fire or Other. An example of "Other" would be hail damage.

Questions regarding a vehicle which has a Certificate of Salvage, please check with the BMV Main Office, Title Section at (207) 624-9000 ext. 52138.

The new Certificate of Salvage has a new header, the paper is now purple, and there are green security blocks on the VIN and odometer.

**Front
June 1, 2019 to present**

**CERTIFICATE OF SALVAGE
STATE OF MAINE**

SAMPLE

Secretary of State  Bureau of Motor Vehicles

FIRST LIENHOLDER	
SECOND LIENHOLDER	
THIRD LIENHOLDER	

FIRST RELEASE	Interest in this vehicle is released by: Signature _____ Title _____ Date _____
SECOND RELEASE	Interest in this vehicle is released by: Signature _____ Title _____ Date _____
THIRD RELEASE	Interest in this vehicle is released by: Signature _____ Title _____ Date _____

THIS CERTIFICATE IS PRIMA FACIE PROOF OF OWNERSHIP ISSUED IN COMPLIANCE WITH STATE OF MAINE LAW
KEEP IN A SAFE PLACE - NOT IN VEHICLE

S1006300

MVT-1S

VOID IF ALTERED

APPLICATION FOR CERTIFICATE OF SALVAGE
MVT-102
continued

June 4, 2015 to June 1, 2019

CERTIFICATE OF TITLE
STATE OF MAINE


VEHICLE ID NUMBER	YEAR	MAKE	MODEL	BODY	TITLE NUMBER
1G12411DB01245745	2010	CHEV	IMPALA	2D	14301201
NEW / USED	PURCHASE DATE	ISSUE DATE	PIROR TITLE	ODOMETER	
USED		01/12/2017	12345678	84211 MI	

ACTUAL MILEAGE

MAIL TO
COASTAL INSURANCE COMPANY
COLD SPRINGS RD
HIGH TIDE, ME 04400

OWNER(S) HOME AND ADDRESS
COASTAL INSURANCE COMPANY
COLD SPRINGS RD
HIGH TIDE, ME 04400

CLAIM # 3121111

Secretary of State  Bureau of Motor Vehicles

FIRST LEASER	Signature
	Title _____ Date _____
SECOND LEASER	Signature
	Title _____ Date _____
THIRD LEASER	Signature
	Title _____ Date _____

THIS CERTIFICATE IS PRIMA FACIE PROOF OF OWNERSHIP ISSUED IN COMPLIANCE WITH STATE OF MAINE LAW
KEEP IN A SAFE PLACE - NOT IN VEHICLE


L13669938

VOID IF ALTERED



AFFIDAVIT OF REBUILT OR REPAIRED SALVAGE VEHICLE (MVT-103)

Part A

AFFIDAVIT OF REBUILT OR REPAIRED SALVAGE VEHICLE		SECRETARY OF STATE BUREAU OF MOTOR VEHICLES VEHICLE SERVICES - TITLE SECTION				
Final Vehicle Owner						
Name: _____		Vehicle Make: _____				
Address: _____		Vehicle Model: _____				
City: _____	VIN: _____					
State: _____	ZIP: _____	Phone: () _____				
		CTA#: _____ R _____				
<p>Instructions for Part A: Use Part A to list parts used in the repair of the salvage vehicle. In the "KEY" section beside each part listed indicate whether the component was replaced with a new part (N), or a used part (U), or if the part was repaired (R) instead of replaced. <i>Bills of sale for new components must accompany this form.</i> For used parts list VIN and title information below.</p>						
KEY N/U/R	PART	L-Left R-Right	VIN	TITLE STATE	TITLE NUMBER	DATE SURRENDERED
	FENDER					
	FRONT DOOR					
	REAR DOOR					
	QUARTER					
	AIRBAG (S)	Serial Number(s) for each new airbag				
	AIRBAG (S)	Record VIN if used airbag				
	COMPLETE FRONT CLIP	If a full clip is used, record VIN				
	COMPLETE REAR CLIP	If a full clip is used, record VIN				
	ROOF					
	HOOD					
	TAILGATE/HB LID					
	CARGO BED					
	FRAME					
	ENGINE					
	TRANSMISSION					
	TRANSFER CASE					
	FRONT FORK (MC)					
	CRANKCASE (MC)					
<input type="checkbox"/> No repairs made. (Please explain): _____						
Date: _____ Repairer's signature: _____						
Address: _____ Telephone: _____						
I, the above signed, under penalties of false statement do certify the information in Part A is true and correct to the best of my knowledge.						
<small>101 Hospital Street, #29 State House Station, Augusta, ME 04332-0029 Tel. (207) 624-8000 Ext. 52138 FAX: 624-9254 TTY User: call Maine relay 711</small>						
<small>MVT-103 REV. 01/2013</small>						

If an owner, who has a Certificate of Salvage (MVT-102) intends to repair the vehicle for the road, Part A of an Affidavit of Rebuilt or Repaired Salvage Vehicle form (MVT-103) is required.

**AFFIDAVIT OF REBUILT OR REPAIRED
SALVAGE VEHICLE
MVT-103
continued**

**AFFIDAVIT OF REBUILT OR
REPAIRED SALVAGE VEHICLE**



**SECRETARY OF STATE
BUREAU OF MOTOR VEHICLES
VEHICLE SERVICES - TITLE SECTION**

<i>Final Vehicle Owner</i>			
Name:	<u>JANE DOE</u>	Vehicle Make:	<u>CHEV</u>
Address:	<u>PO BOX 1354</u>	Vehicle Model:	<u>IMPALA</u>
City:	<u>HIGHLAND</u>	VIN:	<u>2GCEC12A7BH124544</u>
State:	<u>ME</u>	ZIP	<u>04004</u>
Phone:	<u>()</u>	CTA#:	<u>CC12111 R R12111</u>

**INSTRUCTIONS:
TOP SECTION**

Name:

List owner's name

Vehicle Make:

List 4-digit make code of the vehicle

Address:

List the street or PO Box of the owner

Vehicle Model:

List the 6-digit model code of the vehicle

City:

List the city where the owner resides

VIN:

List the 17 digit VIN of the vehicle

State:

List the state abbreviation of where the owner resides

ZIP:

List the 5-digit zip code

Phone:

List the area code and phone number of the owner

**AFFIDAVIT OF REBUILT OR REPAIRED
SALVAGE VEHICLE
MVT-103
continued**

CTA #:

List the current certificate of title application number. For example: CC12111

R:

If the owner's title application had been rejected by the BMV Main Office, Title Section for additional information, list the reject number. For example: R12111

INSTRUCTIONS:

PART A

Instructions for Part A: Use Part A to list parts used in the repair of the salvage vehicle. In the "KEY" section beside each part listed indicate whether the component was replaced with a new part (N), or a used part (U), or if the part was repaired (R) instead of replaced. Bills of sale for new components must accompany this form. For used parts list VIN and title information below.

KEY N/U/R	PART	L-Left R-Right	VIN	TITLE STATE	TITLE NUMBER	DATE SURRENDERED
N	FENDER	L				
	FRONT DOOR					
R	REAR DOOR					
	QUARTER					
	AIRBAG (S)		Serial Number(s) for each new airbag			
	AIRBAG (S)		Record VIN if used airbag			
	COMPLETE FRONT CLIP		If a full clip is used, record VIN			
	COMPLETE REAR CLIP		If a full clip is used, record VIN			
	ROOF					
U	HOOD		2T14544H0GH154748	MA	BA1244	
	TAILGATE/HB LID					
	CARGO BED					
	FRAME					
	ENGINE					
	TRANSMISSION					
	TRANSFER CASE					
	FRONT FORK (MC)					
	CRANKCASE (MC)					

New Part

Repaired Part

Used Part

List the parts used to replace or repair the damaged parts as (N) New, (U) Used, or (R) repaired.

When replacing the vehicle with **new** parts, copies of the bills of sale or invoices for new parts **must** be submitted with the MVT-103. Indicate the letter **'N'** in the column next to the new part shown on the MVT-103.

**AFFIDAVIT OF REBUILT OR REPAIRED
SALVAGE VEHICLE
MVT-103
continued**

When replacing the vehicle with **used** parts, list the VIN number from the “parts” vehicle, as well as the title number and title state. Indicate the letter “**U**” in the column next to the used part shown on the MVT-103.

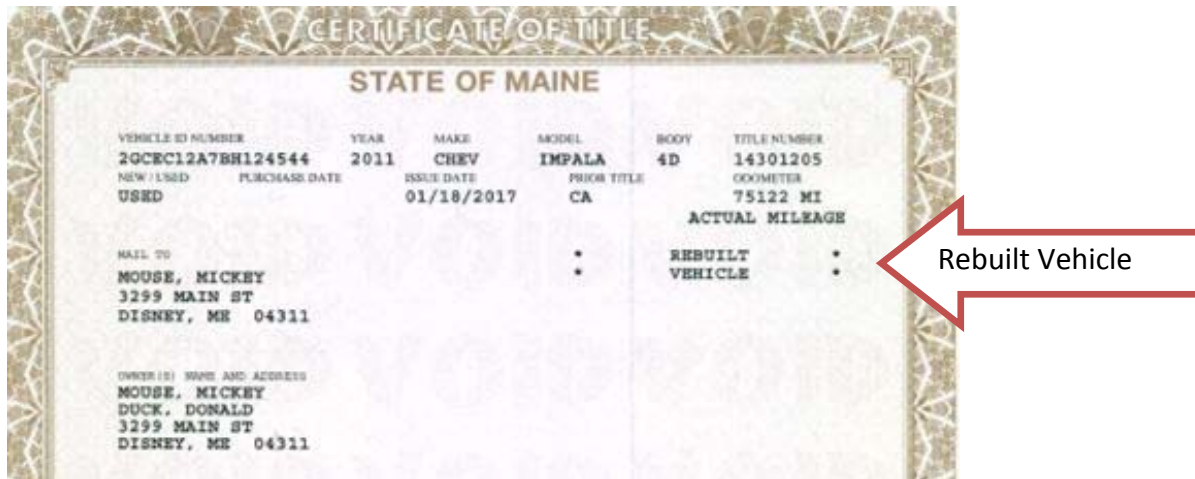
When repairing the vehicle and no parts were replaced, indicate the letter “**R**” in the column next to the repaired part shown on the MVT-103.

The new title that is issued to the owner of the vehicle will have the words “**REBUILT**”, “**REPAIRED**”, or “**REBUILT SALVAGE**” printed on the right hand side of the title. This indicates that the owner has already provided an MVT-103 and the title will no longer be a “Certificate of Salvage”.

If **one to four** component parts are replaced, the vehicle will be branded as “**Rebuilt**” and the words, “**Rebuilt Vehicle**” will print on the Maine title.

If **five** or more component parts are replaced, the vehicle will be branded as “**Rebuilt Salvage**” and the words, “**Rebuilt Salvage Vehicle**” will print on the Maine title.

If the vehicle has no parts replaced, but the vehicle was repaired, the vehicle will be branded as “**Repaired**” and the words, “**Repaired Vehicle**” will print on the Maine title.



VEHICLES COMING INTO MAINE FROM ANOTHER COUNTRY

The following is needed before a Maine title can be issued:

1. The title application.
2. The original Manufacturer's Certificate of Origin or an original registration from the foreign country the vehicle is being imported from. **A photocopy is not acceptable.**

NOTE:

The New Vehicle Information Statement (NVIS) is not acceptable as a document of origin.

3. A complete transfer of ownership from the registered owner.
4. Copy of Department of Transportation's, HS-form 7 Declaration.

NOTE:

If box 3 is checked on the HS-form 7 Declaration, you will also need a copy of the bond purchased by the registered importer, or the bond release letter.

U.S. Customs does not issue HS-7 forms or entry summaries for trailers.

5. A copy of the US Customs Entry Summary (#7501 or CF-3299 or CF-368).
6. An original Inspection of the Vehicle Identification Number (MVT-10) is mandatory, but may be submitted after the vehicle is registered. It must be completed by an agent of the Bureau of Motor Vehicles, a full time police officer or a Military Provost Officer. The VIN must be copied from two places on the vehicle as specified on the MVT-10 form. (Driver's dash board and the Federal sticker affixed to the driver's side door jamb are the most common locations).

NOTE:

The MVT-10 is not required when registering a semi-trailer, however all other trailers (camper trailer, horse trailer and personal use type trailers) do require the MVT-10 form to be completed.

7. Returning Military will probably have military Special Circumstances customs forms DD-1252 or DD-788. They may only have the original military registration with the HS-form 7 Declaration.
8. Title fee.

VEHICLES COMING INTO MAINE FROM ANOTHER COUNTRY
continued

NOTE:

A vehicle which is exempt from Maine Title requirements (older than model year 1995) requires import documents, as well as the MVT-10. The MVT-10 must be received at the time of registration. It cannot be submitted after registration.

Effective July 12, 2010, LD 1562 amends Title 29-A §667 sub-§4 regarding the title process for vehicles which have been declared salvage in another state.

The amendment to sub-§4 reads: The Secretary of State may refuse to title any vehicle declared to be salvage in another jurisdiction.

Effective July 12, 2010 Maine title and registration applications for salvage vehicles from out-of-state residents will no longer be accepted. Please ensure that all submitted titles are not listing salvage brand/legend or do not show transfer of ownership through an insurance company or salvage auction.

REGISTRATION BY PERSON OTHER THAN TITLE HOLDER
Authorization for Registration form
(MV-39)

“Owner” means any person, firm, or corporation holding title to a vehicle or having exclusive right to the use thereof for a period of thirty days or more.

Registration of any class vehicle by a person other than the party named on the title application can be allowed if the person named as owner on the title application completes and signs an Authorization for Registration (MV-39), **at first time registration**. If there is more than one name on the title application, all owners must sign this form.

It is acceptable for an individual to complete the MV-39 form, allowing the registration to be issued in a company name. This form is not used as a means to circumvent the title process.


The MV-39 **must not** be used at the time of re-registration.

If a titleholder has given authorization for someone else to register the vehicle and at a later date wants to register the vehicle in their own name, process the registration as a new registration, issue new plates, and complete a yellow use tax form indicating no sales tax is due. There is no need to complete another title application, but you must verify this person is the titleholder by calling the BMV Main Office, Title Section.

Please be sure to complete the “For Department Use” section of the Authorization for Registration, MV-39. Attach the completed form to the title documents when they are submitted to the BMV Main Office, Title Section.

NOTE:

This form should be used only at time of **new registration**.



STATE OF MAINE – BUREAU OF MOTOR VEHICLES
AUTHORIZATION FOR REGISTRATION

I am the owner of the vehicle described below and hereby authorize _____
(print)

of _____
(address) (city) (state) (ZIP)

Make _____ Year _____ Style _____ VIN _____

(1) _____ (owner printed name) _____ (DOB) _____ (owner signature) _____ (phone #) _____

(2) _____ (owner printed name) _____ (DOB) _____ (owner signature) _____ (phone #) _____

(address) (city) (state) (ZIP) (date)

FOR DEPARTMENTAL USE (ISSUING CLERK)

Plate # () _____ issued based on this authorization and the following documents:

MCO Maine title _____ CTA # _____

Other proof _____

Date _____ Location _____ Clerk _____

MV-39 (1/2013)

NEW OR USED VEHICLE PURCHASED FROM MAINE DEALER

1. The Maine dealer provides the buyer with the blue owner's copy of the Application for Maine Title (MVT-2). This must be present at time of registration.
2. Block 15 (Previous Title No. field) must contain the word "MSO" if a new vehicle. If a used vehicle, Block 15 must contain the previous title number.
3. Block 16 (State of Origin field) can be left blank for new vehicles. If used vehicles, Block 16 must contain the state of origin.
4. If Blocks 15 and 16 are blank, the owner should not be allowed to register their vehicle. Instruct the owner to contact their dealer.
5. Return the blue copy of the application to the owner.

Application for Certificate of Title Blocks 15 & 16

VEHICLE INFORMATION	8. Year	9. Make	10. Model	11. Vehicle identification number		12. Body type	label to application.		
	13. New <input type="checkbox"/> Used <input type="checkbox"/> Rebuilt <input type="checkbox"/>	14. Purchase date Mo./Day/Year	15. Previous title no. 14214444	16. State of origin ME	17. Other title used 2541 VC			SENT TO SECRETARY OF STATE	
LIEN INFORMATION	18. Current odometer reading <input type="checkbox"/> MI <input type="checkbox"/> KM <small>DO NOT ESTIMATE - NO TENTHS</small>			19. Mileage stated is: <input type="checkbox"/> Actual mileage <input type="checkbox"/> In excess of mechanical limits <input type="checkbox"/> Not actual - odometer discrepancy		20. If not actual: <input type="checkbox"/> Odometer changed <input type="checkbox"/> Odometer broken <small>MUST FILE MVT-02</small>		DATE _____ INITIAL _____	
	21. First lien holder's name if vehicle financed. If no loan, enter "none"				22. Date of 1st lien Mo./Day/Year		MUNICIPAL AGENT VALIDATION		
	23. Address/rte. & Street City State Zip Code				24. Second lien holder's name				25. Date of 2nd lien Mo./Day/Year
26. Address/rte. & Street City State Zip Code						FEE PD. \$ _____			

The lien holder is the institution or person financing the vehicle. Title will be mailed to the first lien holder, otherwise it will be mailed to the vehicle owner.

NEW OR USED VEHICLE PURCHASED FROM OUT-OF-STATE DEALER

1. The Application for Certificate of Title (MVT-2) may be prepared and submitted to the BMV Main Office by the out-of-state dealer or lien holder. If the application is submitted by the out-of-state dealer or lien holder, the owner is provided with the blue owner's copy. This must be present at time of registration.
2. Block 15 (Previous Title No. field) must contain the previous title number.
3. Block 16 (State of Origin field) must contain the state of origin.
4. If Blocks 15 and 16 are blank, the owner should **not** be allowed to register their vehicle. Instruct the owner to contact their out-of-state dealer or lien holder.
5. Return the blue copy of the application to the owner.
6. If the owner received the previous title and supporting documents from the out-of-state dealer or lien holder, the owner will be required to complete an Application for Certificate of Title (MVT-2).
7. The previous title (properly assigned) must accompany the MVT-2.
8. The title fee is \$33.00.

PURCHASE OF VEHICLE BY INDIVIDUAL ~ CASUAL SALE

1. The owner will be required to complete an Application for Certificate of Title (MVT-2).
2. The previous title (properly assigned) must accompany the MVT-2.
3. A copy of the bill of sale to the must accompany the MVT-2
4. The title fee is \$33.00.

MANUFACTURED HOUSING

REFERENCE:

Title 29-A Section 101, subsection 32-B, Definitions, Manufactured Housing
<http://legislature.maine.gov/statutes/29-A/title29-Asec101.html>

Title 29-A Section 651, subsection 6, Certificate of Title Required, Manufactured Housing
<http://legislature.maine.gov/statutes/29-A/title29-Asec651.html>

Title 29-A Section 654, subsection 5, Application for Certificate of Title, Manufactured Housing
<http://legislature.maine.gov/statutes/29-A/title29-Asec654.html>

Title 29-A Section 652, subsection 9, Exempted Vehicles, Manufactured Housing
<http://legislature.maine.gov/statutes/29-A/title29-Asec652.html>

DEFINITION:

“Manufactured housing” means a structural unit or units designed to be used as a dwelling or dwellings and constructed in a manufacturing facility and then transported by the use of its own chassis or placement on an independent chassis to a building site. “Manufactured housing” includes any type of building that is constructed at a manufacturing facility then transported to a building site where it is used for housing and that may be purchased, sold, offered for sale or brokered by a licensee in the interim.

MANUFACTURED HOUSING MVT-2 MH

REFERENCE:

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

Certificates of Title are issued for new single-unit manufactured housing; used single-unit manufactured housing that was previously issued a Maine title or single-unit manufactured housing with a model year 2007 or later model that was never issued a certificate of title.

