



Dealer 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 \(ELT\)](#) on January 31, 2024:

New blocks

BMV has added blocks 21a and 24a to form MVT-2 to collect Lienholder Identification Numbers.

New information

BMV will issue a Lienholder Identification Number to any lender participating in the ELT. It will be crucial for your staff to enter the correct name of record and identification number on title applications for participating lenders. You will not, however, need to include an identification number for lenders who elect not to participate in the program.

When ELT launches in January, BMV will host a list of lenders' names of record and identification numbers on the website below. Lenders with whom you do business will also provide you with their 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.](#)

Tell your IT department or vendor

If you use software to print the MVT-2, please make your IT department/ vendor aware of the new blocks so they can update your software. For their reference, the ID number will be in the format ME-FEIN-### (where FEIN is the lender's 9-digit Federal Employee Identification Number).

How to get the new form

You may continue using your existing stock of form MVT-2 until January 1, 2024. BMV will start fulfilling form requests with the new form in September 2023. Please plan to order the new form accordingly.

Pre-validated MVT-2A

Dealerships with existing stock of pre-validated form MVT-2A may continue to use them as payment even after January 1. Please submit title applications using the new form and attach a voided, pre-validated MVT-2a as payment.

Online ELT training this fall

Join us for a half-hour online training session on changes to the titling process:

Wednesday 10/11, 11/8, & 12/13 at 3PM

Thursday 10/12, 11/9, & 12/14 at 10AM

Email us at elt.bmv@maine.gov to RSVP.

For more information:

elt.bmv@maine.gov | 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



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.

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.

Leinholder ID#

FEE PD. \$

BMV USE: DO NOT WRITE IN THIS SPACE

R

D L O

DATE

Distribution Instructions

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TTY users call Maine relay 711



APPLICATION FOR CERTIFICATE OF TITLE (MVT-2)

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CTA **BH** Sample

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OWNER'S COPY

Distribution Instructions

OWNER INFORMATION	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.	
VEHICLE INFORMATION	6. Legal residence, if other than mailing address		7. If a leased vehicle, name and address of lessee		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 BMW USE		SENT TO SECRETARY OF STATE	
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 _____	
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
	23. Address-No. & Street City _____ State _____ Zip Code _____			24. Second lien holder's name		24a. Lien holder ID#		Lienholder ID#
	26. Address-No. & Street City _____ State _____ Zip Code _____			25. Date of lien MM/DD/YYYY				
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"/>		FEE PD. \$ _____ BMW USE: DO NOT WRITE IN THIS SPACE	
SIGNATURE OF SELLER IF A 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.							R _____ _____ _____
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.							D <input type="checkbox"/> L <input type="checkbox"/> O <input type="checkbox"/>
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 _____	
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.

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.

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CTA **BH** **Sample**

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LIEN HOLDER'S COPY

Distribution Instructions

OWNER INFORMATION	1. Name(s): Last, First, Middle Initial (conjunctive "or" not permitted)				2. Date(s) of birth MM/DD/YYYY		3. Telephone		
	a. _____ Joint ownership <input type="checkbox"/>				a. _____		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.		
b. _____				b. _____					
4. Mailing address-No. & Street (if P.O. Box, # 6. must be completed)				5. MSRP		SENT TO SECRETARY OF STATE			
City		State		Zip Code					
6. Legal residence, if other than mailing address				<input type="checkbox"/> New: Recorded on Monroney Label <input type="checkbox"/> Used: Recorded on prior title <input type="checkbox"/> Not required MSRP Amount \$ _____					
7. If a leased vehicle, name and address of lessee									
VEHICLE INFORMATION	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		19. Mileage stated is		20. If not actual		DATE _____ INITIAL _____		
DO NOT ESTIMATE - NO TENTHS <input type="checkbox"/> MI. <input type="checkbox"/> KM.		<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	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			
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.	24. Second lien holder's name			24a. Lien holder ID#		25. Date of lien MM/DD/YYYY			
	26. Address-No. & Street			City		State			
						Zip Code			
SELLER INFORMATION	27. Name and address of seller				28. Plate #, if a Maine licensed dealer		BMV USE: DO NOT WRITE IN THIS SPACE		
					D <input type="checkbox"/> UC <input type="checkbox"/> MC <input type="checkbox"/>		R _____ _____ _____		
SIGNATURE OF SELLER IF A 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				
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.								
	Authorized person may sign for a company								
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		
	If owner is a company, authorized representative sign here.						Official title		
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.								

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Lienholder ID#

FEE PD. \$ _____

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