



# Municipal Office Bulletin: Changes to Maine BMV's Title Application Process

## Changes to form MVT-2

BMV has made the following changes to form MVT-2 in anticipation of launching the [Electronic Lien Titling Program \(ELT\)](#):

### ***New carbon copies***

The owner, lienholder, and dealer carbon copies are no longer color coded on form MVT-2. Instead, each page is printed on white carbon paper with bold, red ink indicating to whom you should distribute each copy. **Please note that customers will start using white owner's copy instead of a blue one to register recently purchased vehicles.**

### ***New blocks***

BMV has added blocks 21a and 24a to form MVT-2 to collect a Lienholder Identification Number. Customers and municipal staff may leave this block blank, unless they have paperwork from a lender indicating a Lienholder Identification Number.

Please see the next page for a preview of the new MVT-2.

## When to start using the new form

If you have not already started using the new version of form MVT-2, please begin doing so in January 2024. You can order the new version of the form by completing [the Form Request Sheet \(MVT-44\)](#).

## Title and registration software

If you use software to print title or registration applications, BMV has informed your vendor about these changes. Please contact them if you have questions about software updates.

For more information:

[elt.bmv@maine.gov](mailto:elt.bmv@maine.gov) | [www.maine.gov/sos/bmv/titles/elt](http://www.maine.gov/sos/bmv/titles/elt)

Forward the original Motor Vehicle copy plus supporting documents to the Bureau of Motor Vehicles

PLEASE TYPESET OR PRINT LEGIBLY. DISTRIBUTE COPIES AS INDICATED  
IF PRINTING USE BALL POINT PEN OR HARD SURFACE AND BEAR DOWN HARD.

SECRETARY OF STATE  
BUREAU OF MOTOR VEHICLES  
DIVISION OF TITLE SERVICES  
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 rush is requested - (Additional \$10.00 fee required)

CTA **BH** 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**

<b>OWNER INFORMATION</b>	1. Name(s): Last, First, Middle Initial (conjunctive "or" not permitted) a. _____ Joint ownership <input type="checkbox"/> b. _____				2. Date(s) of birth MM/DD/YYYY a. _____ b. _____		3. Telephone _____	
	4. Mailing address-No. & Street (if P.O. Box, # 6. must be completed) City _____ State _____ Zip Code _____				5. MSRP <input type="checkbox"/> New: Recorded on Monroney Label <input type="checkbox"/> Used: Recorded on prior title <input type="checkbox"/> Not required		MSRP equals the total vehicle price minus the destination charge on new vehicles requiring the Monroney label. If the vehicle is used, list the MSRP if recorded on previous Maine title. DO NOT attach Monroney label to application.	
6. Legal residence, if other than mailing address _____				MSRP Amount \$ _____				
7. If a leased vehicle, name and address of lessee _____								
<b>VEHICLE INFORMATION</b>	8. Year	9. Make	10. Model	11. Vehicle identification number		12. Body type		
	13. New <input type="checkbox"/> Used <input type="checkbox"/> Rebuilt <input type="checkbox"/>	14. Purchase date Mo./Day/Year	15. Title number	16. State of origin	17. Other data BMW USE			
	18. Current odometer reading DO NOT ESTIMATE - NO TENTHS <input type="checkbox"/> MI. <input type="checkbox"/> KM.		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 <b>MUST FILE MVT-32</b>		SENT TO SECRETARY OF STATE	
<b>LIEN INFORMATION</b>	21. First lien holder's name if vehicle financed			21a. Lien holder ID#		22. Date of lien MM/DD/YYYY		
	23. Address-No. & Street City _____ State _____ Zip Code _____			24. Second lien holder's name		24a. Lien holder ID#		
	24. Second lien holder's name			25. Date of lien MM/DD/YYYY		MUNICIPAL AGENT VALIDATION		
26. Address-No. & Street City _____ State _____ Zip Code _____			27. Name and address of seller		28. Plate #, if a Maine licensed dealer D <input type="checkbox"/> UC <input type="checkbox"/> MC <input type="checkbox"/>		FEE PD. \$ _____	
<b>SELLER INFORMATION</b>	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 _____		
<b>SIGNATURE OF SELLER IF A DEALER</b>	Signature of dealer's representative _____			Official title _____		Date _____		
<b>SIGNATURE(S) OF OWNER(S)</b>	30. The undersigned hereby certify 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 <input type="checkbox"/>		DATE _____		
<b>READ PENALTY BEFORE SIGNING</b>	Signature(s) of owner(s) as named in block # 1. All owners must sign. Power(s) of attorney must accompany this form. If under age 18 parent or guardian must also sign.			Signature(s) of owner(s) _____		Date _____		
<b>PENALTY</b>	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.			If owner is a company, authorized representative sign here. _____		Official title _____		

If more than one owner, common ownership will be assumed unless joint ownership box checked.