Manufactured housing cannot be permanently affixed to real property that is owned by the owner of the manufactured housing.

The title fee is \$33.00.

NOTE:

The application can **ONLY** be used for new or used single-unit Manufactured Housing.

MANUFACTURED HOUSING MVT-2 MH continued

APPLICATION FOR CERTIFICATE OF TITLE FOR MANUFACTURED HOME

FEE: \$33.00 Payable to: Secretary of State
 Check if rush requested - (additional \$10.00 fee)



If manufactured home is new, attach a manufacturer's certificate of origin to original copy; if used, attach last previous certificate of title.

T

3a. First owner's name (last, middle, first)		3b. Date of birth		<input type="checkbox"/> Joint ownership - If more than one owner, different ownership will be assumed unless joint ownership box is checked ("or" is not permitted).			
3c. Second owner's name (last, middle, first)		3d. Date of birth					
4. Mailing address							
Street / PO Box		City		State		ZIP	
7. Legal address (If other than mailing address)							
Street / PO Box		City		State		ZIP	
6. Year	7. Make	8. Model	9. Serial Number	10. Body Type	11. New	Used	Rebuilt
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Purchase date (Mo/Day/Yr)		13. Previous title number		14. State of origin		8	
A lien holder is the institution or person financing the manufactured home. The title will be mailed to the lien holder if "none", it will be mailed to the owner.							
15. First lien holder's name If no lien, state "none"				17. Date of 1st lien (Mo/Day/Yr)		19 <input type="checkbox"/> 18 <input type="checkbox"/> 17 <input type="checkbox"/> 16 <input type="checkbox"/> 15 <input type="checkbox"/> 14 <input type="checkbox"/> 13 <input type="checkbox"/> 12 <input type="checkbox"/> 11 <input type="checkbox"/> 10 <input type="checkbox"/> 9 <input type="checkbox"/> 8 <input type="checkbox"/> 7 <input type="checkbox"/> 6 <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
16. First lien holder's mailing address: Street / PO Box				City			State
18. Second lien holder's name				20. Date of 2nd lien (Mo/Day/Yr)		Approved by:	
19. Second lien holder's mailing address: Street / PO Box				City			State
21. Name of seller				23. Name (write please or license #)		<input type="checkbox"/>	
22. Address of seller: Street / PO Box				City			State
24. Seller/Dealer's Representative must sign below. The undersigned hereby certifies that the manufactured home described was sold to the owner (s) named and further certifies that the information shown is true and correct to the best of my knowledge, information, and belief.							
Name		Official Title		Date		Telephone	
25. The undersigned hereby certifies that all liens against the manufactured home described are listed and that information contained herein is true and correct to the best of my/our knowledge and belief. If under age 18 Parent or Legal Guardian must also sign. Please state relationship. If representing a company, I further certify that I have been authorized by the company to sign on their behalf. Parent (s) of attorney must accompany this form.							
Signature of owner as named in block # 1a		All owners must sign		Signature of owner as named in block # 1b		Date	
Signature of Parent or Legal Guardian				Relationship		Date	
If owner is a company, authorized representative sign here				Official Title		Date	
A person who uses a false or fictitious name or address, makes a material false statement, fails to disclose a security interest, or omits any other fact on an application for certificate of title is guilty of a Class D crime.							

BUREAU OF MOTOR VEHICLES
 TITLE SECTION
 29 STATE HOUSE STATION
 AUGUSTA, ME 04333-4429
 (207) 624-9000 EXT. 52138

MVT-2 MH 01-2013

ABANDONED VEHICLES

REFERENCE:

Title 29-A Section 1852, Abandonment Defined

<http://legislature.maine.gov/statutes/29-A/title29-Asec1852.html>

Title 29-A Section 1851, Application

<http://legislature.maine.gov/statutes/29-A/title29-Asec1851.html>

Title 29-A Section 1854, Notification of Vehicle Owner

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1854.html>

Title 29-A Section 1857, Limits

<http://legislature.maine.gov/statutes/29-A/title29-Asec1857.html>

Title 29-A Section 1853, Letter of Ownership or Certificate of Title

<http://legislature.maine.gov/statutes/29-A/title29-Asec1853.html>

DEFINITION:

A vehicle is considered “abandoned” if the owner or lien holder does not retrieve it and pay all reasonable charges for towing, storing, and authorized repair of the vehicle within 14 days after the notices to the owner or lien holder are sent by the Secretary of State or 14 days after the advertisement is published as required in Title 29-A, Section 1854, subsection 4.

A Notice to the Secretary of State of an Abandoned Vehicle form (MVT-28) can be completed if a vehicle has been:

1. Towed at request of owner or driver
2. Towed by order of law enforcement
3. Towed by order of the Department of Transportation
4. Towed because left on private or commercial property
5. Left without permission
6. Left after authorized repair completed
7. Left on residential property for 6 months
8. Left at storage facility

For vehicles 1995 and newer, an Application for Certificate of Title (MVT-2) or an Application for Certificate of Salvage (MVT-102) is needed, along with the MVT-28 and \$33.00 title fee.

For vehicles 1994 and older (title exempt), submit a request for a Letter of Ownership, along with the MVT-28 and \$5.00 fee.

Please call BMV Main Office ~ **Title Section (207) 624-9000, ext. 52139** for additional information.

ABANDONED VEHICLES
continued
Notice to the Secretary of State of an Abandoned Vehicle
MVT-28



SECRETARY OF STATE
 BUREAU OF MOTOR VEHICLES

NOTICE TO THE SECRETARY OF STATE OF AN ABANDONED VEHICLE

In accordance with 29-A, M.R.S.A., Chapter 15, Subchapter III, I am notifying the Secretary of State that

the following vehicle came into my possession on ____/____/____. _____
DATE PLATE & STATE ISSUED

YEAR MAKE MODEL BODY TYPE VEHICLE IDENTIFICATION NUMBER

I have possession of the vehicle because:

- 1. Towed at the request of owner or driver.
- 2. Towed by order of law enforcement.
- 3. Towed by order of the Department of Transportation.
- 4. Towed because left on private or commercial property.
- 5. Left without permission.
- 6. Left after authorized repair completed.
- 7. Left on residential property for 6 months.
- 8. Left at storage facility.

See reverse for details.

I towed the vehicle on order of: _____
NAME

ADDRESS IF INDIVIDUAL OR BUSINESS

Is the vehicle a total loss?

- Yes. (The vehicle has no marketable value other than the value of the basic material and parts used in the construction of the vehicle.) Must complete certificate of salvage title application (MVT-102)
- No. Must complete certificate of title application (MVT-2) for vehicles 1995 and newer

If the notification to the Secretary of State required by section 1854 (of Title 29-A) is made more than 14 days after receipt of a vehicle described in section 1851, the person holding the vehicle may not collect more than 14 days of storage fees (\$420.00). Daily storage charges must be reasonable and total storage charges may not exceed \$900.00 for a 30-day period. (Title 29-A M.R.S.A. chapter 15, subchapter 3, sec. 1857)

Charges against the vehicle:

Towing: \$ _____.

Daily Storage Charge: \$ _____ Must be reasonable

Repair (Parts & Labor): \$ _____ You must attach a legible copy of signed work order.

By signing below I certify that the information contained herein is true and correct.

SIGNATURE BUSINESS NAME

MAILING ADDRESS CITY/TOWN & ZIP CODE

**ANY PERSON WHO MAKES A MATERIAL FALSE STATEMENT OR FAILS TO DISCLOSE
 REQUIRED INFORMATION IS GUILTY OF A CLASS D CRIME (29A M.R.S.A., §751-4)**

PLEASE SEE IMPORTANT INFORMATION ON THE BACK OF THIS FORM

MVT-28 (Rev 7-2014)

Chapter 7

TAX PROCEDURES

- **Excise Tax**
- **Municipal Excise Tax Reimbursement**
- **Sales Tax**

EXCISE TAX

REFERENCE:

Title 36, Section 1482, Excise Tax

<http://www.mainelegislature.org/legis/statutes/36/title36sec1482.html>

NOTE:

In reference to this section regarding excise tax, please refer any questions to Maine Revenue Services, Excise Tax Division at (207) 624-5606.

DEFINITION:

For the privilege of operating a motor vehicle on public highways, an excise tax must be paid for each registration year.

COMMENTS:

An excise tax must be paid to a municipality as a prerequisite to registering or re-registering a motor vehicle, a camper trailer and sometimes a mobile home. (See Mobile Home Section). Motor vehicle means all types and classes of self-propelled vehicles designed for operation on highways. Camper trailers also include tent trailers. Excise tax must be paid each registration year. The amount of excise tax that must be paid is determined by applying a mil rate to the factory or manufacturer's list price of the vehicle. The mil rate decreases as a vehicle gets older until the vehicle is in its sixth model year, at which time the excise tax remains the same.

Excise tax is calculated by multiplying the MSRP by the mil rate shown below. The rates change on January 1ST of each year.

YEAR 1	.0240 mil rate
YEAR 2	.0175 mil rate
YEAR 3	.0135 mil rate
YEAR 4	.0100 mil rate
YEAR 5	.0065 mil rate
YEAR 6	.0040 mil rate

Example:

The excise tax amount on a three year old car with an MSRP of \$19,500 at a mil rate of .0135 pays \$263.25.

For excise tax payment on a new passenger vehicle purchased from a dealer licensed in any state, the owner shall submit the manufacturer's suggested retail price sticker known as the Monroney Label, as shown below. A copy is acceptable. Rental and fleet vehicles may be required to provide other documentation at the discretion of the municipal excise tax collector.

MONRONEY LABEL →

EXCISE TAX **continued**

Occasionally, property tax can be credited toward excise tax. This decision is made by municipal tax collectors.

Adaptive Equipment: This refers to equipment needed and owned by a disabled individual. For example: wheel chair lifts, etc. When collecting excise tax on a vehicle with adaptive equipment, **no excise tax is charged on the adaptive equipment if the vehicle is for personal use.** If a nursing home or health facility qualifies for an exemption under certain charitable institutions, they may be allowed an exemption. Most nursing homes do not qualify.

Certain charitable institutions and churches are exempt from paying excise tax but are not exempt from the registration fees. When an applicant claims exemption from excise tax, they must produce a registration certificate from the municipality where they reside with “exempt” and the Title 36 reference entered in the excise tax block. The only exception is in the case of amputee or blind veterans who qualify under Title 29-A, Section 523, since BMV can verify exemption entitlements in these cases. **See Amputee or Blind Veterans Section.**

Nonresidents:

A nonresident person must pay the tax to the municipality where the vehicle is being housed.

Companies that do not reside in Maine, but have a location in Maine must pay excise tax to the municipality where the vehicle is being housed.

Occasionally, excise tax is collected by the Secretary of State. For example:

1. A career military service member who declares Maine as their legal residence, but does not have a specific address or community identified as their residence.
2. Unorganized territories/townships.

Nonresident individuals or companies who do not have vehicles housed in Maine and wish to register their vehicles in Maine, must use a Maine statutory agent.

NOTE:

When collecting excise tax and it involves a transfer, excise tax paid on the first vehicle may be allowed as credit toward the excise tax on the replacement vehicle **as long as the current registration has not expired and the first vehicle is totally discontinued.**

MUNICIPAL EXCISE TAX REIMBURSEMENT ON 1996 AND NEWER TRUCKS

REFERENCE:

Title 29-A, Section 533-A, Municipal Excise Tax Reimbursement Fund
<http://legislature.maine.gov/legis/statutes/29-A/title29-Asec533-A.html>

MUNICIPAL EXCISE TAX REIMBURSEMENT:

This law requires that the excise tax be calculated on the original purchase price of a commercial vehicle; it must be 1996 model year and newer with a registered weight (r.v.w.) of more than 26,000 lbs. This law also applies to farm trucks, special mobile equipment Class A, and buses of model year 2006 and newer.

Municipalities will be reimbursed by the BMV Main Office for the difference in excise tax between the Manufacturer's Suggested Retail Price (MSRP) and the actual sales price. In order to be reimbursed, the town must submit both values on an Excise Tax Reimbursement Application (MVR-14). The MVR-14 **must** be submitted only once per vehicle, per town, at the time of the original registration. Municipalities do not need to resubmit the MVR-14 at time of renewal. Failure to submit the required information will disqualify the town from receiving reimbursement on that vehicle.

Excise tax must be paid by June 30th of the current fiscal year in order to qualify for reimbursement. All applications are expected to be submitted by August 1st. Reimbursements will be issued once per year by October 30th. Each municipality will receive an itemized report of their reimbursement applications, by September 1st. If there are any discrepancies, please report these to us within three to five business days.

NEW VEHICLES:

The application for reimbursement must be submitted with a copy of the registration/excise tax receipt, copy of the dealer's bill of sale or purchase invoice showing the original sales price and a copy of your application for title. **Registered weight must be over 26,000 lbs.** Copies of all invoices pertaining to the vehicle and its equipment **must** be submitted with the application.

USED VEHICLES:

If a 1996 model year or newer is purchased as a used vehicle, the registrant must provide the tax collector with proof of the original purchase price of the vehicle when it was new. If the vehicle was registered in Maine, and previously in the Excise Tax Reimbursement program, the original purchase price may be available by contacting the BMV Main Office, Commercial Registration Section. It is the registrant's responsibility to obtain the information from the original owner of the vehicle. If that information **cannot** be found, the excise tax is based on the MSRP of the vehicle.

Send Directly to:

**ATTN: COMMERCIAL REGISTRATION SECTION
BUREAU OF MOTOR VEHICLES
29 STATE HOUSE STATION
AUGUSTA ME 04333-0029**

**MUNICIPAL EXCISE TAX REIMBURSEMENT
ON 1996 AND NEWER TRUCKS**
continued

NOTES:

- Municipalities should retain a copy of the application and all back up materials submitted for their records.
- If municipalities apply for the excise tax reimbursement the first year and the registrant registers the same truck in another municipality the second year and returns to the first municipality the third year, the first municipality is required to re-apply for the excise tax reimbursement.
- If the sale price (or lease price) **exceeds** the MSRP, the vehicle does not qualify for excise tax reimbursement. The excise tax amount is based on MSRP.

LEASED VEHICLES:

Leased vehicles also qualify for this program. The lease agreement is needed in order to calculate the sale price of the vehicle. The following figures will be required:

1. Amount of down payment
2. Number of payments
3. Amount of monthly payment
4. Amount of buy out at the end of the lease

Multiply the number of payments by the amount of each payment. Add together the amount of down payment, the amount of the buyout at the end of the lease and the total amount of the monthly payments. This will determine the sale price of the vehicle. If a vehicle is traded towards the purchase of the qualifying vehicle, the amount of "credit" given is not taken into consideration.

If you have any questions contact the BMV Main Office, Commercial Registration Section at (207) 624-9000 ext. 52151.

NOTE:

If a short term or long term leased vehicle registration and plates are returned, the leasing company may request a receipt for the returned plates which will qualify them for certain rebates from Maine Revenue Services.

For further details, refer to the Short Term Rental Section in Chapter 1.

**MUNICIPAL EXCISE TAX REIMBURSEMENT
ON 1996 AND NEWER TRUCKS**
continued

**APPLICATION FOR EXCISE TAX REIMBURSEMENT
(MVR-14)**

**BUREAU OF MOTOR VEHICLES
APPLICATION FOR EXCISE TAX REIMBURSEMENT
FOR 1996 AND NEWER TRUCKS**

MUNICIPALITY _____ TOWN CODE _____
TAX COLLECTOR _____ PLATE # _____

REGISTRANT'S NAME _____
MODEL YEAR _____ MAKE _____ MODEL # _____

VIN _____

(Requirement)

IRP - CHECK ONE: YES _____ NO _____

MSRP _____ SALES PRICE _____

PLEASE CHECK ONE OF THE FOLLOWING:

- NON SLEEPER
- SLEEPER BOX
- HIGH TILT ALUM SLEEPER
- HIGH TILT AERODYNAMIC SLEEPER

NEW VEHICLES

Submit your application for reimbursement with a copy of the registration/ excise tax receipt, copy of the dealer's green sales tax certificate, bill of sale or window sticker and copy of title application. Vehicle model numbers are **required**. Copies of all invoices pertaining to the vehicle and its **equipment** must be submitted with this application.

USED VEHICLES

If a 1996 model year or newer is purchased as a used vehicle, the registrant must provide the tax collector with proof of the *initial bill of sale or the state sales tax document provided at point of purchase* when it was new (brand new/first owner). If the vehicle was registered in Maine, that information may be available by contacting the Commercial Registration section. If not, it is up to the registrant to obtain that information from the original owner of the vehicle. If that information cannot be found, the excise tax is based on the MSRP of the vehicle. Model numbers are required.

Excise tax must be paid by June 30th of the current fiscal year in order to qualify for reimbursement. All applications are expected to be submitted by August 1st.

If a vehicle is sold to a new registrant in the same town, a new application must be submitted to receive excise tax reimbursement.

If a vehicle that qualified for reimbursement has been moved to a new town, that new town must submit a new application in order to receive excise tax reimbursement.

SALES TAX

REFERENCE:

Sales Tax Bulletin No. 42

Title 29-A, Section 409, Collection of Taxes

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec409.html>

Title 36, Section 1755, No Registration Unless Tax Paid

<http://www.mainelegislature.org/legis/statutes/36/title36sec1755.html>

NOTE:

In reference to this section regarding sales tax, please refer any questions to Maine Revenue Services, Sales Tax Division at (207) 624-9693.

DEFINITION:

Maine's current sales tax or use tax **must** be paid at the time of first Maine registration of any vehicle, unless the tax has already been paid to a Maine licensed dealer, or if the sales tax has been paid to another taxing jurisdiction or the applicant qualifies for exemptions from paying Maine sales tax.

COMMENTS:

A Use Tax Certificate (STMV-6-U) or a Use Tax Certificate for Leased Vehicles (STMV-6-UL) **must** be completed every time a vehicle is registered by a new owner even when no sales tax is due. A complete bill of sale **must** indicate a purchase price. If the vehicle is gifted, it **must** be stated on the bill of sale.

REBATE:

Sales tax is due on manufacturer's rebates. If the dealer offers a rebate that will not be recovered from another party, the rebate is not taxable.

VEHICLES PURCHASED FROM MAINE LICENSED DEALER:

It is the responsibility of the Maine licensed dealer to collect and report Maine's current sales tax on all retail sales of vehicles made in this State, unless the purchaser qualifies for a tax exemption. See the dealer's bill of sale for sales tax amount.

A Maine licensed dealer does not have the option of allowing their customers to pay Maine's current sales tax directly to the Secretary of State at the time of registration. The dealer is accountable for the State sales tax on all retail sales.

The applicant must produce the bill of sale. If they do not have it, they must go back to the dealer and get the form; however **a clear fax copy is acceptable. There is no need to retain a copy of the bill of sale.**

For courtesy deliveries, any Maine dealer invoice will be accepted. For out-of-state dealer courtesy deliveries, the Maine Use Tax Certificate should be used.

SALES TAX continued

LEASED VEHICLES

Vehicles leased from a company other than a Maine licensed dealer

If the registrant has leased an automobile for 12 months or more, the Use Tax Certificate for Leased Vehicles (STMV-6-UL) must be completed. Verify exemption information on the reverse side of the form.

Lease, if the vehicle is not a motor vehicle

If the transaction is a lease and the vehicle **is not a motor vehicle**, the use tax certificate must be completed. In order to establish the tax base, it must be determined whether the lease is a true lease or a lease-in-lieu of purchase, which is considered a sale. If a true lease, indicate the lessor as the purchaser, and the “full purchase price” is the amount the lessor paid for the vehicle. If the lease is a lease-in-lieu of purchase, indicate the lessee as the purchaser, and the “full purchase price” is the total of all payments, including any interest charges.

Purchase of a leased automobile by the Lessee

If the lessee decides to purchase the vehicle they are leasing, a sale occurs and this transaction must be processed as a new registration. The transaction may be processed as a transfer allowing the transfer of excise credits and charging a transfer fee of \$8.00 or the transaction may be processed for a full year.

