

# Workbook For <br> New Level 

## Complete a title application with what you have?



## SAMPLE

## Bill of Sale

I Chris Tree sold a 2014 KIA Sportage<br>Vin \#KNDPB3AC4E7585754 to

Lucky Clover as is where is for
$\$ 500.00$ on 03/16/2023
Ghris Tree
29 State Street
Augusta, ME 04330
Jucky elover
15 Main St
Jonesport, Maine 04578

SECRETARY OF STAT
BUREAU OF MOTOR VEFICLES

| 2014 | KIA | Sportage | KNDPB3AC4E7585754 | UT |
| :---: | :---: | :---: | :---: | :---: |

 or providing a false statement may result in tines andior imprisonment.

ASSIGNMENT OF OWNERSHIP

ana of Sale $\frac{03 / 16 / 2023}{04578}$

ODOMETER DISCLOSURE STATEMENT
Istate that the odomete now reads .... 34,250 (NO TENTHS) and to the best of my knowledge that it reflects the actuat mileage of the vehicle unless one of the followirg statements is checken

Di certity thst to the best of my knowiedge the odometer reading :oflects the amount of mieage in excess of is mecharical limits (the odometer started at zero again) DI certity that the odometer reading is not the actual mileage. WARNING-ODOMETER DISCREPANCY

| Sever's signature Ghrís Jree |  | Hand Chris Tree |  |
| :---: | :---: | :---: | :---: |
|  |  |  |  |
| Selier's address (PRINT) 29 State Street, Augusta ME |  |  |  |
| LIEN HOLDER TO BE SHOWN ON NEW TITLE (If no lien, print NONE) |  |  |  |
| en hoider's name |  |  |  |
|  |  |  |  |
| BUYER(S): DO NOT SIGN BELOW UNTIL. ALL SECTIONS ABOVE HAVE BEEN COMPLETED AND SIGNED. SIGNING BELOW INOICATES THAT YOU ARE AWARE OF THE ODOMETEQ DISGLOSURE STATEMENT MADE BY THE SELIER(S). |  |  |  |
| Signature of buyer(s) sigatur o tu, Jucky Clover <br> Lucky Clover <br> Date $\qquad$ |  |  |  |
|  |  |  |  |

sECRETARY OF STATE
BUREAU OF MOTOR VEHICLES
VEHICLE SERVICES-TITLE SECTION
29 ITATE HOUSE STATION
AUOUSTA, MAINE 04333-0028
207-824-9000 EXT. 62138
TTY ucere oall Maine relay 711


APPLICATIONFORCERTIFICATEOF TIILE(MVI-2)
$\square$ Check if supplemental application (\$33.00 foe requived)
$\square$ Check if rush requested - (Additional $\$ 10.00$ fee required)
CTA
incimwonome Typewrite or print leglbly on hard surface. Distribute coples as Indicated at bottom of form. If vehicle is new, attach a manưacturer'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



## How would you complete this situation?

## Peter Rabbit wants to register and title his new vehicle to him in your town office with the following paperwork.

## Do you have everything you need?



What are the items you are going to need to process this title application?

## Surviving Spouse

Mr. Johnston's wife came in and said that Glenn Johnston passed away December of 2022 and he had a 2019 GMC Sierra Vin \#1KF63SS95GE24L6981. The title is only in his name. His wife Mabel Johnston would like to re-register and title the truck.

What documents are needed and how would you proceed?


## Insurance Title

Edith Cannon was in an accident with her 2019 Ford Mustang. Her insurance company totaled the car, and she has purchased the car back to fix it. She now wants to register her car again. The Vin\#1GTHK576R9F178980.

## What will be needed to process and what type of registration would this be?




## Coming in from other state.

Harvey J Trigger has moved from Seattle, Washington to your town. His address is 101 Farm Rd. Yourtown, ME. He would like to register his 2012 Honda CRV with VIN\# JHLRM4H56CC0566579. He does not have his title because he has a lien with Grand National Bank, 2005 Blaine Ridge Road, Seattle Washington 63524. Fill out the title application.

What other documents will you need from Mr. Trigger?
insimichows: Typenrite or print legibly on hard surface. Distribute coples as indicated at bottom of form. If vehicle is new, attach a manuracturer's centiricate of origin to original copy, for used vehicle, attach last previous certificate of title. CHECKS SHOULD BE MADE PAYABLE TO "SECRETARY OF STATE".
FEE $\$ 33.00$


## Lease from Out of State

# John Doe moved from California and would like to register his 2003, VW Jetta VIN\#1VWIT2314TM567890 in his and his wife's name. He has a lease through V.A.U.L Trust, P O box 8138 Cockeysville, MD 21030. 

Lease Agreement With V.A.U.L Trust P O Box 8138<br>Cockeysville, MD<br>2003 VW JETTA<br>1VWIT2314TM567890

John Doe
1234 Broadway
Sacramento, CA 95818-2698
With lien holder of
Ally Financial
P O Box 952
Louisville KY 63521
3yrs agreement \$400. X
36 months


What would you do?