Title will be mailed to the first lien holder, otherwise it will be mailed to the vehicle owner. If lien holder ID# is listed, title will be sent electronically.

**Lienholder ID#**

FEE PD. \$ \_\_\_\_\_

BMV USE:  
DO NOT WRITE  
IN THIS SPACE

R \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D  L  O

DATE \_\_\_\_\_

**Distribution Instructions**

PLEASE TYPESET OR PRINT LEGIBLY. DISTRIBUTE COPIES AS INDICATED IF PRINTING USE BALL POINT PEN OR HARD SURFACE AND BEAR DOWN HARD.

SECRETARY OF STATE  
BUREAU OF MOTOR VEHICLES  
DIVISION OF TITLE SERVICES  
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 rush is requested - (Additional \$10.00 fee required)

CTA **BH** Sample

THIS IS NOT A CERTIFICATE OF TITLE

**OWNER'S COPY**

Distribution Instructions

<b>OWNER INFORMATION</b>	1. Name(s): Last, First, Middle Initial (conjunctive "or" not permitted) a. _____ b. _____				2. Date(s) of birth MM/DD/YYYY a. _____ b. _____		3. Telephone _____		
	4. Mailing address-No. & Street (if P.O. Box, # 6. must be completed) City _____ State _____ Zip Code _____				5. MSRP <input type="checkbox"/> New: Recorded on Monroney Label <input type="checkbox"/> Used: Recorded on prior title <input type="checkbox"/> Not required		MSRP INSTRUCTIONS MSRP equals the total vehicle price minus the destination charge on new vehicles requiring the Monroney label. If the vehicle is used, list the MSRP if recorded on previous Maine title. DO NOT attach Monroney label to application.		
6. Legal residence, if other than mailing address _____				MSRP Amount \$ _____		SENT TO SECRETARY OF STATE			
7. If a leased vehicle, name and address of lessee _____									
<b>VEHICLE INFORMATION</b>	8. Year	9. Make	10. Model	11. Vehicle identification number		12. Body type			
	13. New <input type="checkbox"/> Used <input type="checkbox"/> Rebuilt <input type="checkbox"/>	14. Purchase date Mo./Day/Year	15. Title number	16. State of origin	17. Other data BMW USE				
	18. Current odometer reading DO NOT ESTIMATE - NO TENTHS		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 MUST FILE MVT-32		DATE _____ INITIAL _____		
<b>LIEN INFORMATION</b>	21. First lien holder's name if vehicle financed			21a. Lien holder ID#		22. Date of lien MM/DD/YYYY			
	23. Address-No. & Street City _____ State _____ Zip Code _____			24. Second lien holder's name		24a. Lien holder ID#			
	26. Address-No. & Street City _____ State _____ Zip Code _____			25. Date of lien MM/DD/YYYY		MUNICIPAL AGENT VALIDATION			
<b>SELLER INFORMATION</b>	27. Name and address of seller				28. Plate #, if a Maine licensed dealer D <input type="checkbox"/> UC <input type="checkbox"/> MC <input type="checkbox"/>		FEE PD. \$ _____ BMW USE: DO NOT WRITE IN THIS SPACE		
<b>SIGNATURE OF SELLER IF A DEALER</b>	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.							R _____ _____ _____	
<b>SIGNATURE(S) OF OWNER(S)</b>	30. The undersigned hereby certify 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.							D <input type="checkbox"/> L <input type="checkbox"/> O <input type="checkbox"/>	
<b>READ PENALTY BEFORE SIGNING</b>	Signature(s) of owner(s) as named in block # 1. All owners must sign. Power(s) of attorney must accompany this form. If under age 18 parent or guardian must also sign.						DATE _____		
	If owner is a company, authorized representative sign here.						DATE _____		
<b>PENALTY</b>	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.								

If more than one owner, common ownership will be assumed unless joint ownership box checked.

Title will be mailed to the first lien holder, otherwise it will be mailed to the vehicle owner. If lien holder ID# is listed, title will be sent electronically.