If a dealer has completed these sales, the registrant must provide you with the blue copy of the title application and a bill of sale stating sales tax has been paid. If these documents cannot be provided, you will need to process a new title application and a “Use Tax” certificate form must also be completed. **The sales tax is based on the total additional amount paid for the vehicle, including any advance monthly lease payments.**

Assumption of Lease and Payments

An Assumed Lease is a transfer of an existing or continuing lease to another lessee (lessor remains the same), without rewriting the lease agreement. This type of transaction will be processed as a NEW registration as the excise tax is **NOT** transferable. The lessee must complete a Use Tax Certificate form and indicate on the sales tax form “**assumption of lease**”. There will be no sales tax due.

Change of Lessor

When the lessor changes, but the lessee remains the same, this transaction would be processed as a **New Registration-Transfer**. The excise tax **is** transferable and the \$8.00 transfer fee would be charged. The lessee must complete a Use Tax Certificate form and sales tax **is due** unless the lessee produces a dealer’s bill of sale.

SALES TAX continued

Transfers Involving Corporation/Partnerships

Any time a corporation, partnership, LLC or LLP transfers a vehicle to a stockholder of the corporation, a use tax is due based on the fair market value of the vehicle. This is one of the most common errors the customer makes when completing the use tax certificate form. The customer assumes since they own the company, they already own the vehicle. This is **not** true as each of the business entities are required to file an income tax return and the owner is required to file a separate return. **They are viewed as separate entities.**

If a stockholder is transferring a vehicle into the company name, there is only an exemption when the stockholder is an **owner of** at least 50% of the common stock of the company. Otherwise a use tax is due based on the fair market value of the vehicle.

Vehicle purchased by out-of-state resident

If an individual purchases a vehicle (**does not register the vehicle**) while they were a resident of another state, no sales tax is due when the vehicle is registered in the State of Maine. (Per Title 36 M.R.S.A. sub 1760-45A)

Vehicle Not Registered

Some taxpayers believe that if they **do not** register a vehicle a use tax is not due. Every time a camper trailer, truck camper, motor vehicle, special mobile equipment (except farm tractors & lumber harvesting vehicles or loaders), livestock trailers, watercraft or aircraft transfers to a new owner, a use tax is due based on the sale price regardless of registration. **However, it is not up to the agent or motor vehicle staff person to collect sales tax in these incidents; it's up to Maine Revenue Services.**

Refinancing a Loan

If two individuals originally purchased and titled a vehicle, and then only one of those individuals paid off the loan, refinanced and titled the vehicle, the individual who refinanced pays only 50% sales tax on the amount paid to refinance the vehicle.

NOTE:

Aircraft are exempt in Maine through June 30, 2033. See 36 M.R.S.A sub 1760-88-A.

SALES TAX continued

BRANCH OFFICES

Courtesy Deliveries

When a dealer provides a courtesy delivery on a long term lease, we will accept the Use Tax form without the figures completed. Items 1, 2, 3, and 4 may be left blank, but item 5 must state "Courtesy Delivery".

In the lower right hand box, the lessor's tax number must be provided. The dealer/agent must sign under the tax number and also list the dealership's name under the signature.

We will not accept any document that does not identify the lessor, lessee, make, model, and year or vehicle identification number.

With this information, Maine Revenue Services will contact the lessor for the sales tax due.

Casual sales of a Motor Vehicle

The purchaser of a motor vehicle by a casual sale is responsible for Maine's current sales tax, and is required to complete a Use Tax Certificate and pay any tax due before any original registration may be issued.

It is important that the customer, not the issuing agent, complete and sign the Use Tax form. Advise and assist the customer, but have the customer complete and sign the form if possible. If the amount reported is unreasonably low, process the Use Tax form and attach a note to the Use Tax form.

Bill of Sale for Registration-Sales Tax Purposes

It is **not** acceptable to register a vehicle with a bill of sale that does not indicate the purchase amount. A complete bill of sale **must** indicate a purchase price. If the vehicle is gifted, it **must** state that on the bill of sale.

In any questionable or complicated situation, attach a copy of the bill of sale to the back of the Use Tax certificate. If you have any information that would be of interest to the Sales Tax Division, you may use the back of the form or make a note on a separate piece of paper and attach to the work.

SALES TAX continued

BRANCH OFFICES

PROCESSING INFORMATION:

1. If the vehicle was purchased from a leasing company or a Maine licensed dealer, obtain a Dealer's bill of sale from the applicant. In the sales tax field indicate "DLR".
2. If the vehicle is an automobile being leased from a company who is not registered with the Maine Revenue Services, Sales Tax Division, the registrant must complete the Use Tax Certificate for Leased Vehicles.
3. If the vehicle was purchased from a person or company who is not registered with the Maine Revenue Services, Sales Tax Division, the registrant **must** complete the Use Tax Certificate and:
 - Collect any sales tax due.
 - Validate the Use Tax Certificate or Use Tax Certificate for Leased Vehicles.
 - Indicate the amount of sales tax collected on the front of the white registration copy. If no sales tax was collected, indicate "NONE" or "0" (zero).
 - When sales tax is collected and the customer requests a receipt, give the customer the lower section of the Use Tax Certificate.
4. On the Use Tax Certificate, indicate the plate number, date and the amount of tax paid. If no sales tax is due indicate "NONE" or "0" (zero) on the appropriate line.

NOTE:

If a customer refuses to provide their social security number on the Use Tax form, do not turn them away. Maine Revenue Services will contact them.

Sales tax is due on the casual sale of trailers, including camper and livestock trailers.

EXEMPTION FOR DISABILITY ADAPTIVE EQUIPMENT

Sales to a person with a disability or a person at the request of a person with a disability of adaptive equipment for installation in or on a motor vehicle to make that vehicle operable or accessible by a person with a disability who is issued a disability plate or placard by the Secretary of State. Applies to sales made on or after July 1, 2014.

When collecting sales tax on a vehicle with adaptive equipment, the **sales tax is computed on the full purchase price including adaptive equipment.**

Use Tax Certificate front (S.T.M. V. 6UL)

Sales, Fuel & Special Tax Division
Maine Revenue Services
Augusta, ME 04332-1060

USE TAX CERTIFICATE

PLEASE READ THE FOLLOWING BEFORE COMPLETING THIS RETURN: THIS TAX RETURN WILL BE AUDITED.
YOU ARE REQUIRED TO COMPLETE THIS USE TAX RETURN IN ACCORDANCE WITH THE MAINE SALES AND USE TAX LAW. FAILURE TO REPORT ALL THE TAX DUE WILL RESULT IN YOUR BEING ASSESSED FOR TAX, PLUS INTEREST AND PENALTY CHARGES.
INSTRUCTIONS ARE PROVIDED ON THE REVERSE. IF YOU NEED ASSISTANCE, CONTACT MAINE REVENUE SERVICES AT (207) 624-9693.

VEHICLE PURCHASED				VEHICLE TRADED-IN (see reverse)		
Kind of Vehicle		Watercraft		Kind of Vehicle (see "Allowance for trade-in" on reverse)		
		Length	HP			
Make	Model	Year		Make	Model	Year
Vin/Serial Number (last 8 digits)				Vin/Serial Number (last 8 digits)		

Seller's Name _____ Date of Transfer _____

Seller's Address _____

1. Full purchase price of vehicle (see instructions on back)	\$	
2. Allowance for trade-in; enter amount only if it meets all the conditions explained on reverse	\$	
3. Net amount subject to tax (line 1 minus line 2)	\$	
4. Use tax due (multiply line 3 by the applicable rate, subtract any amount shown in C on reverse)	\$	

5. Exempt Purchase - Please enter exemption type (see instructions on back)

Name under which vehicle is registered, if different from purchaser _____

Lienholder
Name _____ Address _____

I hereby authorize the lienholder and/or seller to disclose to Maine Revenue Services any information necessary to verify the purchase price of the above vehicle. I also authorize Maine Revenue Services to furnish a copy of this certificate to the lienholder and/or seller as my consent to disclose such information. I certify under the pains and penalty of perjury that the statements above are true, accurate and complete. Failure to truthfully report any information required on this form is a crime.

Purchaser
Please Print
First Name _____ Last Name _____ Social Security Number _____ Signature _____

Purchaser's Address
Street or Box No. _____ City or Town _____ State _____ Zip _____

REGISTRATION OFFICE WILL INDICATE REGISTRATION NO.		DO NOT WRITE IN THIS SPACE (For Use of Tax Collectors Only)	
	Date	Date Paid	Amount of Tax Paid

Please place validation stamp here:

Use Tax Certificate Back (S.T.M. V. 6UL)

INSTRUCTIONS

This tax return is for reporting purchases from someone not engaged in the business of selling. The person seeking registration must present a bill of sale at the time of registration when completing this return. To register property in this State, fully complete this tax return and submit it to the appropriate registering authority, along with payment of any tax due and the applicable vehicle registration forms. For property which will not be registered in this State, fully complete this tax return and mail it to Maine Revenue Services, P.O. Box 1060, Augusta, ME 04332-1060 with a check or money order payable to the Treasurer, State of Maine for any tax due. Do not send currency, stamps, or coins. Maine Use Tax applies to: (1) purchases at retail sale made outside this State which, if they had occurred in this State, would have been subject to sales tax, and (2) the purchase of a motor vehicle, snowmobile, all-terrain vehicle, watercraft, trailer, truck camper, or special mobile equipment (except a farm tractor, lumber harvesting vehicle, or loader) from a person who is not engaged in the business of selling that kind of property.

Line 1 - FULL PURCHASE PRICE: The following are part of the purchase price of a vehicle whether separately stated or not:

The value of all property or services exchanged for the vehicle, except a creditable trade-in (see Line 2); the amount of a loan assumed or debt forgiven by the purchaser; manufacturer's rebates; manufacturers' and importer's excise taxes; motors, extra equipment and accessories purchased with the vehicle; shipment to the location of the seller; dealer prep, documentation, processing, conditioning, commissioning, and similar fees; delivery by the seller to the purchaser; extended warranties on automobiles and trucks; and any other services performed by the seller prior to passage of title. Do not include insurance or finance charges.

Line 2 - ALLOWANCE FOR TRADE-IN: Property traded-in can be used to reduce the amount subject to tax only if both (A) and (B) apply:

(A) the vehicle purchased must be one of the following 4 kinds: (1) Motor Vehicles, including motor homes, snowmobiles, and atvs; (2) Watercraft; (3) Special Mobile Equipment, including farm tractors, lumber harvesting vehicles or loaders; (4) Trailers, including camper trailers and truck campers, AND (B) the vehicle traded-in must be of the same kind as the vehicle purchased. When the property traded-in cannot be used to reduce the amount subject to tax, its value must be included in the "Full Purchase Price".

Line 5 - EXEMPTIONS: Exemptions claimed will be reviewed by Maine Revenue Services.

A. EXEMPT ORGANIZATIONS

If the purchaser is an organization that has been issued a certificate of exemption by Maine Revenue Services (hospitals, schools, churches, etc.), check box 'A' and write the organization's exemption number in the space provided. This is a 5 digit number preceded by an "E". Do not enter a federal identification number or a sales tax registration number. _____

B. PREVIOUSLY USED BY YOU OUTSIDE OF MAINE

If the property is an automobile, snowmobile, or all-terrain vehicle and was purchased and used by you in another state and you were a permanent legal resident of the other state at the time of purchase, the purchase is not subject to Maine use tax. If the property is a watercraft and you were a permanent legal resident of another state at the time of purchase, the purchase is not subject to Maine use tax if the watercraft was registered and used outside the State by the purchaser and was not present in Maine for more than 30 days during the 12 months following its purchase. If the watercraft was present in Maine for more than 30 days during the 12 months following its purchase, use tax is due on 40% of the "Net Amount Subject to Tax". In all other cases, property that is purchased and used by the present owner outside Maine for more than 12 months before being used in Maine, is not subject to Maine use tax. If you claim exemption on the basis of prior use, check box "B" and fill in the required information. Any out-of-state registration must be provided to the registering agent.

Where Registered _____ Reg. No. _____ Date of Original Reg. _____

C. TAX PAID IN ANOTHER JURISDICTION

If the vehicle was purchased outside Maine and you paid a sales or use tax imposed by the other jurisdiction at the time of purchase, the tax paid is creditable against any Maine tax that may be due. If credit is claimed for tax paid to another jurisdiction, check box "C" and fill in the required information. A copy of the bill of sale, invoice or receipt for payment of tax to the other jurisdiction must be submitted to the registering agent.

Other State _____ Amount \$ _____

D. AMPUTEE VETERANS

Amputee veterans who have a letter from the Veterans Administration certifying that they are exempt from sales and use tax are exempt unless they currently own another automobile exempted on this basis. A copy of the letter must be submitted to the registering agent.

E. SHORT TERM AUTO RENTAL

The vehicle is an automobile that will be used exclusively for short-term rentals. Please complete the following statement:
THIS AUTOMOBILE IS PURCHASED FOR RENTAL ON A SHORT-TERM BASIS. SALES TAX WILL BE COLLECTED ON THE RENTAL PAYMENTS AND REPORTED UNDER SALES TAX REGISTRATION NUMBER _____. **Form STA-109 must be completed.**

F. INTERSTATE COMMERCE

The vehicle will be used in interstate commerce. I understand the vehicle must be placed in use within 30 days of purchase and used more than 80% of the time as an instrumentality of interstate or foreign commerce within the next 2 years. I also understand the vehicle cannot be operated under the authority of another entity; the vehicle cannot be leased (unless the lease is deemed to be a sale). **Form STA-110 must be completed.**

G. OTHER

If the vehicle is exempt from Maine use tax for any other reason, please attach a detailed explanation.

If you have questions about the Maine Sales or Use tax, please call (207) 624-9693, or write to Sales, Fuel & Special Tax Division, Maine Revenue Services, PO Box 1060, Augusta, ME 04332-1060.

Chapter 8

**COURT RECORDS,
FINANCIAL
RESPONSIBILITY,
INSURANCE &
RESTORATION**

INSURANCE AND RESTORATION

REFERENCE:

Title 29-A, Section 1602, Proof Demanded

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1602.html>

Title 29-A, Section 1603, Suspension

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1603.html>

Title 29-A, Section 1605, Proof of Financial Responsibility

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec1605.html>

COMMENTS:

When an applicant for registration answers “**YES**” to either question number 1 or 2 on the reverse side of the registration certificate, collect the excise tax **ONLY** and advise the applicant that they must go to a Motor Vehicle Branch Office to complete the transaction. If the applicant has to file proof of insurance because of an accident and/or convictions, you will be aware of the fact only if they answer question 1 or 2 on their registration application honestly. If the applicant conceals the truth, it is their responsibility and not yours.

If a registration is suspended due to a conviction for OUI or for any offense for which the court suspends a license or registration, the Secretary of State may re-issue that registration to a spouse, domestic partner, or family member. If the owner is the only name on the registration, the owner must complete an Affidavit for Authorization for Reissuance of Suspended Registration form (MV-83) and a Request for Name Addition/Deletion on a Registration form (MV-138).

EXCEPTION:

There have been some situations where a registrant, who does have to file an SR-22 goes to the Motor Vehicle Branch Office before going to the town office or the town office sends the registrant to the branch office without collecting the excise tax. In order not to inconvenience the registrant, the following policy has been approved:

- The Branch Office must verify the SR-22 is on file.
- The Branch Office will give the customer a standardized letter, on BMV letterhead verifying that the SR-22 is on file. This letter will authorize the town to process the registration in this particular situation. The town should retain a copy of the letter in their file and attach a copy of the letter to the registration when submitting the cash report.

REMINDER:

This authorization letter is ONLY acceptable for this one time situation.

Evidence of insurance **is not required for trailers**, even if the registrant is required to file an SR-22; however, if there is a suspension in place that affects an individual’s privilege to register, for whatever reason, they will not be allowed to obtain any registration credential until the suspension has been resolved with the Bureau of Motor Vehicles. If a registrant requests a duplicate registration, and the registrant is required to file an SR-22, evidence of insurance is required before issuing the duplicate. Even though evidence of insurance was provided when the registration was processed, the SR-22 insurance is often dropped after the registration is processed.

INSURANCE AND RESTORATION **continued**

When registering, re-registering or doing a transfer involving any type of motor vehicle that carries passengers used for hire, it is necessary that this transaction be processed at a Motor Vehicle Branch Office. This includes taxis, ambulances, (except ambulances registered by volunteer and non-profit ambulance organizations), coaches, school buses used to carry passengers for hire, u-drive or drive yourself rental or for hire vehicles, plus certain passenger type vehicles that are leased (see section on Lessor-Lessee).

Some customers who must file proof of insurance do not understand that the proof or “confirmation” of insurance coverage must be on file in the Motor Vehicle Main Office in Augusta. The insurance company, **NOT** the insurance agent, **must** furnish an AAMVA Uniform Financial Responsibility Form (SR-22) to the Main Office in Augusta to confirm that the applicant has the necessary coverage.

NOTES:

Evidence of liability insurance **must** be shown before a vehicle is registered or re-registered.

The Bureau of Motor Vehicles offers a training program that authorizes Municipal Agents to process registrations for **short-term rental vehicles only** that are required to have JB filings on file at BMV and have “blanket” insurance coverage. These vehicles are normally issued a passenger vehicle type plate and pay a double registration fee of \$70.00. Limited New Registration agents can issue renewals, new registrations and transfers of vehicles purchased from a Maine license dealer providing the registrant has their plates. New registration agents will be able to process all new registrations for these vehicles.

This level of authorization does not include taxis, ambulances (except those registered by non-profit organizations), coaches (limousines), certain types of leased vehicles (see Lessor/Lessee section) or other types of vehicles for hire.

Electronic Users - Currently we have one electronic vendor that has been approved. All other vendors have been given the specifications for processing this type of transaction. Please contact your vendor for further information.

This is a voluntary program, if you are interested in participating; please submit a letter of request to the Municipal and Agent Services Section. There is a training class that must be attended in order to process these registrations.

DRIVER'S PRIVACY PROTECTION ACT

REFERENCE:

Title 29-A, Section 256, Federal Driver's Privacy Protection Act of 1994

<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec256.html>

The DPPA procedures for the disclosure of personal information contained in motor vehicle records must be in accordance with State (Title 29-A, Section 256) and Federal law (Title 18 U.S.C. Chapter 123).

The DPPA states that personal information cannot be released on motor vehicle records to sales and marketing organizations and the general public, unless an individual specifically agrees to the release by completing an "opt-in" form available through the Bureau of Motor Vehicles. In this manner an individual's personal information is automatically protected from release to sales and marketing organizations and the general public without having to take any action.

If you are asked for any of the above information, determine the specific information they are inquiring about and call that specific section at the BMV Main Office. That section will send the customer the required documents to be completed. Once the documentation is received back from the customer, BMV staff will check with their supervisor for further instruction.

INSURANCE

REFERENCE:

Title 29-A, Section 402, Insurance required prior to registration
<http://www.mainelegislature.org/legis/statutes/29-A/title29-Asec402.html>

DEFINITION:

The following are allowed as evidence for the registration or the re-registration of a vehicle:

1. Insurance card-refer to Title 24-A, M.R.S.A., Section 2412-sub-section 7.
2. A **letter** from an insurance company or agent stating the vehicle is covered by liability insurance (the vehicle must be identified).
3. An insurance binder (the vehicle must be identified).
4. An insurance policy that has a summary document sheet that describes the vehicle insured, the name of the insured, the amount of insurance, type of insurance coverage and the period the vehicle is covered.

The evidence of insurance listed above is acceptable for both new registrations and re-registrations.

It is acceptable for an insurance card to be hand written.

The insurance policy, when used as evidence of insurance **must** have a SUMMARY SHEET. The summary sheet includes the information as listed above in Section # 4.