## Welcome <br> Back!!



## Registration Transfers

# Mrs. Joan Smith comes to the town office with the below registration, title application and bill of sale from the dealer for her husband's new truck purchased with the trade in of his 2005 Chevy Cruz. The new title application is the name of John C Smith only. 

## Can this be completed with what Mrs. Smith has brought to you? What is needed to complete as requested by Mr. Smith?

| Eff Date is Validation Date But Not Prior To <br> 1GTHK23225F873436 |  |  |  |  | Expires: $11 / 30 / 2023$ | Insurance: wak |  |  | PC | $1234 \mathrm{AB}$ |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | $2005$ | CHEV | CRUZ | BL | $4 \mathrm{D}$ |  | $\left.\right\|^{2 \times 1 / 5 s}$ | Net weicht | Remistrit wilicht | G |
|  |  |  |  | porat | 1945 | Base | te | 25,360 <br> .0040 <br> 101.44 |  |  |  |
| tessor |  |  | Nro |  |  | Fees Agent |  | 112120.02 5.00 5.00 |  |  |  |
|  |  | 044 |  |  | ation |  |  |  |  |  |  |
| \||||||||||||||||||||||||||||||||||| | PT |  |  |  |  | User Id |  | wsk | E-Re-reg |  |  |
| Tax Receipt \#: 1357924 MVR-3VS Rev. 01-2023 REGISTRATION | Sticker \#(A) |  |  |  |  | www.maine.gov/sos |  |  |  |  |  |



## Registration Transfers

# Mrs. Joan Smith comes to the town office on March 3, 2023 and states that she wants to transfer her plates to her new vehicle purchased from a private seller. She brought in her old registration, her insurance, the title and bill of sale. 

## Can you complete her request with the items that she has brought in for you?

| VEHICLE ID NUMBER | YEAR | MAKE | MODEL | BODY |
| :---: | :---: | :---: | :---: | :---: |
| 1J4FJ68S8WL155878 | 2015 | JEEP | CHEROK | UT |
| NEW/USED PUR | S DATE |  | ISSUE DATE | EXPIRATION DATE |
| Used 02 | 2021 |  | 03/01/2023 | 03/31/2024 |
| CUSTOMER NAME\& ADDRESS <br> Joan Smith |  |  |  |  |
| 415 Berry Lane |  |  |  |  |
| Augusta, Maine 04330 |  |  |  |  |
|  | United 29 St <br> Augu |  | surance Read 04330 |  |



STATE OF MAINE

| VEHICLE ID NUMBER | YEAR | MAKE | MODEL | BODY | TITLE NUMBER |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 1J4FJ68S6WL155878 | 2015 | JEEP | CHEROK | UT | 5819832 |

MOOSE, MICKEY, L
MOOSE, MANDY D
54 PINE GROVE RD.
UPCOUNTRY, ME 02222
JOINT OWNERSHIP

SAMPLE

## Mickey and Mandy Moose sell one used 2015 Jeep Cherokee Vin\#1J4FJ68S6WL155878 to Joan Smith on 02/21/2023





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LENHOLDEA TO BE BHOWW DN NEW TTLE (T IC lerfpiai NONE)
Lurcten uns
STane thaty



# Mrs. Smith comes in with Title paperwork for a new vehicle in her and her husband's name, but she wants to take a credit from a registration in the husband's name only. 

## Is this form needed?

## REQUEST FOR NAME ADDITION/DELETION ON A REGISTRATION

Vehicle Information: Plate Number: $\qquad$ Class Code: $\qquad$ Year: $\qquad$ Make: $\qquad$ Vehicle Identification Number: $\qquad$
Current Registrant(s): $\qquad$ Date of Birth: $\qquad$ Date of Birth: $\qquad$
Address: $\qquad$ City: $\qquad$ State: $\qquad$ Zip: $\qquad$
(Please check box)
$\square$ Add All parties to appear on registration must sign below
$O R$
$\square$ Delete Person being deleted must sign below

Validation Stamp

- Delete Person being deleted must sign below $\square$
Registrant Signature: $\qquad$ Print Name: $\qquad$ Date: $\qquad$
Addee/Deletee Signature: $\qquad$ Print Name: $\qquad$ Date: $\qquad$
Addee/Deletee Date of Birth

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

Knowingly making a false statement is a Class E crime pursuant to 29A MRSA §2103.
Below must be completed by a Notary Public or Attorney at Law:
STATE OF MAINE County of $\qquad$ personally appeared the above named $\qquad$ and made oath that the statements contained in the foregoing application are true.

