

Bureau of Motor Vehicles Municipal Services

To: All Municipalities
From: Garry Hinkley, Director of Vehicle Services
Date: Tuesday, November 3, 2015
Subject: Municipal Agent Registration Training for the Period of February 2016 to December 2016

We are pleased to announce our updated training schedules through December 2016. Please review the attached schedule which has been provided to assist your training needs. Please complete the sign-up form below and fax or e-mail to this office prior to the class. All of the class sizes are limited. In consideration of others, please sign up for the class that you are certain you will be able to attend. If circumstances change and you are unable to attend, please notify this office as soon as possible in order that a substitute may attend in your place. You may call this office to verify availability of seats for classes in emergency situations.

The following Motor Vehicle registration training classes will be held on the following dates:

Limited New	February 23, 2016	9:00AM-4:00PM	BMV Main Office, 101 Hospital Street, Augusta
New	February 24, 2016	9:00AM-4:00PM	BMV Main Office, 101 Hospital Street, Augusta
Truck	February 25, 2016	9:00AM-1:00PM	BMV Main Office, 101 Hospital Street, Augusta
Limited New	March 7, 2016	9:00AM-4:00PM	Scarborough City Hall, 259 US Rt.1, Scarborough
New	March 8, 2016	9:00AM-4:00PM	Scarborough City Hall, 259 US Rt.1, Scarborough
Truck	March 9, 2016	9:00AM-1:00PM	Scarborough City Hall, 259 US Rt.1, Scarborough
Limited New	April 19, 2016	9:00AM-4:00PM	Public Library, 39 Second St. Presque Isle
New	April 20, 2016	9:00AM-4:00PM	Public Library, 39 Second St. Presque Isle
Truck	April 21, 2016	9:00AM-1:00PM	Public Library, 39 Second St. Presque Isle
Limited New	May 24, 2016	9:00AM-4:00PM	Washington County College, 1 College Drive, Calais
New	May 25, 2016	9:00AM-4:00PM	Washington County College, 1 College Drive, Calais
Truck	May 26, 2016	9:00AM-1:00PM	Washington County College, 1 College Drive, Calais
Limited New	June 21, 2016	9:00AM-4:00PM	BMV Main Office, 101 Hospital Street, Augusta
New	June 22, 2016	9:00AM-4:00PM	BMV Main Office, 101 Hospital Street, Augusta
Truck	June 23, 2016	9:00AM-1:00PM	BMV Main Office, 101 Hospital Street, Augusta
Limited New	July 26, 2016	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
New	July 27, 2016	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
Truck	July 28, 2016	9:00AM-1:00PM	BMV Main Office, 101 Hospital St, Augusta
Limited New	August 23, 2016	9:00AM-4:00PM	Bridgton Town Office, 3 Chase Street, Bridgton
New	August 24, 2016	9:00AM-4:00PM	Bridgton Town Office, 3 Chase Street, Bridgton
Truck	August 25, 2016	9:00AM-1:00PM	Bridgton Town Office, 3 Chase Street, Bridgton
Limited New	September 27, 2016	9:00AM-4:00PM	Orono Town Office, 59 Main Street, Orono
New	September 28, 2016	9:00AM-4:00PM	Orono Town Office, 59 Main Street, Orono
Truck	September 29, 2016	9:00AM-1:00PM	Orono Town Office, 59 Main Street, Orono
Limited New	October 18, 2016	9:00AM-4:00PM	Kittery Town Office, 200 Roger Road Ext, Kittery
New	October 19, 2016	9:00AM-4:00PM	Kittery Town Office, 200 Roger Road Ext, Kittery
Truck	October 20, 2016	9:00AM-1:00PM	Kittery Town Office, 200 Roger Road Ext, Kittery

Limited New	November 15, 2016	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
New	November 16, 2016	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
Truck	November 17, 2016	9:00AM-1:00PM	BMV Main Office, 101 Hospital St, Augusta
Limited New	December 13, 2016	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
New	December 14, 2016	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
Truck	December 15, 2016	9:00AM-1:00PM	BMV Main Office, 101 Hospital St, Augusta

Materials to bring to class: A workbook is provided for each class.

The Bureau of Motor Vehicle Procedure Training Manual is available on the M.M.A. (Maine Municipal Association) website, to view and print. Please use the link provided below to access the most up-to-date manual.

<http://www.memun.org/members/clerk/MotorVehicle/index.htm>

To have access to all of our posted training dates and enrollment forms, we have now provided a link directly on the State of Maine website: <http://www.maine.gov/sos/bmv/municipal/index>.

A one hour lunch break is provided for Limited New and New; however lunch break is not provided for Truck training so please plan accordingly.

The BMV Main Office has a full service cafeteria on-site for VISITORS AND STAFF!

Reminder: Individuals, who have not attended appropriate Motor Vehicle training, **may not** be left alone in the office to process registrations at any level.

Reminder: This office must be notified immediately of any changes in Municipal Agent and/or Tax Collector.

Please Print:

Your Municipality: _____ Phone # _____

Your E-Mail Address: _____

Training Class (please circle each class you want to attend): **Limited New** **New** **Truck**

Date(s) of Class: _____

Name of person(s) attending: _____

Telephone number: 624-9000, ext. 52163

FAX number: 624-9037