Telephone verifications ARE NOT PERMITTED as evidence of insurance. However, a photocopy or a fax copy of insurance confirmation from the insurance agency is acceptable. It also may be provided in electronic form, including the display of an image on a portable electronic device.

Insurance policies specifically issued for the purchase of a transit plate **MAY NOT** be used to process a Maine registration.

When an insured is registering a vehicle under a fleet name, it is acceptable for the insurance card to read "**ALL LEASED**" or "**ALL OWNED OR LEASED VEHICLES**".

NOTE:

If a person is required to file proof of financial responsibility (SR-22) then it is not necessary for them to show evidence of insurance as described in this section. The same procedures are to be followed as in the past-**collect excise tax ONLY and send the registrant to the Motor Vehicle Office to complete the transaction.**

INSURANCE continued

Vehicles for which proof of insurance is not required:

- County
- Dealer Owned/Controlled Vehicles
- Federal Government
- Municipal
- Occasional Crossing Permit
- Special Equipment
- State
- Stock Cars
- Trailers
- Camper Trailers
- Conservation Trailers
- Semi-Trailers
- Truck Camper
- University of Maine (vehicles, **not** the specialty UM plate).

NOTES:

All other plate types not listed (above) are required evidence of insurance prior to registration or issuance.

Situations requiring specific insurance:

Form JB type insurance-contact Motor Carrier Services, Operating Authority Unit at 624-9000 Ext. 52131.

- Emergency Vehicles (ambulance) ~ does not include hearse or funeral vehicles.
- School Buses.
- Hire and Limousines.
- Vehicles used to transport students to school under contract-must also display combination plates.

INSURANCE
continued

NOTE:

When collecting excise tax only, it is **not** necessary to see evidence of insurance. The basic liability for mandatory insurance is as follows:

\$ 50,000	1 person injury or death
\$ 100,000	2 or more people injury or death
\$ 25,000	Property damage

If the registrant shows a valid insurance card from out-of-state or country and the insurance does meet Maine’s minimum insurance requirements as listed above and the insurance company is licensed to do business in Maine, the registration can be processed.

The vehicle information on the insurance card must match the vehicle described on the registration, **but it is acceptable for the insurance card to be in a name other than the registrant’s, provided there is no transfer of ownership.**

ACCEPTABLE SCENARIOS:

1. Registration and/or title in person’s name, evidence of insurance in a company name.
2. Registration and/or title in one person’s name, evidence of insurance in another person name.

PROTESTED CHECKS

MUNICIPAL OFFICES

When accepting a personal check in payment for registration, please write the **name, date of birth and plate number** on the check. This gives a positive identification of the vehicle registered so the Bureau of Motor Vehicles can suspend the registration of the vehicle covered by the check in the event this action becomes necessary.

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. Contact the individual in writing as soon as possible explaining they have ten (10) days to resolve the problem. If there is no response after 10 days, a “second notice” should be sent warning the person that if payment is not received within five (5) days that the case will be turned over to the Bureau of Motor Vehicles, which will result in suspension of their operator’s license and/or registration privileges in the State of Maine.

If the individual fails to respond to the letters the Bureau of Motor Vehicles will need copies of your correspondence letters, a copy of the check, and a copy of the registration that the check was written for, and make sure to include the individual’s current address if possible. The information may be mailed to the Bureau of Motor Vehicles, Attn: Accounts Receivable, 29 State House Station, Augusta, ME 04333-0029 or faxed to (207) 624-9025 or email to Accounting.BMV@maine.gov.

Upon receipt of this information, the Bureau of Motor Vehicles will initiate further collection procedures. If state fees are involved and the money is not collected, the Secretary of State may suspend all licenses, permits, certificates and registration of the person liable for the fees.

BMV will no longer attempt to collect on excise-only protested checks, as we have no legal authority to suspend.

The letter sent from Driver License Services will advise the individual they have ten days, from the mail date, to make payment on the protested check or their operating privileges and registrations will be suspended. A copy of this letter will be forwarded to the town/city as notification that action has been taken. Once the town/city has received the notification from the Bureau of Motor Vehicles, the town/city must refer the individual to the Bureau of Motor Vehicles to take care of the protested check, by calling Court Records at 624-9000 ext. 52100. When payment is received, Court Records will notify the town/city by email, and they should expect to receive their funds in approximately six to eight weeks.

Always include a contact name, phone number, and fax number with all correspondence.

The town/city may collect payment prior to receiving their letter of notification of action and forward written receipt by mail or fax to the Cash Office. In this case, the registrant will pay just the amount owed to the town/city and no suspension will be issued.

PROTESTED CHECKS continued

If there are any questions regarding your **correspondence**, you may contact:

Court Records

Bureau of Motor Vehicles, 29 State House Station, Augusta, ME 04333-0029
207-624-9000 Ext. 52100

If there are questions regarding the **payment** of the protested check funds, you may contact:

BMV Accounting

Bureau of Motor Vehicles, 29 State House Station, Augusta, ME 04333-0029
207-624-9019

Accounting.BMV@maine.gov

Any municipal protested check which is at least three years old will be considered uncollectible. Each January 1st, open cases will be reviewed and those at least three years old will be closed and no further action will be taken. Any suspensions related to the protested check will also be removed.

BRANCH OFFICES

The following are steps the Branch Offices are to take when collecting a protested check:

1. When accepting fees in payment of a protested check, we will **only accept cash, money order, bank check, or a credit card.**
2. Call Court Records at 624-9000 ext. 52100 ~ advise them of the name, date of birth, or company name of the protested check to be paid. The suspension letter may be helpful to determine the customer responsible for payment.

**** If a suspension letter has not been processed, please call Court Records for information on the customer. ****

3. Determine from Court Records the protested check type: **BMV, Municipal/InforME, or Write-off.**
4. **Follow the POS Protested Check procedures issued by the Cash Office for processing the protested check payment.**

Chapter 9

FINANCIAL REPORTING

MANUAL CASH REPORT (MV-300)

There is one report for all manually processing municipalities (MV-300). The entire cash reporting document is six (6) pages. Two completed white pages of the work analysis sheet along with the pink completed page of the sticker analysis sheet must be forwarded to BMV with your registration work and monies. The additional copies are to be retained by the completing municipality. The purpose is to be able to maintain better records and to consolidate and standardize the reporting document.

All municipalities authorized at the New Registration or Truck Registration level must submit cash reports on a weekly basis. Manually processing municipalities authorized at the Limited New Registration level must submit cash reports on a biweekly basis. The cash report must include payment, check(s) or deposit ticket, covering the work for that period. We realize many municipalities use the warrant system and submit a check to BMV for the amount of the cash report. It may be necessary for municipalities to change to the direct deposit system in order to meet the submittal requirements.

If you do not process any registrations within a reporting period, then a cash report must still be sent to BMV. Complete the cash report header as usual, and indicate that there was no work processed for that time period.

If, after completing and submitting the cash report, you realize that you have failed to include the completed registration documents or fees, please call the BMV Main Office, Accounting Unit, at (207) 624-9019. They will inform you of the steps to follow at that time.

The following pages reflect the latest changes on the cash report forms and instructions.

MANUAL CASH REPORT (MV-300)

WORK ANALYSIS SAMPLE – Page 1

MUNICIPALITY: YOURTOWN ← A E →			DATE OF REPORT: 1/13/2018		
GEO CODE: 12345 ← B F →			REGISTRATION PROCESSED FROM: 1/6/2018 TO: 1/13/2018		
AUTHORIZATION TYPE: Truck ← C G →			TELEPHONE: 207-555-5555		
AGENT: Jane Doe ← D H →			<small>BMV USE ONLY</small> DATE RECEIVED:		
<small>"DEPOSIT MONEY DAILY"</small>		BUREAU of MOTOR VEHICLES		<small>THIS FORM MUST BE COMPLETED WHEN SUBMITTING YOUR WORK TO BMV AS REQUIRED.</small>	
WORK ANALYSIS		REGISTRATION PROGRAM			
			FOR BMV USE ONLY		
ITEM	UNITS	MONEY	ITEM	UNITS	MONEY
Passenger 1	10	350.00	Passenger		
Island Use	1	4.00	Island Use		
Antique	2	60.00	Antique		
Antique Motorcycle			Antique Motorcycle		
Motor Home	2	48.00	Motor Home		
Street Rod	1	30.00	Street Rod		
No Fee	1	0.00	No Fee		
Half Rate	2	35.00	Half Rate		
Hire/Rental			Hire/Rental		
Passenger Truck 2	1	37.00	Passenger Truck		
Commercial Trucks 3	5	1,225.00	Commercial Trucks		
Trailers	8	152.50	Trailers		
Tractor/Special Mobile	3	97.00	Tractor/Special Mobile		
Coach			Coach		
Farm Trucks	2	146.00	Farm Trucks		
Motorcycles	1	21.00	Motorcycles		
Mopeds	1	9.00	Mopeds		
Special Equipment	3	45.00	Special Equipment		
Bus			Bus		
Titles			Titles		
Title No Fee			Title No Fee		
Vanity Plates 4	1	25.00	Vanity Plates		
Res. # Fee 5	2	30.00	Res. # Fee		
Lost Plates			Lost Plates		
Duplicate Stickers	2	0.50	Duplicate Stickers		
Duplicate Registration 6	2	4.00	Duplicate Registration		
Special Permit 7	1	27.00	Special Permit		
I. G. W. / Boosters 8	4	680.60	I. G. W. / Boosters		
MV-300 REV 11/2017			Pg 1 of 2		

MANUAL CASH REPORT (MV-300)

WORK ANALYSIS SAMPLE – Page 2

MUNICIPALITY: YOURTOWN			DATE OF REPORT: 1/13/2018				
GEO CODE: 12345			REGISTRATION PROCESSED FROM: 1/6/2018 To: 1/13/2018				
"DEPOSIT 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	UNIT \$	MONEY	ITEM	UNIT \$	MONEY	NEW	RENEWAL
Transit 9	2	37.00	Transit				
Transfer 10	2	16.00	Transfer				
Agriculture Plates 11	2	35.00	Agriculture Plates				
Animal Welfare Plates			Animal Welfare Plates				
Breast Cancer Plates			Breast Cancer Plates				
Black Bear Plates	1	20.00	Black Bear Plates				
Conservation Plates	2	35.00	Conservation Plates				
Lobster Plates	1	15.00	Lobster Plates				
Sportsman Plates	2	40.00	Sportsman Plates				
Support Troop Plates	2	35.00	Support Troop Plates				
U. of M. Plates	1	15.00	U. of M. Plates				
Other			Other				
Refund			Refund				
12 Paid	4		Paid				() Check
No Fee			No Fee				() Deposit
Sales Tax Paid	2	306.00	Sales Tax Paid				()
Subtotal		3,580.60	Subtotal				PROCESSED BY BMV
Over / Short			Over / Short				INITIALS: _____
TOTAL 13		3,580.60	TOTAL				DATE: _____

BOLD ITALIC Item categories indicate the need to please use "NOTES" area for registration with multiple fees. I.e. Commercial, Farm, Trailer etc.

NOTES:	MH	CO	TL	TR	FM	SE	IGW	Booster	Transit
	1 - 21.00	1 - 35.00	1 - 5.25	1 - 5.00	1 - 27.00	1 - 10.00	1 - 106.00	1 - 81.50	1 - 12.00
	1 - 27.00	1 - 37.00	1 - 10.00	1 - 20.00	1 - 119.00	1 - 15.00	1 - 274.00	1 - 219.10	1 - 25.00
	2 - 48.00	1 - 81.00	1 - 10.50	1 - 72.00	2 - 146.00	1 - 20.00	2 - 380.00	2 - 300.60	2 - 37.00
		1 - 130.00	1 - 15.75	3 - 97.00		3 - 46.00			
		1 - 942.00	1 - 20.00						
		5 - 1225.00	1 - 21.00						
			1 - 30.00						
			1 - 40.00						
			8 - 152.60						

THIS DOCUMENT WAS COMPLETED BY: Jane Doe

Mail To:
ATTN: Accounting Unit
State of Maine, BMV, STA #29
AUGUSTA, MAINE 04338

IF YOU HAVE QUESTIONS, PLEASE CALL 207-624-9000, ext. 52163

MV-300 REV 11/2017 Pg 2 of 2

MANUAL CASH REPORT (MV-300)

WORK ANALYSIS SAMPLE – Instructions

The preceding sample Work Analysis sheets highlight specific areas. Refer to the corresponding alphanumeric character below for further instructions on these highlighted areas.

The header of the Work Analysis should be completed as follows:

- A. Indicate the name of the municipality.
- B. E Indicate the date the report is being processed.
- C. F Indicate the “**FROM**” and “**TO**” dates for the reporting period: the oldest piece of registration work to the most recent.
- D. B Indicate the municipality’s legal residence code (geocode).
- E. C Indicate the level of authorization as determined by BMV:
 - 1. Limited New
 - 2. New
 - 3. Truck
- F. D The person completing the cash report must sign.
- G. Indicate a telephone contact should BMV have questions regarding the report.
- H. Any gray shaded areas on the Work Analysis sheets are for **BMV use ONLY**. Please do **NOT** write in these areas.

The units and monies for transactions processed within the report period should be recorded in the appropriate designated categories on the Work Analysis sheets. If you are unable to determine the correct category, please contact BMV.

- 1. Under Passenger: All \$35.00 passenger type vehicles are to be grouped together (passenger, handicap, firefighter, specialty plate types, etc...).
- 2. Under Passenger Truck: Include all passenger type vehicles with a listed registered weight between 6,001 lbs. and 10,000 lbs. (generally a \$37.00 fee).

Note: The Passenger Truck category has been added to the most recent revision to the MV-300. If your version does not have this category, create it as needed in the blank category space or other category on page 2, or in an unused category on page 1, as needed. These units should not be included in the Commercial Truck category.
- 3. Under Commercial Trucks: List all vehicles with commercial type plates. Categories listed in bold italics, like Commercial Trucks, must break down units by fee under the **NOTES** section on the bottom of page two. This includes Motor Home, Trailers, Farm Trucks, and Special Equipment.
- 4. Vanity Plates: List only the \$25.00 vanity plate fees here.

MANUAL CASH REPORT (MV-300)

WORK ANALYSIS SAMPLE – Instructions continued

5. Res. # Fee: List any reserve plate or out-of-rotation plate fees (\$15.00).
6. Duplicate Registration: List any duplicate registrations issued.
7. Special Permit: List any \$27.00 Special Reg. Permit Certificates (MVR-10).
8. I. G. W. / Boosters: List any gross weight increases and boosters processed during the report period. These units should be broken down by fee under the **NOTES** section on the bottom of page two.
9. Transit: List any transit plates issued during the report period: \$12.00 one way and \$25.00 round trip. These units should be broken down by fee under the **NOTES** section on the bottom of page two.
10. Transfer: List the transfer fee only for any transfer registrations processed during the report period.
11. Specialty plate fees (\$20.00 or \$15.00 as applicable) should be listed under the respective specialty plate category. If the specialty plate type is not listed, create the needed category in the blank space provided.
12. Sales Tax Paid: List any Use Tax Certificates (yellow or blue-leased) processed during the report period. Sales tax units are to be broken down into "Paid" and "No Fee" categories.
13. Total

NOTE:

Not all processing instructions apply to every municipality. Process only those transactions within your municipality's authorization level. Example: the Limited New Registration level is not authorized to collect yellow sales tax forms or title applications.

MANUAL CASH REPORT (MV-300)

STICKER ANALYSIS SAMPLE

Stickers Expiring:		1	2	3	4	5	6	BMV USE ONLY	Ending Sticker Amount on Hand
		Beginning Stickers on Hand	BMV USE ONLY	Stickers Received	Stickers Returned	Total Stickers	Stickers Issued		
JAN.	Single	10		10		20	3		17
	Double	20				20	3		17
FEB.	Single	10				10			10
	Double	20				20			20
MAR.	Single	10				10			10
	Double	20				20			20
APRIL	Single	10				10			10
	Double	20				20			20
MAY	Single	10				10			10
	Double	20				20			20
JUNE	Single	10				10			10
	Double	20				20			20
JULY	Single	10				10			10
	Double	20				20			20
AUG.	Single	10				10			10
	Double	20				20			20
SEPT.	Single	10				10			10
	Double	20				20			20
OCT.	Single	10				10			10
	Double	20				20			20
NOV.	Single	10				10			10
	Double	20				20			20
DEC.	Single	10				10			10
	Double	20				20			20
8 TOTAL								6	

Boosters	20				20	2		18
Transits	15				15	2		13
MVR-10	25				25	1		24

Year Stickers		1	2	3	4	5	6	BMV USE ONLY	Ending Sticker Amount on Hand
9 2017	Single	4			4	0			0
	Double	6			6	0			0
2018	Single	25				25	1		24
	Double	35		50		85	18		67
2019	Single	40				40	7		33
	Double	75				75	12		63
2020	Single	50				50	4		46
MC 10 2018	COMBO	10				10	1		9
TC	DECALS								
9 TOTAL								43	

Bureau of Motor Vehicles
STICKER ANALYSIS

← 7

NOTES

A YOURTOWN
 Municipality
D 12345
 Town Code
B 1/1/2018
 Date of Report
C 1/6/2018
 Report Date
E Jane Doe
 Prepared by
 1/13/2018
 Date

Returned expired stickers to BMV

Date Received

Attach the pink copy to the Work Analysis portion of the cash report and submit to B.M.V. for processing.

MANUAL CASH REPORT (MV-300)

STICKER ANALYSIS SAMPLE – Instructions

The preceding sample Sticker Analysis sheet highlights specific areas. Refer to the corresponding alphanumeric character below for further instructions on these highlighted areas.

The right-hand side of the Sticker Analysis should be completed as follows:

- A. Indicate the name of the municipality.
- B. Indicate the date the report is being processed.
- C. Indicate the “**FROM**” and “**TO**” dates for the reporting period: the oldest piece of registration work to the most recent.
- D. Indicate the municipality’s legal residence code (geocode).
- E. The person verifying the inventory must sign here.

Sticker and permit activity is accounted for on the Sticker Analysis as follows:

1. The “Beginning Stickers on Hand” amount should be carried over from the “Ending Sticker Amount on Hand” from the prior report period.
2. The gray shaded columns are for BMV use ONLY.
3. New inventory received from BMV should be recorded in the “Stickers Received” column for the corresponding report period.
4. Damaged and/or unused stickers must be returned to BMV. List any stickers that are being returned in the “Stickers Returned” column.
5. The “Total Stickers” column should equal the beginning amount on hand plus any stickers received and then minus any stickers returned.
6. Record total amount of stickers used in the period under “Stickers Issued”.
7. The “Ending Sticker Amount on Hand” column should equal “Total Stickers” minus “Stickers Issued”. The physical count of actual stickers on hand at the end of the period should match the “Ending Sticker Amount on Hand” column.
8. Booster, Transit Plate, and Special Registration Permit Certificate (MVR-10) inventory must be tracked on the Sticker Analysis in the same manner as sticker inventory.
9. The year must be indicated for any stickers listed under “Year Stickers”.
10. Motorcycle combination stickers are a unique inventory type and have their own category on the Sticker Analysis. Be sure to indicate the year for any stickers listed.