Before me, $\qquad$

| BMV USE ONLY |
| :---: |
| ם BMV- Updated |
| ם Town- Updated |

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

# Lisa just bought a new car and wants to add her daughter to the registration. Do you need to have her sign a form? 

## REQUEST FOR NAME ADDITION/DELETION ON A REGISTRATION

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

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



Knowingly making a false statement is a Class E crime pursuant to 29A MRSA $\S 2103$.
Below must be completed by a Notary Public or Attorney at Law:
STATE OF MAINE County of $\qquad$ personally appeared the above named $\qquad$ and made oath that the statements contained in the foregoing application are true.

Before me, $\qquad$
(Notary Public, Attomey)


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

## Welcome <br> Back!!



# Billy Elliott who lives at 29 State Street in your town has plate CR 999W and it is peeling. He comes to your town to complain about this and wants a new one. You have CR 737X in stock. 

## How would you proceed?

## NOTICE OF LOSS OF NUMBER PLATES AND REQUEST FOR NEW PLATES (FEE: Each plate $\$ 5.00$-With validation stickers- $\$ 5.50$ )

Class $\qquad$ (Type of Plate)

Plate Number $\qquad$ Plate(s) Needed: $\square 1$ or $\square 2$

Name: $\qquad$ Date of Birth: $\qquad$
Address:
$\qquad$


Month D / S: $\qquad$ Year D / S: $\qquad$

LP Clerk issued Sticker (s) Mo $\qquad$ Yr $\qquad$
Bureau of Motor Vehicles, Attn: Lost Plate Clerk, 29 State House Station, Augusta, ME 04333-0029 Tel: (207) 624-9000 ext. 52149

# Lost Plate Form <br> (MV-9) <br> Continued 

Bob Smith comes to your office to renew his trailer registration. At this time, he mentions that he cannot find the plate to the trailer, TL B576324. He would really like to keep it as it has been his plate for the past 20 years. How would you handle this?

Julie Bell comes in during the middle of the registration period and wants to change from a BC (Breast Cancer) to a regular PC (Passenger Class)
Would a form be needed in this situation?

Joe Diamond has come in to renew his truck and wants to change his BB plate, 666-WXZ to another BB plate. The BB plate to be issued is 934-WZA.
Is the MV-9 needed in this situation?

Brenda Jones moves to your town and has plate TS RCKSTR. She wants to make a fresh start and would like a new plate. How would you proceed?

## Peter Lovell from 16 Main Street in your town comes in to request a Month Sticker for his front plate, because it is missing. Plate PC 1160CK. July single sticker 0425619.

How do you complete the form to give him the one sticker needed?

Department of the Secretary of State
Maine Bureau of Motor Vehicles Maine Bureau of Motor Vehicles

REQUEST FOR REPLACEMENT
Town Validation Stamp OF VALIDATION STICKER
OE

- 1 Single Sticker
$\$ .25$
- 2 Single Stickers
$\$ .50$
- 1 Set of Double Stickers
$\$ .50$
ㅁ 2 Sets of Double Stickers $\$ 1.00$

Name: $\qquad$ Date of Birth: $\qquad$
Mailing Address: $\qquad$
City/Town: $\qquad$ State: $\qquad$ Zip: $\qquad$

Sticker (s) Issued:
Month: $\qquad$
Year: $\qquad$
Control Number: $\qquad$

For use with Plate Number: $\qquad$ Class Code: $\qquad$

If no fee, please explain: $\qquad$
$\qquad$

Date: $\qquad$ Clerk: $\qquad$

## Return Plate Card

(MV-553)

# Eric Brown on 16 Front Street in your town found a set of plates in the garage of his new home and wasn't sure what to do with them so he brought them to you to handle. CR 15489 

## What information will you need to complete this form?



## STATE OF MAINE <br> BUREAU OF MOTOR VEHICLES <br> 29 State House Station <br> Augusta, Maine 04333-0029

Note:
Registration plates issued by the Secretary of State continue to be the property of the State. When a registration certificate is suspended, revoked, canceled or has expired and the owner has no intention to renew or transfer within 6 months, the owner shall remove the registration plates and forward them, along with the registration certificate, to the Secretary of State.

## Duplicate Request Form

(DV-11)

# Mr. Smith sent his brother-in-law to get a duplicate of his registration and he is going to send it to him in sunny Florida. 

Would you give the Duplicate registration to the brother in-law if he couldn't complete this form without your assistance?

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


REQUEST FOR A DUPLICATE REGISTRATION CERTIFICATE

Name $\qquad$ Vehicle Year $\qquad$
Address $\qquad$ Vehicle Make $\qquad$
City/State/Zip $\qquad$ Plate No. $\qquad$

1. Is your registration or privilege to register now under suspension?

$$
\text { YES } \quad \text { NO } \quad{ }_{\square}
$$

2. Are you required to file an SR-22 certificate of insurance with the Bureau of Motor Vehicles?

$$
\text { YES__ NO } \quad \text { ___ }
$$

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

