



Transaction Overview

Within the **EVR Plate Transfer transaction**, there is an option to complete a **Plate Reactivation** for a customer's previously cancelled plate. This allows the customer to reactivate the registration on their newly acquired vehicle. And rather than the \$25 Plate Transfer fee, the fee for a plate reactivation is the same as a new plate and is subject to proration according to the expiration date and date of the transaction. If the plate reactivation is processed before the cancelled plate was due to expire, then the expiration date for the reactivated plate will be pushed out as far as is allowed for that plate type to give the customer as much time on their registration as possible. If the original expiration date of the cancelled plate has passed, then the registration will automatically be renewed during Plate Reactivation. Most plates that can be transferred at an EVR location may be eligible to be reactivated. Refer to the Transferable Plates table in the EVR Reference Guide for more information.

In addition to all of the required EVR Plate Transfer transaction documents, the customer needs to complete and sign a **Reactivation Certification for EVR** which confirms that the customer is still in possession of the physical plate they are interested in reactivating. A sample of the Reactivate Certification for EVR can be found on the last page of this document and a fillable version can be found on the [ATLAS Business Partner Website](#)¹. If the plate is damaged, inform the customer that the plates may not pass the vehicle inspection and that it is their responsibility to request replacement plates through myRMV. The customer will need to bring the confirmation from their myRMV replacement plate request with them to their vehicle inspection to prove that replacement plates have been ordered.

Key Policy Information



- The registration status of the plate **MUST** be **Cancelled**.
- The customer **MUST** complete and sign a **Reactivation Certification for EVR**, which confirms that the customer has physical possession of the plates they wish to reactivate. If there are two owners, both owners must sign the Certification.
- Owner(s) of the cancelled plate **MUST** be the exact same owner(s) of the newly acquired vehicle.
- Eligible plates **MUST** have been **cancelled for a year or less** to be reactivated at an EVR location.
- Passenger Normal Green plates and Lottery plates **CANNOT** be reactivated.
- Customers may be issued an updated decal if the reactivated registration expiration date changes or if the decal is damaged or lost.

¹ <https://atlas.massrmv.com/Portals/54/Docs/EVR/Reactivation%20Certification%20for%20EVR.pdf>

Plate Reactivation Steps

1

Initiate Plate Inquiry

Process and review a Plate Inquiry on the customer's plate type and number.

- Confirm that the customer's plate status is Cancelled.
- Review the owner(s) of the cancelled plate and compare this to the owner(s) entered on the customer's **Registration and Title Application** to confirm they are the same.
 - If the owner(s) are different, this transaction CANNOT be completed at an EVR location.
- Confirm that the plate type is eligible to be reactivated.
 - If the plate type is listed as a Passenger Normal Green or Lottery, the transaction CANNOT be completed. Refer to the Plate Type table in the EVR Reference Guide for more information.
- Review the cancel date of the plate to confirm that the plate has been canceled for less than a year.
 - If the plate has been **cancelled for a year or less**, the plate may be eligible for reactivation.
 - If the plate has been **cancelled for more than a year**, the transaction CANNOT be completed at the EVR location. Either the customer can get a new plate for the vehicle through EVR or the customer can visit a Service Center in attempt to reactivate the plate. Inform the customer that there is no way to guarantee that the Service Center will be able to complete this transaction.

Collect and Verify Required Documentation

2

Plate Reactivate is an option within the EVR Plate Transfer transaction, therefore all the documents required for a Plate Transfer, with the addition of the **Reactivation Certification for EVR**, are required for this transaction.

Registration and Title Application:

- The Plate type and number that the customer wants to reactivate must be entered under Section A, Service Type.
- "Transfer plate to a new vehicle" must be selected under the "I want to" section

Reactivation Certification for EVR:

The customer should complete and sign the Reactivation Certification, which confirms that the customer is still in possession of the plates that are being reactivated.



- **If the reactivated plate may not pass the vehicle inspection**, it is the responsibility of the customer to request replacement plates through myRMV. The customer will need to bring the confirmation from their myRMV replacement plate request with them to their vehicle inspection to prove that replacement plates have been ordered.



- **If the customer is not in possession of the physical plates**, the customer CANNOT complete the plate reactivation transaction at the EVR location. The customer has the option to get new plate for their vehicle through EVR using the New Registration and Title transaction.

3

Initiate the Plate Transfer Transaction

Process the **Plate Transfer** transaction according to the training received from your Service Provider and select the **Reactivate** option within the transaction.

Scan & Tag Documentation

4

The scan portfolio for Plate Reactivate is the same as a normal Plate Transfer with the additional of the **Reactivation Certification for EVR**, which should be tagged “OTHER”.

5

Complete Transaction & Issue RMV Documents

The fee for a Plate Reactivate is the same as a new plate and is subject to proration according to the expiration date and date of the transaction.

- If the plate reactivation is processed before the cancelled plate was due to expire, then the expiration date for the reactivated plate will be pushed out as far as is allowed for that plate type to give the customer as much time on their registration as possible.
- If the original expiration date of the cancelled plate has passed, then the registration will automatically be renewed during Plate Reactivation.

Print the customer’s receipt and any accompanying RMV documents. Review the expiration date on the customer’s new Certificate of Registration. Customers need to be issued an updated decal if the expiration date has changed. Refer to the Plate Inquiry for the previous expiration date.



Store Documentation

6

Store the **Reactivation Certification for EVR** along with the other original documents required for a Plate Transfer transaction.



Sample Reactivation Certification for EVR

Reactivation Certification for EVR

Registry of Motor Vehicles - EVR Program
P.O. Box 55889 - Boston, MA 02205-5897

Instructions

This form is to be completed for any EVR transaction involving the eligible reactivation of a cancelled license plate. If there are two registered owners then the certification needs to be signed by both registered owners. This completed certification is to be scanned into your EVR transaction.

Signature

I/We _____ am (are) in physical possession of the
Printed Name(s)

license plate _____ for reactivation.
Plate Number

If the physical plates in my possession fails inspection then it is my responsibility to complete an order for a replacement license plate(s) for the vehicle.

| | | |
|-------------------------|----------------------|------|
| Printed Name of Owner 1 | Signature of Owner 1 | Date |
| Printed Name of Owner 2 | Signature of Owner 2 | Date |

EVR106_0621