CASH REPORTING PROCEDURES BOTH MANUAL & ELECTRONIC

1. All BMV transactions and associated fees processed within a given report period must be included with the corresponding cash report. Count all documents and verify them to the cash report.
2. Double check your figures and the math. It is very easy to transpose digits and to make a math mistake when dealing with money amounts.
3. Verify your payment method:
 - a. Municipal check payment: verify the line amount with the written amount in the box and remember to sign the check.
 - b. Direct deposit payment: verify the bank validation on the deposit ticket against the amount deposited to the bank. If the figures do not agree, immediately rectify the matter with the bank. Do not submit incorrect deposit tickets. Effective March 1, 2002, the Bureau of Motor Vehicles is only able to accept one deposit ticket per cash report.
4. Do **NOT** deposit monies for BMV into any personal account. Do **NOT** use personal checks to pay BMV. Note: municipal staff may write checks to register their own personal vehicles. See the "Fees Payable to BMV" section later in this chapter for additional information.
5. Paperclip your check or deposit ticket to the face of the cash report.
6. **Do not fold** the registration work. Mail the cash report and material flat. Much of the cash report material will be scanned when it reaches BMV. Folding or rolling material can affect the scanning process, and may also affect the legibility of the document.
7. The cash report **must be signed** by the municipal representative completing the report verification. This does not necessarily have to be the Municipal Agent. Manual municipalities will sign in the area provided at the bottom of the second page of the Work Analysis. Electronic municipalities will sign in the area provided at the bottom of the second page of the TOWN SUMMARY REPORT.
8. Stamp the outside upper left corner of the envelope with your municipal validation stamp prior to submitting the cash report.

The date range of the report should be listed below your municipal validation stamp. If you are sending multiple reports together, list the complete date range. For example, four reports are coming in for four weeks in June. Indicate the start date of the first report and the end date of the last report. Also, if you are sending more than one envelope for a report, indicate on the outside of the envelopes "1 of 2" and "2 of 2".

Municipalities that process electronically must also indicate "Electronic" on the envelope.


See envelope sample below.

**CASH REPORTING PROCEDURES
BOTH MANUAL & ELECTRONIC
continued**

9. General cash report sorting and verification:
- a. Insurance: All registrations should be initialed for proof of insurance, with the exception of class codes CL, SE, and TL.
 - b. Sales Tax: Each form should have the plate number and date processed indicated. Forms must be clearly readable and include the purchaser's name, signature, and address, the sales tax amount, and the municipal validation stamp.
 - c. Title Application: Each title application must reflect the municipal validation stamp, date processed, and fee collected in the validation area. The class code and plate number should be indicated in Block 17.

ENVELOPE SAMPLE:

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

<p>Town of Yourtown PO Box 555 Yourtown, ME 99999</p> <div style="text-align: center; margin-top: 20px;"><p>SAMPLE 00000</p><p>DATE _____ 1/6/18 - 1/13/18</p></div>	<p>Attn: Accounting Unit Bureau of Motor Vehicles 101 Hospital St 29 State House Station Augusta, ME 04333-0029</p>
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NOTE:

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

MANUAL CASH REPORTING PROCEDURES

1. The cash report and all related document(s) must be submitted **EVERY WEEK** for municipalities processing at the New Registration or Truck Registration level. Municipalities processing at the Limited New Registration level must submit at least every 15 days.
2. Upon completion, submit the two Work Analysis pages (white copy) and the Sticker Analysis page (pink copy) to BMV. The Work Analysis pages should be on top, and the Sticker Analysis page should be on bottom. Do **NOT** staple the report pages together.
3. The cash report material should be bundled as follows, top to bottom:
 - a. “Old” yellow registrations do not need to be submitted to BMV unless specifically requested in a special circumstance. Note that these documents require a secure method of disposal, like shredding or burning.
 - b. Miscellaneous forms, i.e. Requests for Duplicates (MV-11), Requests for Replacement Stickers (MV-14), Returned Plate Cards (MV-553), and Name Addition/Deletion Forms (MV-138)
 - c. IGW/Boosters, Transit Application forms, and Special Registration Permits (MVR-10)
 - d. Problem registrations with a **clear** explanation attached
 - e. Corrections
 - f. Any registrations with attachments (pertinent information), i.e. Power of Attorney
 - g. Transfers
 - h. All other registrations **sorted by class code** in the order of corresponding categories on the cash report. Registrations with special fees should be separated within each class code, i.e. Half Rates, Prorations, Vanity Plates, Lost/Replacement Plates. **(No staples please.)**
 - i. Use Tax Certificates:
 - 1) “No Fee” use tax forms (including blue lease forms): Staple the entire bundle of “No Fee” use tax forms together. Write and circle the total number of forms in the center of the top form. **Verify units** against cash report.
 - 2) “Paid” use tax forms (including blue lease forms): Run a calculator tape showing the amount for each form and total collected. Staple the entire bundle of “Paid” use tax forms together, with the calculator tape attached to the front in the upper left hand corner. **Verify units and monies** against cash report.
 - j. Title applications, sorted in CTA# order. Be sure to remove the perforated tab at the top of the title application form. Corresponding supporting documents should be stapled to the title application, with the title application on top.

ELECTRONIC CASH REPORTING PROCEDURES

1. **SUBMITTAL:** Cash reports are to be submitted at least weekly for the BMV transactions processed during the week prior to the submittal date. This applies to all municipalities that process electronically, regardless of authorization level.
2. **REPORTS:** The report should be printed and submitted in its entirety. The cash report must be printed **one-sided**. The report pages should be stacked in the following order:
 - a. TOWN SUMMARY REPORT
 - b. TOWN DETAIL REPORT
 - c. TITLE APPLICATION SUMMARY REPORT
 - d. USE TAX SUMMARY REPORT
 - e. EXCEPTION REPORT
 - f. VOIDED FORMS REPORT
 - g. EXCISE TAX TRANSACTIONS REPORT
 - h. INVENTORY REPORTS
 - i. GIFT CERTIFICATE REGISTER
 - j. TEMPORARY PLATE REGISTER (currently not being used)
 - k. INVENTORY ADJUSTMENTS REPORT
 - l. DATA VERIFICATION REPORT
3. **ELECTRONIC DATA FILE TRANSFER:** The data and reports being transferred should match the paper copy of the report and hard copies of the registrations. The following files should be included in the transfer:
 - a. DATA FILE (Town Code) IN.DAT
 - b. TOWN SUMMARY REPORT (Town Code) TS.RPT
 - c. TOWN DETAIL REPORT (Town Code) TD.RPT
 - d. DATA VERIFICATION REPORT (Town Code) ED.RPT

For training on the Electronic Data Transfer, please contact your vendor.

If you receive an error message during the submittal of the Electronic Data Transfer, please contact InforME: <http://www.maine.gov/informe/>

4. **ENVELOPE:** The cash report must be mailed in a heavy manila envelope. The envelope must have the municipal validation stamp and be clearly marked as an **electronic** cash report.
5. **PRINT QUALITY:** Each document should be easily legible. The information should be printed within the assigned area on the registration document. If the print is light, smeared or illegible, the document must be reprinted immediately (before the customer leaves the office). Print quality pertains to all documents, including registration, title and sales tax forms.

ELECTRONIC CASH REPORTING PROCEDURES continued

6. **VERIFICATION:** The fee for each registration or document should be totaled and compared to the amounts indicated on the TOWN SUMMARY REPORT and the TOWN DETAIL REPORT. If the pieces or amounts do not match, the discrepancies must be explained and/or justified prior to submitting the cash report. Note that the right-hand side of the TOWN SUMMARY REPORT is designated for **BMV use ONLY**. Please do **NOT** write in this area.
7. **EXCEPTION REPORT:** All entries in the money adjustment section should contain the following information:
- a. Registrant's Name
 - b. Class Code
 - c. Plate Number
 - d. Tax Receipt Number for registration adjustments
 - e. CTA Number for Title Application adjustments (double applications require both CTA Numbers).
 - f. Units adjusted (indicate plus or minus units)
 - g. Dollar Amount adjusted (indicate plus or minus amount)

Each of the entries on the EXCEPTION REPORT must be verified.

All **Void** registrations must be reported through the VOIDED FORMS REPORT. (Note that registration form adjustments will report to the INVENTORY ADJUSTMENTS REPORT.) Voided documents must be clearly marked as a "VOID" and verified to the reports before the cash report is submitted. **Procedural change effective 01/01/07:** Please retain and maintain all copies of the voided registrations in tax receipt order.

8. **CHANGES TO THE DOCUMENT:** Normally there should be no writing on the front of an electronic registration. However, due to operator or system error, the following exceptions are allowed:
- a. Tax Receipt Number – if the tax receipt number printed in the validation box does not exactly match the tax receipt number pre-printed below the barcode, then circle the tax receipt number in the validation box with red ink, or highlight it with a yellow highlighter
 - b. Print phrases – i.e. Address Chng, NROP, Plate Change, etc...
 - c. Reason Codes – i.e. A, O, P, etc...
 - d. CTA Number corrections – only when the operator keyed an incorrect application number and it does not match the registrant's application.

Please neatly make any such changes in **blue** or **black** ink. If the fees, expiration dates, class codes, plate numbers, or vehicle/registrator information are affected, the registration must be corrected through the electronic system and an e-correct **must** be processed.

ELECTRONIC CASH REPORTING PROCEDURES continued

9. **SORTING:** The cash report material should be bundled as follows, top to bottom:
- a. "Old" yellow registrations do not need to be submitted to BMV unless specifically requested in a special circumstance. Note that these documents require a secure method of disposal, like shredding or burning.
 - b. Miscellaneous forms, i.e. Requests for Duplicates (MV-11), Requests for Replacement Stickers (MV-14), Returned Plate Cards (MV-553), and Name Addition/Deletion Forms (MV-138)
 - c. IGW/Boosters, Transit Application forms, and Special Registration Permits (MVR-10)
 - d. AP Voids (excise tax already paid), white and yellow copy, **clearly labeled** as such
 - e. Problem registrations with a **clear** explanation attached. (Registrations with incorrect tax receipt numbers go here.)
 - f. E-corrects
 - g. Duplicate Registrations
 - h. Any registrations with attachments (pertinent information), i.e. Power of Attorney
 - i. Transfers
 - j. All other registrations **sorted by class code** in the order of corresponding categories on the cash report. Registrations with special fees should be separated within each class code, i.e. Half Rates, Prorations, Vanity Plates, Lost/Replacement Plates. **(No staples please.)**
 - k. Use Tax Certificates:
 - 1) "No Fee" use tax forms (including blue lease forms): Staple the entire bundle of "No Fee" use tax forms together. Write and circle the total number of forms in the center of the top form. **Verify units** against TOWN SUMMARY REPORT.
 - 2) "Paid" use tax forms (including blue lease forms): Run a calculator tape showing the amount for each form and total collected. Staple the entire bundle of "Paid" use tax forms together, with the tape attached to the front left hand corner. **Verify units and money** against TOWN SUMMARY REPORT.
 - l. Title applications, sorted in CTA# order. Be sure to remove the perforated tab at the top of the title application form. Corresponding supporting documents should be stapled to the title application, with the title application on top.
10. **INVENTORY:** Manual counts of all controlled BMV inventory (registration forms, stickers, plates, and permits) 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.

ELECTRONIC CASH REPORTING PROCEDURES **continued**

PREPRINT DATA:

In place of paper preprints, electronic municipalities will have delta files posted electronically to the InforME website once a month. These files will contain updated registration information from the previous month. In order to ensure that a municipality's records (including any suspension information) are kept as up to date as possible, this data **MUST** be loaded into the electronic system.

Data not retrieved by electronic municipalities in a timely manner will be reported to BMV Audit Services by InforME.

FEES PAYABLE TO BMV

There are several different ways that a municipality may pay the Bureau of Motor Vehicles for the transactions that they process.

- 1. Deposit:** The agent may contact a nearby bank to determine if they have a State of Maine account. If so, it is necessary to make arrangements with the bank to issue deposit tickets with the State account number on them.

The deposit tickets should be preprinted with "Bureau of Motor Vehicles" on them as well as the name of municipality. If the name of the municipality is not preprinted on the ticket, it must be validated with the municipal validation stamp. The reason for this is that if the deposit ticket were returned to us by the State Treasurer's office without this information, we would be unable to tell which municipality submitted it.

Deposit tickets should be made out in triplicate, and the bank should validate all three copies. One copy stays with the bank to be submitted with the monthly bank statement, a second copy is retained by the municipality for record keeping purposes, and a third clear copy is submitted with the cash report.

The municipality should double check the addition and total before making the deposit. Before leaving the bank, make sure the deposit ticket has been validated by the bank for the proper amount. This may be a hand seal or a machine validation.

All checks being deposited to the State of Maine account must be made out to Secretary of State and contain only BMV fees. Checks should never be made directly to the tax collector or the municipality for BMV fees. One reason for this is that it causes significant problems when a check is returned for insufficient funds. It may be necessary to have the customer make out more than one check. For example, a customer who is paying excise tax and registering a motor vehicle may also want to obtain a fishing license at the same time. In this case, one check is made to the municipality for excise tax, one for the registration fee and a third check for the fishing license.

- 2. Check:** When paying by check, municipalities must make payment to BMV from a checking account that meets the following criteria:
 - a.** Funds collected for BMV transactions must be turned over to the treasurer and/or deputy treasurer for deposit to the municipal account. All checks for deposit to a municipal account must be made payable to the municipality.
 - b.** Payment to BMV from a municipal account must meet with the approval of the municipal officer.
 - c.** Checks must be written from the municipal account to the Secretary of State once a week if the municipality is at the New Registration or Truck Registration level or an electronic municipality and every 15 days if the municipality is at the Limited New Registration level. The checks are to accompany the completed cash report.

FEES PAYABLE TO BMV
continued

- 3. Money Order:** Money orders are also an acceptable method of payment. If this payment is chosen, all checks must be made out to the municipality first before obtaining the money order. State funds should not be deposited to your personal checking account prior to making such payment.

State funds **must not** under any circumstances be intermingled with personal funds. One of the reasons for the necessity of keeping state and personal funds separate is that, in the event that something should happen to the municipal agent, the account could be tied up for a long period of time while a determination is made of the amount due to the state. This could prove difficult for all parties concerned.

As a general rule, a transaction may not be voided once a customer leaves the municipal office. Any exceptions to this rule must be expressly authorized by BMV on a case by case basis. **Municipalities are NOT authorized to refund or rebate the State fees.** Requests for a return of funds must be made directly to BMV. If the request occurs before the corresponding cash report has been submitted to BMV, attach the request for refund to the applicable registration document; or, if the request occurs after the cash report is submitted to BMV, send the written request for rebate directly to BMV Vehicle Services with any supporting documentation.

**SAMPLES OF TYPICAL
BANK RECEIPTS**

THIS DOCUMENT CONTAINS A VOID PANTOGRAPH, BLEED THRU NUMBERS AND A MICROPRINT SIGNATURE LINE

City of Biddeford, Maine
BIDDEFORD, MAINE 04005

Key Bank of Maine
Biddeford, Maine 04005 139 52-60
112

087033

FIVE THOUSAND FIVE HUNDRED NINETY AND 55/100 DOLLARS

DATE	CHECK NO	CHECK AMOUNT
01/29/2001	00087033	***5,590.55

VOID AFTER 180 DAYS

PAY TO THE ORDER OF
SECRETARY OF STATE
MOTOR VEHICLE DIV.
STATION 29
AUGUSTA, ME

04333

Bruce E. Conway
AUTHORIZED SIGNATURE

DEPOSIT TICKET
FOR CLEAR COPY, PRESS FIRMLY

DATE: JAN. 30, 2001

	DOLLARS	CENTS
CURRENCY	00	00
COINS	00	00
CHECKS LIST EACH SEPARATELY	3037	00
1	52	60
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MOTOR VEHICLE REG. FEES
JAN. 16-19, 2001

CKDEP 00900189

BUREAU OF MOTOR VEHICLES
TOWN OF SANFORD

KeyBank National Association
Saco, Maine 04072
1-800-KEY2YOU

DATE: SANFORD-2 31230

PLEASE READER TOTAL HERE

TOTAL 3037 00

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TOTAL ITEMS

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

3037.00

15143 196 11 00900189

OVERAGES and SHORTAGES ON CASH REPORTS

After completing the Cash Report, please double check the addition of the “Money” column to make sure the amount of your check, deposit, or money order agrees with the total on the report. In the event BMV finds a discrepancy between the work received and the amounts listed on the Cash Report, you will be contacted by telephone or by email regarding the error.

If at the time you receive the phone call or email, you do not agree with our figures, please indicate that you would like to check your work further and ask us not to process the report until you have completed further verification.

At the time your municipality and BMV agree on the error, you will be instructed how to make the adjustment. This is usually handled in one of two ways:

1. If the error is a shortage, the amount is to be added to the next cash report by putting the amount in the “**OVER / SHORT**” category and indicating the date of the report the money is offsetting.
2. In the case of an overage, the credit must be taken on the next cash report. Please reference the date of the cash report from which the overage originated in the “**OVER / SHORT**” category.

Failure to comply with either of these procedures will result in a letter to the Municipal Agent identifying the outstanding error(s) and reemphasizing the importance of making the needed adjustment as soon as possible.

RECORD KEEPING

Stickers should be counted when received and counted and reconciled with each cash report.

For municipalities that are authorized to issue plates, a record must be kept of each plate issued. Identify the plate number, registrant, registration tax receipt number, and date issued.

A record must be kept of all money you collect for BMV. The way in which you choose to keep these records is up to you. We have had a few suggestions given to us. Some municipalities find that if they keep a weekly work sheet and send a cash report to BMV weekly, they can balance their records more easily.

Occasionally, BMV or a law enforcement agency may request information on a registration or plate you issued. Some municipalities keep this type of information on their work sheet, or they may list the plate numbers in a notebook and fill in the registrant's name and date as they issue the plates.

All voided registrations should be kept on file to be available to municipal and/or state auditors, if they wish to examine them. The storage period is five (5) years after the municipality has been audited. This also applies to unused preprints.

At this time, title applications are not a controlled inventory item, therefore, retention is not mandatory. It is recommended as a customer service to retain copies for at least six months.

SAMPLE OF RECORD OF PLATES ISSUED:

Received 5 Lobster (LB) plates on 1-5-18, plate numbers 121-AXF to 125-AXF:

<u>Plate Number</u>	<u>Name</u>	<u>Tax Receipt #</u>	<u>Date</u>
121-AXF	John Brown	40428951	1-9-18
122-AXF	Mary Smith	40428994	1-10-18
123-AXF	Sandra Snow	40429017	1-11-18
124-AXF	Patricia Jones	40429038	1-12-18
125-AXF	Bruce Miller	40429062	1-12-18

SAMPLE OF WORK SHEET:

DATE	NAME	TAX RECEIPT #	PLATE NUMBER	MONTH STICKER	YEAR STICKER	EXCISE TAX	REG FEE	TOWN FEE	TITLE FEE	SALES TAX	OTHER	PAYMENT TYPE

CASH, CHECKS AND DEPOSITS

You should make the handling and verification process of cash and checks a part of your routine training. The information should then be incorporated in the processing of each transaction. The ability to recognize counterfeit currency and checks will protect the municipality against potential loss.

CASH:

Learn to recognize currency by its portrait.

Examples:	\$1	George Washington
	\$2	Thomas Jefferson
	\$5	Abraham Lincoln
	\$10	Alexander Hamilton
	\$20	Andrew Jackson
	\$50	Ulysses S. Grant
	\$100	Benjamin Franklin

Not only should the portrait match to the amount, the genuine portrait looks lifelike and stands out distinctly from the fine screen-like background. A counterfeit portrait will generally look more one-dimensional. The currency paper itself is special. It has a soft feel when compared to standard copy paper. It also has randomly placed red and blue chopped silk fibers impressed in the paper.

Additional features found on the new designed bills are the security thread, a watermark based on the portrait, micro-printing and color-shifting ink.

Note the following parts to a dollar bill:

- The value amount of each bill is numerically posted in all four corners on both sides.
- The value is written out across the bottom of the face side.
- The Federal Reserve seal appears to the left of the portrait. The Treasury seal appears to the right of the portrait, embossed over the written dollar amount.
- The unique serial number of the bill appears in both the lower left portion and the upper right portion on the face of the bill.
- The numbers of the Federal Reserve district that issued the bills appears in all four corners on the face of the bill.

Courtesy of Municipal Treasurers' Association, United States and Canada, Cash Handling

In addition to the above factors, pens are available that can detect counterfeit currency.

CASH, CHECKS AND DEPOSITS

continued

CHECKS:

Checks may only be made payable to the account they will be deposited to. They must never be made payable to an individual. Never interchange State or Municipal monies with personal money.