Lienholder ID#

Distribution Instructions

OWNER'S COPY

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Check if rush is requested - (Additional \$10.00 fee required)

CTA BH Sample

THIS IS NOT A CERTIFICATE OF TITLE

LIEN HOLDER'S COPY

Distribution Instructions

OWNER INFORMATION	1. Name(s): Last, First, Middle Initial (conjunctive "or" not permitted) a. _____ Joint ownership <input type="checkbox"/> b. _____				2. Date(s) of birth MM/DD/YYYY a. _____ b. _____		3. Telephone _____		
	4. Mailing address-No. & Street (if P.O. Box, # 6. must be completed) City _____ State _____ Zip Code _____				5. MSRP <input type="checkbox"/> New: Recorded on Monroney Label <input type="checkbox"/> Used: Recorded on prior title <input type="checkbox"/> Not required		MSRP INSTRUCTIONS MSRP equals the total vehicle price minus the destination charge on new vehicles requiring the Monroney label. If the vehicle is used, list the MSRP if recorded on previous Maine title. DO NOT attach Monroney label to application.		
VEHICLE INFORMATION	6. Legal residence, if other than mailing address _____				6. MSRP Amount \$ _____		SENT TO SECRETARY OF STATE DATE _____ INITIAL _____		
	7. If a leased vehicle, name and address of lessee _____				7. MSRP Amount \$ _____				
	8. Year	9. Make	10. Model	11. Vehicle identification number		12. Body type			
13. New <input type="checkbox"/> Used <input type="checkbox"/> Rebuilt <input type="checkbox"/>		14. Purchase date Mo./Day/Year		15. Title number		16. State of origin		17. Other data BMV USE	
18. Current odometer reading _____ DO NOT ESTIMATE - NO TENTHS <input type="checkbox"/> MI. <input type="checkbox"/> KM.				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 MUST FILE MVT-32		MUNICIPAL AGENT VALIDATION	
LIEN INFORMATION		21. First lien holder's name if vehicle financed		21a. Lien holder ID#		22. Date of lien MM/DD/YYYY		MUNICIPAL AGENT VALIDATION	
Title will be mailed to the first lien holder, otherwise it will be mailed to the vehicle owner. If lien holder ID# is listed, title will be sent electronically.		23. Address-No. & Street		City		State		Zip Code	
		24. Second lien holder's name		24a. Lien holder ID#		25. Date of lien MM/DD/YYYY		Lienholder ID#	
		26. Address-No. & Street		City		State		Zip Code	
SELLER INFORMATION		27. Name and address of seller				28. Plate #, if a Maine licensed dealer D <input type="checkbox"/> UC <input type="checkbox"/> MC <input type="checkbox"/>		BMV USE: DO NOT WRITE IN THIS SPACE	
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SIGNATURE(S) OF OWNER(S)		30. The undersigned hereby certify 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.							
READ PENALTY BEFORE SIGNING		Signature(s) of owner(s) as named in block # 1. All owners must sign. Power(s) of attorney must accompany this form. If under age 18 parent or guardian must also sign.				Date		DATE	
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.							

If more than one owner, common ownership will be assumed unless joint ownership box checked.

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FEE PD. \$ \_\_\_\_\_

R \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D  L  O

DATE

Distribution Instructions

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CTA BH Sample

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SELLER'S COPY

Distribution Instructions

Form with sections: OWNER INFORMATION, VEHICLE INFORMATION, LIEN INFORMATION, SELLER INFORMATION, SIGNATURE OF SELLER IF A DEALER, SIGNATURE(S) OF OWNER(S), READ PENALTY BEFORE SIGNING, PENALTY. Includes fields for name, address, vehicle details, and signatures.

If more than one owner, common ownership will be assumed unless joint ownership box checked.

MSRP INSTRUCTIONS

MSRP equals the total vehicle price minus the destination charge on new vehicles requiring the Monroney label. If the vehicle is used, list the MSRP if recorded on previous Maine title. DO NOT attach Monroney label to application.

SENT TO SECRETARY OF STATE

DATE INITIAL

MUNICIPAL AGENT VALIDATION

Title will be mailed to the first lien holder, otherwise it will be mailed to the vehicle owner. If lien holder ID# is listed, title will be sent electronically.

Lienholder ID#

FEE PD. \$

BMV USE: DO NOT WRITE IN THIS SPACE

R

D L O

DATE

Distribution Instructions