



# Statutory Agent 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 blocks***

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

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

## Updating Title Software

We have informed the manufacturer of TRIO about changes to form MVT-2. Please contact them for information about software updates.

If you use in-house software, please have your IT department contact BMV at the email below for additional information.

### ***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 \(MVT-44\)](#).

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

Main application 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, year, make, model, VIN, odometer, 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.

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.

SENT TO SECRETARY OF STATE

DATE
INITIAL

MUNICIPAL AGENT VALIDATION

FEE PD. \$

BMV USE: DO NOT WRITE IN THIS SPACE

R

D L O

DATE

Distribution Instructions

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APPLICATION FOR CERTIFICATE OF TITLE (MVT-2)

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CTA BH Sample

THIS IS NOT A CERTIFICATE OF TITLE

OWNER'S COPY

Distribution Instructions

Main application 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.

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

MSRP INSTRUCTIONS

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SENT TO SECRETARY OF STATE

DATE INITIAL

MUNICIPAL AGENT VALIDATION

Lienholder ID#

FEE PD. \$

BMV USE: DO NOT WRITE IN THIS SPACE

R

D L O

DATE

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CTA **BH** Sample

THIS IS NOT A CERTIFICATE OF TITLE

**LIEN HOLDER'S COPY**

Distribution Instructions

<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 _____		
If more than one owner, common ownership will be assumed unless joint ownership box checked.	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 \$ _____				
	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 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 <b>MUST FILE MVT-32</b>			
<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#			
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.			26. Address-No. & Street City _____ State _____ Zip Code _____			25. Date of lien MM/DD/YYYY			
			<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"/>	
<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.					MUNICIPAL AGENT VALIDATION  R _____ _____ _____	
			Signature of dealer's representative _____			Official title _____			
<b>SIGNATURE(S) OF OWNER(S)</b>  Authorized person may sign for a company			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.					FEE PD. \$ _____  BMV USE: DO NOT WRITE IN THIS SPACE  D <input type="checkbox"/> L <input type="checkbox"/> O <input type="checkbox"/>	
			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.			Official title _____			
<b>READ PENALTY BEFORE SIGNING</b>			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.			

Lienholder ID#

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