Endorse checks received immediately either with a stamp or manually including the words "For Deposit Only".

DEPOSITS:

Bank deposits should be made daily, regardless of the form of payment that is made to BMV. Cash up should reconcile with the bank deposits. Verify transaction types with money collected to prove cash drawer daily.

STICKERS

RECEIVING STICKERS:

Each municipality authorized to issue registrations should have a supply of month and year validation stickers. These should be ordered by using the Requisition for Supplies form (MV-51). This form may be mailed or faxed to the Stockroom at (207) 624-9035. In an emergency, an order may be placed with the Stockroom by calling direct at (207) 624-9030. **When requesting supplies, please consolidate your orders and submit each order only once.** Multiple small orders or faxing and mailing the same request leads to duplication of time and resources.

Month and year stickers are issued on all new registrations. Only year stickers are normally issued with routine re-registrations since the month of expiration does not change. There may be some instances such as delayed renewals when a month sticker is required. Motorcycle combination stickers are an exception, as the month and year are both displayed on a single sticker.

NOTE:

In a new plate issue year, all month stickers are normally replaced. Therefore, all municipalities should order enough month stickers to accommodate this situation.

When you receive your stickers, please **COUNT THEM AND VERIFY THE ACTUAL AMOUNT AND CONTROL NUMBERS.** Stickers are printed on sheets of five and should be ordered in those units. A single Inventory Transmittal sheet identifying the type of stickers and the number of stickers will accompany each shipment. If the count agrees with the transmittal sheet, please sign the sheet, check the "Inventory received with no exceptions" checkbox below the signature line, and fax to Audit Services at (207) 624-9327. This fax number is for returning signed sheets only, not placing orders. A copy of the sheet must be retained by you for your records. Remember to enter the sticker amounts received on your cash report. If your count does not agree with the transmittal sheet, note the exceptions directly on the sheet, sign it, and check the "Inventory received with exceptions" checkbox below the signature line. You are responsible for **all serialized inventory** sent to you.

Keep year stickers until they expire.

RETURNING STICKERS:

Stickers and decals that are expired, damaged, or void should be returned to BMV. Please mail under separate cover to Audit Services, Bureau of Motor Vehicles, 29 State House Station, Augusta, Me 04333. **Also include a copy of the cash report showing the reduction of the inventory.**

REMEMBER TO ALWAYS SECURE THE STICKERS AND VALIDATION STAMP IN A LOCKED FIREPROOF FILE CABINET, VAULT OR SAFE AT THE END OF EACH DAY.

STICKERS continued

ISSUING STICKERS:

On a renewal, you will issue a set of stickers corresponding to the year of expiration. On 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.

DOUBLE STICKERS:

Vehicles that are issued two plates at time of new registration are issued double month and double year stickers, as applicable. If you do not have the correct double stickers available, it is **not** acceptable to issue two single stickers.

SINGLE STICKERS:

Vehicles that are issued only one plate at time of new registration are issued single month and single year stickers. Examples are commercial tractors, mopeds, special equipment, and trailers. If you do not have the correct single stickers available, it is **not** acceptable to issue one half of a double sticker.

COMBINATION STICKERS:

Motorcycles that are subject to a mandatory March month of expiration are issued a unique type of single sticker known as a combination sticker. The month "March" and the year of expiration are both indicated on the sticker. The combination sticker is issued at time of new registration and renewal.

EXAMPLES:

DOUBLE STICKERS



SINGLE STICKER



COMBINATION STICKER



STICKERS

continued

ORGANIZE YOUR STICKERS:

Set up a system for keeping track of your stickers. The sticker sheets will generally fit in a large recipe box, but you may use any system that works for you. You may wish to divide your file or keep two files, one for the “single” stickers and one for the “double” stickers. You may also wish to keep large amount of stickers in lots of 50 or 100 for easier counting after each cash report.

STICKER CONTROL NUMBERS:

It is recommended that all stickers be issued in sequential order. You must write the sticker control numbers on the registration document on the designated month and year sticker lines, as applicable. When issuing the stickers, indicate the type of sticker issued as “S” for single, “D” for double, or “C” for combination to further identify the sticker issued.

PLACEMENT OF STICKERS:

As applicable, instruct your customers to place one “month” sticker in the upper right hand corner and one “year” sticker in the lower right hand corner of the plate.

COUNT YOUR STICKERS WHEN YOU COMPLETE YOUR CASH REPORT:

At the end of each cash report period, count the stickers you have on hand. If you find you are short or over the amount you should have, try to find the error. Some examples of common errors are:

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.

If you find that your stickers are short or over and you are unable to find the error,

DO NOT ADJUST YOUR STICKER COUNT WITHOUT CONTACTING BMV AUDIT SERVICES FIRST.

DO NOT SWAP STICKERS:

Do not exchange stickers with another municipality. Each municipality is held accountable for all stickers sent to them.

CORRECT STICKERS:

If you do not have the correct stickers available, do not issue the registration. Collect the excise tax only and refer the customer to a BMV Branch Office or to another municipality (if you have confirmed that they have the correct stickers) to complete the registration.

STICKERS continued

FADED STICKERS:

If a customer specifically requests replacement stickers because their sticker(s) are faded, replacement sticker(s) will be issued at no fee. A Request for Replacement of Validation Sticker form (MV-14) must be completed.

NOTE:

If you think you may have issued an incorrect type of month or year sticker, verify the control number to find the month or year with which that sticker number corresponds. Once you confirm that you have issued an incorrect sticker, contact the individual and issue a correct one. Have the customer return the incorrect sticker to you if they have not put it on their plate. If the customer already put the incorrect sticker on their plate, instruct the customer to place the correct sticker over the incorrect sticker on the plate. A Request for Replacement of Validation Sticker form (MV-14) must be completed for no fee, indicating that an incorrect sticker was issued. If you are a manual-processing municipality, also make a notation on your cash report explaining the sticker error and what steps were taken to correct it.

VALIDATION STAMP

COST:

Please contact Audit Services at (207) 624-9349 for current pricing on validation stamps, ink, and ink pads.

Future orders for validation stamps may be of a different type than what municipalities are currently using. Please keep this in mind when ordering.

ORDERING:

Municipalities wishing to order validation stamps, ink, and/or ink pads should submit a written request to Audit Services. This written request should include the municipality's name and legal residence code. **DO NOT** use the Supply Requisition Form (MV-51) to order validation stamps, ink, or ink pads.

Please note that validation stamps are not produced by BMV. Orders received from municipalities are then forwarded to a third party vendor. There may be a delay of several weeks between when the municipality places the order with Audit Services and when the order is received by the municipality.

PAYMENT:

Ordered materials will be shipped to the municipality by Audit Services with an invoice. The municipality should then remit a separate check with a copy of the invoice to Audit Services. **DO NOT** pay for ordered materials in advance. **DO NOT** include payment with your municipal cash report.

NOTES:

Secure all validation stamps whenever the office is closed or unoccupied. The validation stamp should never be left on the counter at any time.

Retrieve the validation stamp prior to admitting customers to your office. Likewise, secure the stamp after the customers have departed.

Secure means locked, preferably in a safe or vault. All secure areas should have access limited to authorized personnel only.

SECURITY & STORAGE OF BMV SUPPLIES

In the event that your municipal office is **broken into or vandalized**, BMV Audit Services must be notified **IMMEDIATELY** at (207) 624-9349.

You will be asked to provide a **written statement on municipal letterhead** which contains, but is not limited to the information concerning the discovery of the break-in, the type of damage, and a verification of BMV materials and inventory to identify anything missing, including municipal validation stamps, registration forms, stickers, plates, monies, etc.

We recommend that all stickers and validations stamps, as well as other important municipal business items, be secured in a locked fireproof cabinet, vault or safe at the end of each day. A safe should be located in such a manner that impedes removal. If such a space is not available, please secure the items by the best possible means.

We also recommend that from time to time you review existing security and re-address issues of general concern:

- Check to see if doors and windows lock properly and are secure within their structures.
- Check to be sure outdoor lighting is in good working order and is illuminating doors and walkways.
- If an alarm system is in place, make sure it is in working condition.
- Keep money out of plain view during business hours.
- Money should be locked in a safe at the end of each business day, if not deposited.
- Keep stickers and validation stamps out of the reach of the public.
- Trash and recycling receptacles should be positioned such that counter paperwork, stickers, checks, etc. cannot fall in by accident.
- Limit access to the storage area of the inventory items.
- Limit the personnel who have keys and combinations to the work area.
- When personnel changes, if the individual has had access to the inventory, be sure to change the combinations to vaults, safes, and locks.
- If keys are lost, stolen, misplaced or otherwise not returned, replace the locks.

Chapter 10

**MOTOR VEHICLE
SUPPLIES**

11.25.19.V11

MOTOR VEHICLE SUPPLIES

MUNICIPALITIES:

Motor Vehicle supplies are ordered from the BMV Main Office, Stockroom by using the Requisition for Supplies form (MV-51). This requisition is to be used by all Municipal Agents.

Remember to fill in the name of the municipality, geocode and person's name placing the order. Many orders are received without this information, resulting in NO SUPPLIES.

Orders must be faxed to the BMV Main Office, Stockroom at (207) 624-9035.

In the event of an emergency or if there's no access to a fax machine, call the BMV Main Office, Stockroom at (207) 624-9030 to place the order.

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.

To ensure that the supplies are sent to the correct address and person in the municipality, BMV Main Office, Municipal & Agent Services, (207) 624-9000 ext. 52163 must be notified immediately of any address changes or changes in the Tax Collector and/or Municipal Agent.

Most orders are currently shipped UPS ground and can take one to five days for delivery.

NOTES:

Validation stamps, ink, and ink pads should be ordered directly from the BMV Main Office, Audit Services via a written request. Please refer to Chapter 9, Validation Stamps for additional information, or contact Audit Services at (207) 624-9349.

The **yellow or blue Use Tax Certificates** are ordered directly from Maine Revenue Services. Contact Maine Revenue Services at (207) 624-9693.

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.

It is never acceptable for municipalities to swap and/or loan stickers, plates or any numbered forms with any other municipality. The municipality is responsible for the numbered forms, plates and stickers they receive.

MOTOR VEHICLE SUPPLIES
continued

NOTE:

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

PLEASE SIGN AND RETURN TO BMV AUDIT SERVICES

MUNICIPAL AGENT (SIGNATURE) _____ DATE _____

MV-154 REV 10/00 BMV COPY

tape here

**BUREAU OF MOTOR VEHICLES
AUDIT SERVICES
101 Hospital Street
29 State House Station
Augusta, ME 04333-0029**

tape here tape here

tape here

MUNICIPAL REQUEST FOR SUPPLIES MV-51

MUNICIPAL REQUEST FOR SUPPLIES

Complete order form and mail or fax to 624-9035

Date: _____
 Legal Residence Code: _____
 Mail to (Town Name): _____

STICKERS

All Plates and Stickers should be ordered in increments of 5

Authorizing Signature - Municipal Representative _____

Form Name	Form #	QTY	Double		Single	
			Month	Quantity	Month	Quantity
Please order in increments of 25:						
Lost Plate Application	MV-9	each	Jan		Jan	
Duplicate Registration Application	MV-11	each	Feb		Feb	
Duplicate Sticker Application	MV-14	each	Mar		Mar	
Authorization for Registration	MV-39	each	Apr		Apr	
Cash report - Registration (25 per pad)	MV-300	pad	May		May	
Application for Vanity/Initial Plates	MV-45	each	June		June	
Cert. of Taxes/Sewer Fees on Mobile Homes	MV-47	each	Year:		Year:	
Requisition for Supplies	MV-51	pad				
Schedule of Truck & Class A Sp. Mob Equip Fees	MV-60	each	Truck Camper - Year		Truck Camper - Year	
Antique Auto Affidavit	MV-65	each	Truck Camper - Year		Combo Motorcycle - Year	
Affidavit to Reissue a Suspended Registration	MV-83	each				
Name Addition/Deletion Form	MV-138	each				
Transit Permit Application	MV-159	each				
Permit to Move a Vehicle to Inspection Station	MVE-95	each				
Return Plate Cards	MV-553	each				
Vehicle Registration Forms - increments of 100	MVR-2	each				
Vehicle Reg Forms (Electronic - continuous) 2000	MVR-3	each				
Special Registration Permit Certificate	MVR-10	each				
Application for Disability Plates and Placards	PS-18	each				
Short Term Gross Weight Permit (White)	MV534A	each				
Laws for the Operation of Commercial Vehicle	MV-173	each				
Red Dots (35 per Sheet)	DOTS100	Sheet				
Mobile Unit/Branch Location Brochure	MV185D	each				
Please order in increments of 25:						
Application for Certificate of Title	MVT-2	each				
Application for Duplicate Certificate Title	MVT-8	each				
Inspection of VIN	MVT-10	each				
Transfer and Reassignment of Ownership	MVT-16	each				
Affidavit of Surviving Spouse/Personal Rep.	MVT-22	each				
Notice of Missing Document/Unusual Situation	MVT-23B	each				
Letter to Out-of-State Lienholder	MVT-30	each				
Odometer Information	MVT-32	each				
Application for Assignment of New VIN	MVT-6	each				
Disposition of Salvage Vehicle	MVT-103	each				

LICENSE PLATES			SPECIALTY PLATES		
Plate Type	Class	Quantity	Plate Type	Class	Quantity

REQUIRED: Please report on hand quantity when ordering Specialty Plates

USE TAX FORMS ARE ORDERED FROM:
MAINE REVENUE SERVICES
 24 STATE HOUSE STATION
 AUGUSTA, ME 04333-0024

To order **MUNICIPAL VALIDATION STAMPS** and **INK:**
 Please send written request to Audit Services.
 Please call Audit Services at 624-9349 for current pricing.

Vehicle Registration Forms and certain permits are pre-numbered from the Stockroom.
Forms supplied by BMV should not be swapped with another municipality!

NOTE: If item requested is not listed, please write in information

MV-51 Rev 04/2013

MOTOR VEHICLE SUPPLIES
continued

Indicate Specialty Plates and the on hand quantity on the MV-51 form.

LICENSE PLATES			SPECIALTY PLATES			
<i>Plate Type</i>	<i>Class</i>	<i>Quantity</i>	<i>Plate Type</i>	<i>Class</i>	<i>Ordered</i>	<i>On Hand</i>

When ordering specialty plates, these plates must be indicated in the specialty plate section on the MV-51 form. The on hand quantity must also be included.

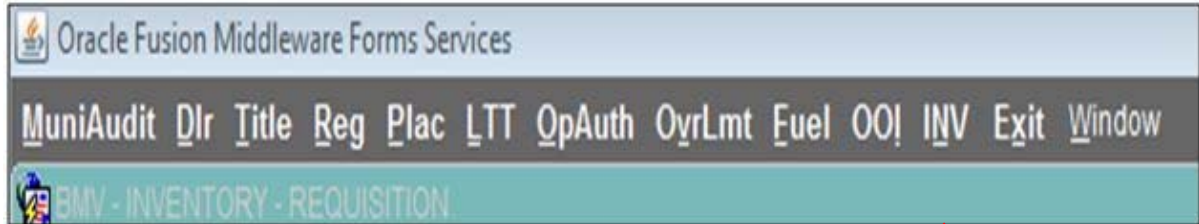
No more than five sets of specialty plates will be shipped per plate type. If a municipality has five or more specialty plates on hand per plate type, no additional specialty plates will be shipped for that plate type. If a municipality does not indicate the on hand quantity for the specialty plates ordered, no additional specialty plates will be shipped.

NOTE:
Veteran plates are also considered specialty plates for ordering purposes.

MOTOR VEHICLE SUPPLIES continued

BMV BRANCHES and BMV MAIN OFFICE:

The BMV Branches and Main Office can request supplies via the INV tab in the VS System. Staff with requisitioning permissions will have access to this screen.



BUREAU of MOTOR VEHICLES FEES

REGISTRATION FEES	
Agriculture Specialty Plate	\$35.00 Registration Fee \$20.00 First Time Specialty Plate Fee \$15.00 Specialty Plate Renewal Fee
Agriculture Commercial Specialty Plate	Commercial Truck Fee \$20.00 First Time Specialty Plate Fee \$15.00 Specialty Plate Renewal Fee
Agriculture Farm Specialty Plate	Farm Truck Fee \$20.00 First Time Specialty Plate Fee \$15.00 Specialty Plate Renewal Fee
Antique Auto	\$30.00 Registration Fee
Antique Motorcycle	\$15.00 Registration Fee
Barbara Bush Children's Hospital	\$35.00 Registration Fee \$20.00 First Time Specialty Plate Fee \$15.00 Specialty Plate Renewal Fee
Black Bear Specialty Plate	\$35.00 Registration Fee -- 6,000 lbs. r.v.w. \$37.00 Registration Fee -- 10,000 lbs. r.v.w. \$20.00 First Time Specialty Plate Fee \$15.00 Specialty Plate Renewal Fee
Breast Cancer Specialty Plate	\$35.00 Registration Fee \$20.00 First Time Specialty Plate Fee \$15.00 Specialty Plate Renewal Fee
Bus	\$70.00 & \$35.00
Coach (Ambulance, Emergency, Hearse)	\$70.00 & \$35.00
Combination	\$35.00 Registration Fee
Commercial Trucks & Wreckers	Commercial Truck Fee
Commercial Tractor	Commercial Truck Fee
Conservation Specialty Plate	\$35.00 Registration Fee \$20.00 First Time Specialty Plate Fee \$15.00 Specialty Plate Renewal Fee
Conservation Commercial Specialty Plate	\$35.00 Registration Fee \$20.00 First Time Specialty Plate Fee \$15.00 Specialty Plate Renewal Fee
Conservation Disability Specialty Plate	\$35.00 Registration Fee \$20.00 First Time Specialty Plate Fee \$15.00 Specialty Plate Renewal Fee

BUREAU of MOTOR VEHICLES FEES

REGISTRATION FEES	
Conservation Motor Home Specialty Plate	Farm Truck Fees \$20.00 First Time Specialty Plate Fee \$15.00 Specialty Plate Renewal Fee
Conservation Trailer Specialty Plate	\$10.50 or \$20.00 if over 2,000 lbs. Registration Fee \$20.00 First Time Specialty Plate Fee \$15.00 Specialty Plate Renewal Fee
County Sheriff	Exempt
Disability	Depends on class of vehicle registered
Disability Motorcycle	\$21.00 Registration Fee
Disability Motor Home	Farm Truck Fees
Disability Veteran	Exempt
Disability Veteran Motorcycle	Exempt
Disabled Veteran Parking	Exempt
Dune Buggy	\$8.00 & \$35.00
Emergency Medical Services	\$35.00 Registration Fee -- 6,000 lbs. r.v.w. \$37.00 Registration Fee-- 10,000 lbs. r.v.w.
Farm Truck	Farm Truck Fees
Firefighter	\$35.00 Registration Fee -- 6,000 lbs. r.v.w. \$37.00 Registration Fee-- 10,000 lbs. r.v.w.
Gold Star Family	Exempt
Hire	\$70.00 Registration Fee
Horseless Carriage	\$15.00 Registration Fee
Island Use Vehicles/Low Speed/Golf Carts	\$4.00 Registration Fee
Vanity (Initial Plates)	Regular Registration Fee \$25.00 Annual Vanity Plate Fee
Lobster Specialty Plate	\$35.00 Registration Fee -- 6,000 lbs. r.v.w. \$37.00 Registration Fee -- 10,000 lbs. r.v.w. \$20.00 First Time Specialty Plate Fee \$15.00 Specialty Plate Renewal Fee
Lobster Commercial Specialty Plate	Commercial Truck Fee \$20.00 First Time Specialty Plate Fee \$15.00 Specialty Plate Renewal Fee
Low Speed Vehicles	\$25.00 Registration Fee
Medal of Honor	Exempt
Moped	\$9.00 Registration Fee

BUREAU of MOTOR VEHICLES FEES

REGISTRATION FEES	
Motorcycle/Motor Driven Cycle	\$21.00 Registration Fee
Motor Home	Farm Truck Fee
Municipal	Exempt
Municipal Motorcycle	Exempt
National Guard Specialty Plate	\$35.00 Registration Fee \$20.00 First Time Specialty Plate Fee \$15.00 Specialty Plate Renewal Fee
Passenger	\$35.00 Registration Fee -- 6,000 lbs. r.v.w. \$37.00 Registration Fee-- 10,000 lbs. r.v.w.
Passenger- Short Term Rental	\$70.00 Registration Fee -- JB Filing
Pearl Harbor Survivor	Exempt
Prisoner of War (Former)	Exempt
Purple Heart	Exempt
Purple Heart Motorcycle	Exempt
Special Equipment	Determined by Weight
From 1 to 2,000 lbs.	\$10.00
From 2,001 lbs. to 5,000 lbs.	\$15.00
Over 5,000 lbs.	\$20.00
Special Mobile Equipment	Farm Truck Fee
Class A (well drillers & air compressors)	Farm Truck Fee
Special Veteran	\$35.00 Registration Fee -- 6,000 lbs. r.v.w. \$37.00 Registration Fee-- 10,000 lbs. r.v.w.
Special Veterans Disability Registration Plates	\$35.00 Registration Fee -- 6,000 lbs. r.v.w. \$37.00 Registration Fee-- 10,000 lbs. r.v.w.
Sportsman Specialty Plate	\$35.00 Registration Fee -- 6,000 lbs. r.v.w. \$37.00 Registration Fee -- 10,000 lbs. r.v.w. \$20.00 First Time Specialty Plate Fee \$20.00 Specialty Plate Renewal Fee
State	Exempt
Stock Car (Authority to Tow)	\$7.00 Registration Fee
Street Rod	\$30.00 Registration Fee

BUREAU of MOTOR VEHICLES FEES

REGISTRATION FEES	
Support Animal Welfare Specialty Plate	\$35.00 Registration Fee -- 6,000 lbs. r.v.w. \$37.00 Registration Fee -- 10,000 lbs. r.v.w. \$20.00 First Time Specialty Plate Fee \$15.00 Specialty Plate Renewal Fee
Support Your Troops Specialty Plate	\$35.00 Registration Fee -- 6,000 lbs. r.v.w. \$37.00 Registration Fee -- 10,000 lbs. r.v.w. \$20.00 First Time Specialty Plate Fee \$15.00 Specialty Plate Renewal Fee
University of Maine Specialty Plate	\$35.00 Registration Fee -- 6,000 lbs. r.v.w. \$37.00 Registration Fee -- 10,000 lbs. r.v.w. \$20.00 First Time Specialty Plate Fee \$15.00 Specialty Plate Renewal Fee
Wabanaki Recognition Plate	\$35.00 Registration Fee -- 6,000 lbs. r.v.w. \$37.00 Registration Fee -- 10,000 lbs. r.v.w.

TRAILER REGISTRATION FEES	
Boat Trailer (2,000 lbs. r.v.w. or less)	\$10.50 Registration Fee
Boat Trailer (2,001 lbs. r.v.w. or more)	\$20.00 Registration Fee
Camper Trailer (2,000 lbs. r.v.w. or less)	\$10.50 Registration Fee
Camper Trailer (2,001 lbs. r.v.w. or more)	\$20.00 Registration Fee
Farm Trailer (2,000 lbs. r.v.w. or less)	\$10.50 Registration Fee
Farm Trailer (2,001 lbs. r.v.w. or more)	\$20.00 Registration Fee
Long Term Trailers - Call (207) 624-9000 ext. 52151	
Mobile Home (no weight limit)	\$10.50 Registration Fee
Semi Trailer (2,000 lbs. r.v.w. or less)	\$10.50 Registration Fee
Semi Trailer (2,001 lbs. r.v.w. or more)	\$20.00 Registration Fee
Tow Dolly	\$10.50 Registration Fee
"True" Trailer (r.v.w. of trailer & contents)	Commercial Truck Fee
Two Year Trailer	Double Registration Fee
Utility Trailer (2,000 lbs. r.v.w. or less)	\$10.50 Registration Fee
Utility Trailer (2,001 lbs. r.v.w. or more)	\$20.00 Registration Fee
Truck Camper (Slide-In)	\$12.00 Registration Fee

Chapter 11

MUNICIPAL AGENTS

11.25.19.V11

REQUIREMENTS FOR BECOMING A MUNICIPAL AGENT

REFERENCE:

Title 29-A, Section 201 Municipal Officials as Agents

<http://legislature.maine.gov/legis/statutes/29-A/title29-Asec201.html>

With the approval of the municipal officers, the Secretary of State may appoint municipal tax collectors or other such designated persons to receive applications for licenses, license renewals, motor vehicle, trailer and semi-trailer registrations and renewals.

When an existing agent leaves, the municipality must request the Municipal Agent Appointment form from the BMV Main Office, Municipal & Agent Services prior to the appointment of a new agent. The municipality must forward the form to Municipal & Agent Services requesting the appointment. This form must be signed by two municipal officers, and by the person who is to be designated as the municipal agent.

A sample of the letter making this request is shown on the following page.

REQUIREMENTS FOR BECOMING A MUNICIPAL AGENT continued



Matthew Dunlap
Secretary of State

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

Patty A. Momeault
Deputy Secretary of State

Garry Hinkley
Director of Vehicle Services

MUNICIPAL BMV AGENT APPOINTMENT LETTER

The Municipality of **Rumford** 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, **Tiny Tim** 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 _____

Municipality Physical Address _____

Municipality Inventory Shipping Address _____

Municipality Hours of Operation _____

Municipality Telephone # _____

Municipality Fax # _____

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:52163 Fax:(207)624-9037 TTY Users call Maine relay 711 Email:MUNICIPAL.BMV@MAINE.GOV

The appointment continues only so long as the person remains a municipal employee. It is the municipality's responsibility to notify the Bureau of Motor Vehicles when there will be an agent change. The bureau will attempt to ensure continuity of service by providing training to the new agent as soon as possible.

REQUIREMENTS FOR BECOMING A MUNICIPAL AGENT **continued**

The Secretary of State may suspend appointments for failure to follow standard procedures or for just cause. The municipality may request the agent's removal.

The Bureau of Motor Vehicles will provide the training necessary for authorized Municipal Agents to process registrations at the appropriate municipal level.

In order to process registrations, Municipal Agents and staff must attend mandatory trainings.

Annual workshops are conducted to keep agents and staff members informed of all law and procedural changes. The Bureau of Motor Vehicles expects Municipal Agents to stay current by attending workshops and periodic refresher trainings.

The Bureau of Motor Vehicles reserves the right to inspect at any time the motor vehicle transactions, supplies, inventory and records without prior notice. This Bureau also reserves the right to monitor any given municipality's Motor Vehicle cash report and transactions without notifications.

A municipality must process all types of transactions for which they are authorized.

The municipality should give each customer the option of completing the transaction in the office and paying the agent fee, or completing the transaction at a BMV Branch Office where no agent fee required.

Municipalities are encouraged to offer services to applicants from neighboring communities. The applicant first must have paid excise tax in the municipality where they reside.

MUNICIPAL FEES:

- A Municipal Agent may charge a resident registrant an agent fee not to exceed \$5.00 for each re-registration and \$6.00 for each new registration.
- If the registrant is a resident of another municipality or from an unorganized territory, the Municipal Agent may charge an additional \$1.00 for a total of \$4.00 for a re- registration and \$5.00 for a new registration.
- Agent fees are not included in the cash report.
- Municipal Agents also are authorized to charge an additional agent fee of \$1.00 for boosters, duplicate registrations, transit plates, special registration permits and for processing a specialty plate change during the registration year. These fees are not recorded on the cash report.

REQUIREMENTS FOR BECOMING A MUNICIPAL AGENT **continued**

MUNICIPAL AGENT TERMINATION:

- The BMV Main Office, Municipal & Agent Services at (207) 624-9000 ext. 52163 must be notified immediately when the employment of a Municipal Agent is terminated. The bureau will provide instructions as to termination procedures and appointment of a new Municipal Agent.

BUREAU CLOSURES:

- To verify that the Bureau of Motor Vehicles is closed due to weather, lack of heat, etc., please call (207) 624-9000 or go to: www.maine.gov

LEVELS OF AUTHORIZATION

Type of Plate	Class Code	Type of Plate	Class Code	Type of Plate	Class Code
Agriculture	AG	Disabled Veteran Motorcycle	XV	National Guard	PC
Agriculture Commercial	AC	Disabled Veteran Parking Plate	VX	Passenger Vehicle	PC
Agriculture Farm	AF	Dune Buggy	PC	Pearl Harbor Survivor	PS
**Ambulances	AM	Emergency Medical Services	EM	Purple Heart	PH
Antique Auto	AQ	Farm Tractor	TR	Purple Heart Motorcycle	PM
Antique Motorcycle	MQ	***Farm Truck	FM	Reconstructed Vehicle	Depends upon the type of vehicle being registered
Black Bear	BB	Firefighter	FD	*Rental Vehicles	Depends upon the type of vehicle being registered
Breast Cancer	BC	Fish Truck	CO	Road Tractor	TR
****Bus (School Bus Only)	BU	Gold Star Family Recognition Plate	GS	Semi-Trailer	TL
Camper Trailer	TL	*Hire	TX	Slide-in Truck Camper	TC
Combination	CM	Former Prisoner of War	PO	Special Equipment	SE
Commercial	CO	Horseless Carriage	HC	Special Mobile Equipment	TR
Conservation	CR	Island Use	IU	Special Veterans	VT
Conservation Commercial	CC	Lobster	LB	Special Veteran Motorcycle	VM
Conservation Disabled	CD	Lobster Commercial	LC	Sportsman	SW
Conservation Motor Home	RV	Low Speed	LS	Stock Car	PC
Conservation Trailer	CL	Medal of Honor	MO	Street Rod	SR
Custom Vehicle	CV	Mobile Home	TL	Support Animal Welfare	AW
Disability	DX	Motorcycle	MC	Support Your Troops	TS
Disability Motorcycle	MX	Moped	MP	Trailer	TL
Disability Special Veteran	DS	Motor Home	MH	Truck-Tractor	TT
Disabled Motor Home	WX	Municipal	CI	University of Maine	UM
Disabled Veteran	DV	Municipal Motorcycle	MM	Wabanaki	WB

LEVELS OF AUTHORIZATION continued

*Municipalities authorized to process rental vehicles may re-register after contacting the BMV Main Office, Operating Authority Unit at (207) 624-9000 ext. 52131 to verify adequate insurance has been filed.

**Municipalities may re-register municipal or non-profit ambulances and emergency vehicles, and funeral coaches or hearses used to transport the deceased. No JB filing is required for these vehicles.

***Municipalities may re-register trucks and wreckers registered for the same r.v.w. or less. Limited New and New level municipalities may increase the registered weight of trucks and wreckers up to 26,000 lbs. Truck level municipalities may increase the registered weight up to 100,000 lbs.

****Municipalities may re-register a school bus (using class BU plates) that are operated by school administrative units or private contractors, provided liability insurance is verified by calling the BMV Main Office, Operating Authority Unit at (207) 624-9000 ext. 52131.

Limited New Registration

- Re-registration without weight changes or with weight decreases regardless of weight, Re-registrations with weight increases up to 26,000 lbs.
- New registration with old plate (NROP) – **MAINE DEALER SALE ONLY**, up to 26,000 lbs.
- New registration transfer – **MAINE DEALER SALE ONLY**, up to 26,000 lbs.
- Excise Tax Reimbursement for vehicles registered for over 26,000 lbs.
- Name Additions/Deletions (MV-138)
- Duplicate registrations
- Duplicate stickers
- Special Registration Permits (MVR-10)
- Transit plates with or without Permit to Move a Motor Vehicle to an Inspection Station (MVE-95)

Municipal Agents may issue the MVE-95 only in conjunction with the issuance of a transit plate.

This level MAY NOT collect Sales Tax or Title fees.

New Registration

- Re-registration without weight changes or with weight decreases regardless of weight, Re-registrations with weight increases up to 26,000 lbs.
- New registration with old plate (NROP) up to 26,000 lbs. – **Private or Dealer Sales**

LEVELS OF AUTHORIZATION continued

- New registration transfer up to 26,000 lbs. or without weight increase over 26,000 lbs. – **Private or Dealer Sales**
- Excise Tax Reimbursement for vehicles registered for over 26,000 lbs.
- Name Additions/Deletions (MV-138)
- Duplicate registrations
- Duplicate stickers
- Special Registration Permits (MVR-10)
- Transit plates with or without Permit to Move a Motor Vehicle to an Inspection Station (MVE-95). **Municipal Agents may issue the MVE-95 only in conjunction with the issuance of a transit plate.**
- Private sales with titles and sales tax
- Plates can be issued on any registration, provided the municipality is authorized to carry that class of plates, including renewals and corrections.

Truck Authority

- These municipalities can carry and issue Commercial Tractor (TT) plates. Issuing this plate type, processing boosters, and establishing weights over 26,000 lbs. are three major components of Truck Level.
- Re-registration regardless of weight changes
- New registration with old plate (NROP) up to 100,000 lbs. – **Private or Dealer Sales**
- New registration transfer up to 100,000 lbs. – **Private or Dealer Sales**
- Excise Tax Reimbursement for vehicles registered for over 26,000 lbs.
- Name Additions/Deletions (MV-138)
- Duplicate registrations
- Duplicate stickers
- Transit plates with or without Permit to Move a Motor Vehicle to an Inspection Station (MVE-95)
Municipal Agents may issue the MVE-95 only in conjunction with the issuance of a transit plate.
- Private sales with titles and sales tax
- Plates can be issued on any registration, provided the municipality is authorized to carry that class of plates, including renewals, new registrations and corrections
- Boosters (MV-534A)
- Special Registration Permits (MVR-10)

SHORT TERM RENTAL AUTHORIZATION – JB FILING

ELIGIBILITY CRITERIA:

Municipalities, with short term rental authorization, may process re-registrations and new registrations for fleets of rental and hire vehicles that are required to have JB-filings after contacting the BMV Main Office, Operating Authority Unit at (207) 624-9000 ext. 52131 to verify adequate insurance has been filed.

The name on the JB filing must match exactly the name on the registration.

Registrants must provide a regular insurance card or other acceptable proof of insurance at time of registration. The mailing address on the JB filing must match exactly the registration mailing address. The legal address on the registration must be the municipality where excise tax is paid and where the vehicle is kept.

ADDITIONAL CRITERIA:

1. The registration request is from a pre-approved (by BMV) “For-Hire” fleet registrant.
2. The registrant must provide evidence of ownership on the plate.
(NEW REG/OLD PLATE ONLY)
3. If the “For-Hire” registrant is a company, the EIN/federal ID number must be indicated on the registration.
4. All Use Tax requirements must be met.
5. All title requirements must be met.
6. A “NO FEE” duplicate registration may be issued upon request with each short term leased vehicle (rental) registered (new or renewal).

DEFINITIONS

- **Re-registration:** A renewal of the same vehicle registered to the same registrant in this state.
- **Re-registration Transfer:** Meets the requirements above but the renewal uses valid excise tax credit and/or registration credit of a vehicle to the same registrant toward the re-registration of a vehicle on which the registration has expired.
- **New Registration:** A new registration is a vehicle that is registered in this state by the registrant for the **FIRST** time.
- **New Registration Transfer:** A transfer is a new registration that uses excise tax credit and/or registration credit from a vehicle currently registered by the registrant toward the registration of a new vehicle by the same registrant. A name may be added or deleted from the registration at the time of transfer with written permission from the person being added or deleted. Refer to Chapter 2 for Request for Name Addition/Deletion on a Registration form (MV-138). If the transfer is from one 'for-hire' vehicle to another 'for-hire' vehicle, you must contact the BMV Main Office, Operating Authority Unit at (207) 624-9000 ext. 52131 to verify adequate insurance documentation has been filed to process a transfer.
- **New Registration – Old Plates (NROP):** A new registration using existing plates which have been retained by the registrant. Use of the old plates should be verified by a prior registration or by calling the BMV Main Office, Municipal & Agent Services. If the registration is still valid it should be turned in so that the customer will not have two valid registrations showing the same plate number. If the registrant would like to keep the prior registration, please mark the registration "VOID".
- **Correction:** A correction is done if there is information on the registration that is either missing or incorrect.
- **Duplicate:** A duplicate is processed if the registrant has lost the registration and is in need of replacing it. A Request for a Duplicate Registration Certificate (MV-11) must be completed. A duplicate registration may not be issued on an expired registration.

NOT VALID DO NOT ISSUE: If this is indicated in the address line when processing a renewal, **collect the excise tax only**. If the registrant indicates that the registration suspension has been restored, call the BMV Main Office for verification before processing. Refer the registrant to the BMV Main Office, Municipal & Agent Services (207) 624-9000 ext. 52163 for explanation.

APPENDIX

11.25.19.V11

VEHICLE CODES TO BE USED ON TITLE AND REGISTRATION FORMS

COLOR CODES (BASIC)

Beige	BG	Gold	GO	Purple	PR
Black	BK	Gray	GY	Red	RD
Blue	BL	Maroon	MA	Silver	SI
Brown	BR	Orange	OR	Tan	TA
Green	GR	Pink	PI	White	WH
				Yellow	YE

Two-tone vehicles may be coded in both basic colors. For example: black and white will be coded "BK/WH".

Below is a list the most common variations of the basic colors and codes, which should be applied to each.

Amber	YE	Golden Haze	GO	Red	RD
Aqua	GR	Goldenrod	YE	Rose	PI
Beige	BG	Gray	GY	Rosewood	PI
Bittersweet	YE	Green	GR	Russett	OR
Black	BK	Haze	GY	Rust	OR
Blaze	OR	Honey	GO	Saddle	BR
Blue	BL	Honey Dew	GO	Salmon	PI
Bordeaux	RD	Indigo	BL	Sandalwood	TA
Briar	BR	Ivory	WH	Sandstone	TA
Bronze	BR	Ivy	BG	Sherwood	GR
Brown	BR	Maroon	MA	Sienna	TA
Buckskin	TA	Metallic	SI	Silver	SI
Burgundy	PR	Mirage	GO	Sepia	BR
Butterscotch	YE	Mist	GY	Spice	BR
Chamois	TA	Moonstone	GY	Tan	TA
Champagne	WH	Mustard	YE	Taupe	TA
Cinnamon	BR	Nutmeg	BR	Teal	BL
Citron	YE	Ochre	YE	Tiger	YE
Clementine	WH	Orange	OR	Topaz	YE
Copper	BR	Parchment	TA	Turquoise	BL
Coral	PI	Pewter	GY	Vermillion	RD
Cream	YE	Persimmon	OR	Walnut	BR
Emberglow	RD	Pink	PI	White	WH
Fawn	TA	Platinum	WH	Willow	GR
Ginger	TA	Purple	PR	Yellow	YE
Gold	GO				

MODEL CODES

Automobile/Truck Model Codes

The model of a vehicle should be shown as a 6-character code. Use the first six characters of the model. Roman numerals would be shown as Arabic numerals.

Examples:

Buick Skylark would be shown as "SKYLAR".

MARK V should be shown as MARK 5.

Trailer Model Codes

Use the first six characters of the model. If no model is available, use "TL".

Motorcycle Model Codes

Use the first six characters of the model. If no model is available, use "MB" for a motor bike and "MC" for a motorcycle.

COMMERCIAL STYLE CODES








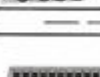



The chart below shows the major configurations of single unit trucks, truck tractors and buses. Anyone registering these vehicles must choose the configuration that most closely describes the vehicle being registered. Commercial style codes are determined by **axle configuration only**, not body style.

If the configuration of the vehicle will change over the course of the year, ask the applicant to choose the configuration that is used most of the year.

NOTE:

With respect to the two styles for two-axle buses, style 26 is any bus that is a school bus or originally was a school bus. Style 27 is any two-axle bus that never was a school bus.

If a pickup truck is registered with passenger plates, the style code should be "PK". If the pickup truck is registered with commercial plates, one of the following style codes must be indicated in the "Style" box.

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

VEHICLE MAKE CODES

The following is a partial listing of makes. If the “make” is not listed below, municipalities should call the Municipal and Agent Section, at the BMV main office. Branches should call the Registration Section, at the BMV main office.

AUTOMOBILES

<u>Vehicle Make</u>	<u>Code</u>	<u>Vehicle Make</u>	<u>Code</u>
Acura	ACUR	Kia Motors	KIA
Alfa Romeo	ALFA	Lancia	LNCI
American Motors	AMER	Land Rover	LNDR
Audi	AUDI	Lexus	LEXS
Austin	AUST	Lincoln	LINC
Avanti	AVTI	MG	MG
BMW	BMW	Mazda	MAZD
Bentley	BENT	Mercedes-Benz	MERZ
Bradley GT	BRDL	Mercury	MERC
Bricklin	BRIC	Merkur	MERK
Buick	BUIC	Mitsubishi	MITA
Cadillac	CADI	Model A & Model T	
Capri	CAP	Motor Car	MODA
Checker	CHEC	Reproduction Corp	MODT
Chevrolet	CHEV	Morris	MORR
Chrysler	CHRY	Nissan	NISS
Citicar	CITI	Oldsmobile	OLDS
Citroen	CITR	Opel	OPEL
Class Motor			
Carriages	CLAS	Plymouth	PLYM
Datsun	DATS	Peugeot	PEUG
Delorean Motors	DELO	Pontiac	PONT
Dodge	DODG	Renault	RENA
Eagle	EGIL	Porsche	PORS
Ferrari	FERR	Rolls-Royce	ROL
Fiat	FIAT	Rover	ROV
Ford	FORD	Saab	SAA
Geo	GEO	Saturn	STRN
Hillman	HILL	Scion	SCIO
Honda	HOND	Subaru	SUBA
Hyundai	HYUN	Sunbeam	SUNB
Infiniti	INFI	Suzuki	SUZI
Invader	INVA	Toyota	TOYT
Isuzu	ISU	Triumph	TRIU
Jeep	JEEP	Unique Mobility	UNIQ
Jaguar	JAGU	Volkswagen	VOLK
Kelmark GT	KELM	Volvo	VOLV

Trucks
Include Buses & Motor Homes

<u>Vehicle Make</u>	<u>Code</u>	<u>Vehicle Make</u>	<u>Code</u>
Air-O-Motor Home	AIRO	Hough Brothers	HOUG
Allis-Chalmers	ALLI	International Harvester	INTL
Argosy	ARGS	Iveco	IVEC
Arrow	ARRO	Jeep	JEEP
Austin	AUST	John Deere	DEER
Austin-Western	AUWE	Kenworth	KW
Beechwood Motor Home	BEEH	Mack	MACK
Blue Bird Body	BLUB	Massey-Ferguson	MASS
Bolens	OPED	Mercedes-Benz	MERZ
Bombardier	BOMB	Mercury	MERC
Brockway	BROC	Michigan	MICH
Brown	BRWN	Midas	MIDA
Buffalo Springfield	BUSP	Navister	NAVI
Case J I Co.	CASE	Oliver	OLIV
Caterpillar	CAT	Peterbuilt	PTRB
Chevrolet	CHEV	Pettebon	PETM
Clark	CLAK	Phoenix Motor Home	PHOE
Coachman	COAH	Pontiac	PONT
Cobra	COBR	Reo	REO
Colt	COLT	Rover	ROV
Concord Motor Home	CONC	Sabra	SABR
Craftsman	CRAF	Sears	SEAR
Crane	CRAN	Southwind Motor Home	SOWI
Crosley	CROS	Space Motor Home	SPAA
Datsun	DATS	Streamline Motor Home	STRM
Deere	DEER	Space Motor Home	SPAA
Diamond T	DIAT	Tioga	TIOG
Diamond Reo	DIAR	Toyota	TOYT
Dodge	DODG	Trojan	TROJ
Elgin	ELGN	Volkswagen	VOLK
Euclid	EUCL	Volvo	VOLV
Explorer MH	EXPL	Wagner	WAGN
Farmall	INTL	Walter	WALT
FMC Corp.	FMC	White	WHIT
		Wilderness Motor	
Ford	FORD	Home	WLLS
Freightliner	FRHT	Willis-Overland	WILL
		Winnebago Motor	
GMC	GMC	Home	WINN

Trailers
Includes Travel Trailers

<u>Vehicle Make</u>	<u>Code</u>	<u>Vehicle Make</u>	<u>Code</u>
Ajax Trailer Mfg. Co.	AJAX	Heil	HEIL
Airstream Travel Trl.	AIRS	Hobbs	HOBB
American Trailers Inc.	AME	Holiday Rambler	HOLR
American Coach Inc.	AMEO	Leisure Craft	LEIR
Bertolini Engineering	BRTO	Lufkin	LUFK
Budd Co.	BUDC	Mallard Coach Corp.	MALL
Butler Mfg. Co.	BUTL	Massey-Ferguson	MASS
Clark Mfg. Co.	CLAM	Miller Trailers	MILL
Coachman Industries	COAH	Monon	MONM
Cox Trailers	COXS	Nomad Trailers	SKYL
Dorsey Trailers	DORS	Owens	OWNS
Dunham Mfg.	DUNH	Polar Mfg. Co.	POLA
Evans, John Mfg. Co.	EVAN	Prowler Industries	PROW
Fleetwood	FTWD	Shasta	SHAS
Fontaine	FONA	Strick Trailer Corp.	STRI
Fruehauf Corp.	FRUE	Theaurer Inc.	THEU
General Engines	GECI	Trailmobile	TRIM
Great Dane	GDAN	Wilderness	FTWD
		Winnebago Industries	WINN

Do not use the model number. On trailers, the manufacturer's name is used for the make.

Motorcycles

<u>Vehicle Make</u>	<u>Code</u>	<u>Vehicle Make</u>	<u>Code</u>
BMW	BMW	Jaguar	JAGU
Bombardier	BOMB	Kawasaki	KAWK
Borella	BRLL	Laverda	LAVE
Can-AM	BOMB	Motor Guzzi	MOGU
Carabela	CAAR	Rupp	RUPP
Ducati	DUCA	Suzuki	SUZI
Harley-Davidson	HD	Triumph	TRUM
Honda	HOND	Yamaha	YAMA

VEHICLE STYLE CODES

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

<u>Style Code</u>	<u>Body-Type</u>
2D	2 Door Sedan/Coupe
3D	3 Door/Sedan
4D	4 Door/Sedan
2W	2 Wheel Motorcycle
3W	3 Wheel or Tricycle
5W	5 th Wheel Travel Trailer
AC	Auto Carrier
AD	Asphalt Distributor
AE	Aerial Platform
AI	Air Compressor
AM	Ambulance
AR	Armored Truck
BA	Bulk Agriculture
BC	Brush Chipper
BD	Bulldozer
BG	Buggy, Concrete
BH	Backhoe/Loader
BK	Backhoe
BR	Beverage Rack
BT	Boat Trailer
BU	Bus
BZ	Biohazard
CB	Chassis and Cab (Utility Truck)
CE	Unpublished Construction Equip.
CG	Converter Gear Trailer
CH	Coach
CI	Corn Picker
CK	Cotton Picker
CM	Concrete or Transit Mixer
CO	Self-propelled combine
CP	Coupe
CR	Crane
CS	Culvert Steamer
CT	Camping or Travel Trailer
CV	Convertible
CZ	Cotton Stripper
DE	Detasseling Equipment
DI	Potato Digger
DO	Dolly
DP	Dump Truck
DR	Drill, Rock

VEHICLE STYLE CODES
continued

<u>Style Code</u>	<u>Body-Type</u>
DT	Dump Trailer
DY	Auxiliary Dolly
EB	Enclosed Body, Removable Enclosure
EN	Enclosed Body, Non Removable Enclosure
EX	Excavator
FB	Flatbed/Platform Trailer/Amusement Trailer
FD	Flotation Chassis
FL	Fork Lift
FR	Flatrack Truck
FS	Fertilizer Spreader
FT	Fire truck
GA	Wagon-Type Trailer (Gondola)
GC	Golf Cart
GD	Grader
GE	Generator
GG	Garbage or Refuse Truck
GN	Grain Truck/Trailer
GR	Glass Rack
HD	Hydraulic Dump
HE	Horse Trailer
HL	Hay Bale Loader
HM	Hammer
HO	Hopper (Bottom Dump) Trailer
HR	Hearse
HS	House Trailer
HV	Harvester
HY	Hay Baler
LB	Lowboy or Lowbed Trailer
LD	Loader
LF	Lift Boom (Personnel)
LG	Log
LK	Log Skidder
LL	Carry-All
LM	Limousine
LP	Pole or Pipe (logging) Trailer
LS	Livestock Rack or Trailer
LV	Law Enforcement
LW	Lunch Wagon

VEHICLE STYLE CODES
continued

<u>Style Code</u>	<u>Body-Type</u>
MB	Motorbike
MC	Motorcycle
MF	Unpublished style of Farm Equipment
MH	Motorized Home
MJ	Multi-Engine (four or more)
MK	Minibike
MO	Mower
MP	Moped
MR	Mower/Conditioner
MS	Motor Scooter
MT	Motorcycle Trailer
MU	Mulcher
MV	Multi-wheeled Vehicle
MY	Minicycle
OP	Open Body
OT	Office Trailer
PB	Portable Boom
PK	Pickup
PL	Pallet
PM	Pickup with mounted camper
PR	Prime Mover
PT	Passenger Tram or Trailer
PV	Paver
RC	Rock Crusher
RF	Refrigerated Van (Reefer)
RO	Roller
SA	Sail Plane
SB	Cooking Trailer
SC	Scraper
SD	Sedan
SE	Semi-Trailer
SH	Shovel
SI	Striper
SM	Snowmobile Trailer

VEHICLE STYLE CODES
continued

<u>Style Code</u>	<u>Body-Type</u>
SO	Snow blower
SQ	Search and Rescue
SS	Street Sweeper
ST	Stake or Rack Trailer
SW	Station Wagon
SY	Sprayer
SZ	Saw
TA	Tree Harvester
TC	Tractor, Track Type
TD	Auto Tow Dolly
TE	Tent Trailer
TF	Tractor, Wheel Type
TH	Trencher
TN	Tank Trailer
TP	Tar Pot
TR	Tractor Truck, Gasoline
TT	Tow Truck/Wrecker
UT	Utility Trucks/Trailers/Concession Trailer
VC	Van Camper
VN	Van or Van Trailer
VT	Vanette
WC	Wood Chipper
WD	Well Driller
WE	Welder
WN	Wind Rower
WS	Wood Splitter Wrecker (see TT)

PLATE NUMBERING SEQUENCE CHART 11/06/2019

Class Code	Plate Name	Number Pattern	Maximum Characters on Plate	Vanity	# Vanity Characters	Vanity Spaces and Dashes
AC	Agriculture Commercial	100-AGC to 999-AGC; 101-AGD to 999-AGD; 101-AGE to 999-AGE; 101-APA to 999-APZ	6, plus 1 +/-	Y	6	1
AF	Agriculture Farm	101-AGF to 999-AGF	6, plus 1 +/-	Y	6	1
AG	Agriculture Passenger	1 to 9999; 101-AGA to 999-AGB; 101-AGH to 999-AGZ; 101-ANA to 999-ANZ (skip ANL); (skip AC, AF series); 101-BCA to 999-BCZ; (SOS may issue any number/pattern.)	6, plus 1 +/-	Y	6	1
AM	Coach	1 to 9999; 10-000 to 99-999; 100-000 to 999-999	N/A	N	N/A	N/A
AP	Apportioned	900-001 to 999-999	N/A	N	N/A	N/A
AQ	Antique Auto	1 to 9999; 10-000 to 99-999; 100-000 to 999-999	7, plus 1 +/-	Y	7	1
AU	Autocycle	11BCP to 999BCP	N/A	N	N/A	N/A
AW	Animal Welfare	101-AMA to 999-AMZ; 101-AWA to 999-AWZ	6, plus 1 +/-	Y	6	1
BB	Black Bear	101-ACA to 999-ADZ	6, plus 1 +/-	Y	6	1
BC	Breast Cancer	101-ALA to 999-ALZ; 101-ATA to 999-ATZ; 101-AYA to 999-AYZ	6, plus 1 +/-	Y	6	1
BU	Bus	1 to 9999; 10000 to 99999; 100000 to 999999	N/A	N	N/A	N/A
BH	Barbara Bush Children's Hospital	101-BBA to 999-BBZ	6, plus 1 +/-	Y	6	1
CC	Conservation Commercial	1W to 9999W; 1X to 9999X	5 maximum, no +/-	Y	5	0
CD	Conservation Disabled	1 to 999; 1A to 99Z	3 maximum, no +/-	Y	3	0

PLATE NUMBERING SEQUENCE CHART 11/06/2019
continued

CI	Municipal	1 to 9999; 10-000 to 99-999; 100-000 to 999-999	N/A	N	N/A	N/A
CL	Conservation Trailer	1U to 9999U; 1V to 9999V	5 maximum, no +/-	Y	5	0
CM	Combination	100-001 to 999-999	7, plus 1 +/-	Y	7	1
CO	Commercial	1 to 9999; 10-000 to 99-999; 100-000 to 999-999; 1A-0001 to 9Z-9999	7, plus 1 +/-	Y	7	1
CR	Conservation	1 to 99999; 1A to 9999Z	5 maximum, no +/-	Y	5	0
CS	County Sheriff	1 to 9999	N/A	N	N/A	N/A
CV	Custom Vehicle	101-AHA to 999-AHZ	7, plus 1 +/-	Y	7	1
DS	Disability Special Vet	Old Design: 1A to 999Z New Design: 11F1 to 99Z9 (skip letters O and I)	4 maximum, no +/-	Y	4	0
DV	Disabled Veteran	1 to 9999; 1A to 9999Z	5 maximum, no +/-	Y	5	0
DX	Disability Passenger	1 to 99999; 1A to 999Z; 1AA to 99ZZ	5 maximum, no +/-	Y	5	0
EM	Emergency Medical Services	101-AZA to 999-AZY (skip AZZ)	6, plus 1 +/-	Y	6	1
FD	Firefighter	1 to 99999	5, plus 1 +/-	Y	5	1
FM	Farm Truck	1 to 9999; 10-000 to 99-999; 100-000 to 999-999	6, plus 1 +/-	Y	6	1
GS	Gold Star	1000 to 9999	5 maximum, no +/-	Y	5	0
HC	Horseless Carriage	1 to 999	N/A	N	N/A	N/A
IU	Island Use	1 to 9999999; 1 to 99999999 Allow leading zeros to be entered, but not required.	N/A	N	N/A	N/A

PLATE NUMBERING SEQUENCE CHART 11/06/2019
continued

LB	Lobster	101-AAA to 999-ABZ; 101-AEB to 999-AEZ; 101-AXA to 999-AXZ; 101-BEA to 999-BEZ	6, plus 1 +/-	Y	6	1
LC	Lobster Commercial	101-ARA to 999-ARZ	6, plus 1 +/-	Y	6	1
LS	Low Speed	101-AEA to 999-AEA	N/A	N	N/A	N/A
MC	Motorcycle	1 to 9999; 10-000 to 99-999; 100-000 to 999-999; 1A to 9999Z; 1AA to 9999Z	7 maximum, no additional +/-	Y	7	0
MH	Motor Home	1 to 9999; 10-000 to 99-999; 100-000 to 999-999; 1A to 99999Z	7, plus 1 +/-	Y	7	1
MM	Municipal Motorcycle	1 to 9999; 10-000 to 99-999; 100-000 to 999-999	N/A	N	N/A	N/A
MO	Medal of Honor	Recipient chooses plate of choice; cannot exceed 7, plus 1 +/-	N/A	N	7	1
MP	Mopeds	1 to 9999; 10-000 to 99-999; 100-000 to 999-999; 1A to 9999Z; 1AA to 9999Z	7 maximum, no additional +/-	Y	7	0
MQ	Antique Motorcycle	1 to 9999; 10-000 to 99-999; 100-000 to 999-999	7 maximum, no additional +/-	Y	7	0
MX	Disabled Motorcycle	1 to 9999; 1A to 9999Z	5 maximum, no +/-	Y	5	0
PC	Passenger	1 to 9999; 10-000 to 99-999; 100-000 to 999-999; 1A to 99999Z; 1AA to 99999Z; 101-JAA to 999-ZZZ (skip letters I and O);	7, plus 1 +/-	Y	7	1
PC	Passenger ~ National Guard	1NG to 9999NG	N/A	N	N/A	N/A

PLATE NUMBERING SEQUENCE CHART 11/06/2019
continued

PH	Purple Heart	1 to 99999	5 maximum, no +/-	Y	5	0
PM	Purple Heart Motorcycle	101 to 99999	5 maximum, no +/-	Y	5	0
PO	Prisoner of War	1 to 999; 1A to 99Z	N/A	N	N/A	N/A
PS	Pearl Harbor Survivor	001 to 999 (starting with the number zero, not the letter O)	N/A	N	N/A	N/A
RV	Conservation Motor Home	1Y to 9999Y; 1Z to 9999Z	5 maximum, no +/-	Y	5	0
SE	Special Equipment	1 to 9999; 10-000 to 99-999; 100-000 to 999-999	N/A	N	N/A	N/A
SR	Street Rod	1 to 9999; 10-000 to 99-999; 100-000 to 999-999	7, plus 1 +/-	Y	7	1
ST	State	Any numeric value up to 9999999; T00-001 to T99-999	N/A	N	N/A	N/A
SW	Sportsman	1 to 9999; 101-AKA to 999-AKZ; 101-ASA to 999-ASZ (skip ASS); 101-AVA to 999-AVZ; 101-BDA to 999-BDZ (skip letters I and O); (SOS issues low digits - strictly numeric-no alphas)	6, plus 1 +/-	Y	6	1
TC	Truck Camper decal	1 to 9999999; 1 to 99999999 Allow leading zeros to be entered, but not required.	N/A	N	N/A	N/A
TL	Trailer	1 to 9999; 10-000 to 99-999; 100-000 to 999-999; A00001 to Z99999; A000001 to Z999999	7, plus 1 +/-	Y	7	1
TR	Tractor	1 to 9999; 10-000 to 99-999; 100-000 to 999-999	N/A	N	N/A	N/A
TS	Troop Support	101-AJA to 999-AJZ	6, plus 1 +/-	Y	6	1
TT	Tractor Trailer (800 Series)	800-001 to 899-999	7, plus 1 +/-	N	N/A	N/A

PLATE NUMBERING SEQUENCE CHART 11/06/2019
continued

TX	Hire	1 to 9999; 10-000 to 99-999; 100-000 to 999-999	7, plus 1 +/-	Y	7	1
UM	University of Maine	1 to 99999	5 maximum, no +/-	Y	5	0
VM	Special Veteran Motorcycle	101A to 9999Z	7 maximum, no additional +/-	Y	7	0
VT	Special Veteran	Old Design: 1 to 99999; 1001B1 to 9999B9; New Design: 1001A1 to 9999Z9 (skip letters B, O, and I)	6 maximum, no additional +/-	Y	6	0
VX	Disabled Veteran Parking	111A to 999Z	N/A	N	N/A	N/A
WB	Wabanaki	101-AFA to 999-AFZ	7, plus 1 +/-	Y	7	1
WX	Disabled Motor Home	1 to 9999	5 maximum, no +/-	Y	5	0
XV	Disabled Veteran Motorcycle	101 to 9999	5 maximum, no additional +/-	Y	5	0

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