



# Instructions for the Electronic Certificate of Origin for a Vehicle

Registry of Motor Vehicles  
PO Box 55889 · Boston, MA 02205-5889 · PHONE: 857-368-8120

## Instructions

In order to use the Electronic Certificate of Origin for a Motor Vehicle (Electronic MCO), the seller must (1) scan the front of the original Certificate of Origin for a Motor Vehicle (MCO), (2) complete this form as instructed below and (3) deliver and present this completed form and the scanned Original Certificate of Origin for a Motor Vehicle to the purchaser using an eSignature product and process that meets RMV Guidelines.

- A.** The dealer records the following data from the front of the MCO to complete the *Vehicle Description*:
1. Invoice Number
  2. Certificate of Origin Number
  3. Vehicle Identification Number
  4. Vehicle Model Year (Year)
  5. Vehicle Make (Make)
  6. Vehicle Body Type (Body Type)
  7. Vehicle Series or Model (Series or Model)
- B.** In order to complete the Distributor/Dealer Assignment Number 1, data items a-e must be imported from and recorded exactly as they appeared on the Purchase and Sale contract. The signatures in items f and g can be pre-printed or obtained via an eSignature.
1. Name of the First Purchaser
  2. Their residential address (Street name, Apt, City, State and Zip code)
  3. Their mail address (Street, Apt, City, State and Zip code)
  4. Name of the Second Purchaser
  5. Their residential address (Street name, Apt, City, State and Zip code)
  6. Their mail address (Street, Apt, City, State and Zip code)
  7. Dealer enters the odometer reading
  8. Dealer Name
  9. Dealer Number
  10. By: which is the printed name of the authorized dealer representative that is signing this form
  11. Signature: either the eSignature or the printed signature of the authorized representative in (f) above
- C.** In order to complete the Odometer Disclosure for Retail Sale, data items b, d, f, g and h must be imported from and recorded exactly as they appeared on the Purchase and Sale contract. The signature in item c can be pre-printed or obtained via an eSignature. The signature in item e must be an eSignature:
1. Date of Odometer Statement: This date is completed by the eSignature product when the Purchaser signature is recorded
  2. Date of Sale
  3. Signature of Seller: either the eSignature or the printed signature of the authorized representative in (2f) above
  4. Printed Name of Seller: the printed name of the authorized dealer representative in (2f) above
  5. Signature of First Purchaser: The eSignature of the purchaser
  6. Printed Name of First Purchaser
  7. Signature of Second Purchaser: The eSignature of the purchaser
  8. Printed Name of Second Purchaser
  9. Company Name (if applicable)
  10. Purchaser's residential address (Street name, Apt, City, State and Zip code)
- D.** In order to complete the Lienholder, all of the data items noted below must be imported from the dealer management system that created the Purchase and Sale contract and/or the financing agreement.
1. 1<sup>st</sup> Lien in Favor of: (Name)
  2. Their residential address (Street name, Apt, City, State and Zip code)
  3. 2<sup>nd</sup> Lien in favor of: (Name)
  4. Their residential address (Street name, Apt, City, State and Zip code)
  5. Any additional liens in this same format.
- E.** The paper version of the MCO must be scanned and included with the payload that is presented to the purchaser for an eSignature.
- F.** Items A-E above are sent to the purchaser for an eSignature using an eSignature product that meets the RMV guidelines and the customer signs and returns the documents.
- G.** Once completed, the electronic MCO must be tagged and included in the registration transactions scanned document portfolio. Note that the document artifacts must be directly imported from the eSignature product, these documents cannot be printed and scanned.

The use of the Electronic MCO is exclusive, I.E., if one chooses to use this form for a specific transaction, all of the sections noted above must be completed as described. One cannot choose to complete one section manually on the original printed MCO and electronically complete another section. For example, one cannot manually complete the Lienholder portion of the MCO and electronically complete Distributor/Dealer Assignment and the Odometer Disclosure for Retail Sale.



# Electronic Certificate of Origin for a Vehicle

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## Instructions

This form must be completed by the seller and, in combination with a copy of the front of the Original Certificate of Origin for a Vehicle, delivered electronically to the purchaser for signing. The seller certifies to the best of their knowledge, information and belief under penalty of the law that the vehicle is new and has not been registered in this or any state at the time of delivery and the vehicle is not subject to any security interests other than those disclosed herein and warrant title to the vehicle.

## A) Vehicles Description

<b>A1) Invoice Number</b> [Redacted]		<b>A2) Certificate of Origin Number</b> [Redacted]	
<b>A3) Vehicle Identification Number</b> [Redacted]		<b>A4) Model Year</b> [Redacted]	<b>A5) Make</b> [Redacted]
<b>A6) Body Type</b> [Redacted]	<b>A7) Series or Model</b> [Redacted]		<b>A8) Vehicle Cylinders (if applicable)</b> [Redacted]

## B) Distributor/Dealer Assignment:

**FOR VALUE RECEIVED, I TRANSFER THE VEHICLE DESCRIBED ABOVE TO:**

### First Purchaser

<b>B1) First Purchaser Name</b> [Redacted]				
<b>B2) Residential Address</b> [Redacted]	<b>APT#</b> [Redacted]	<b>City</b> [Redacted]	<b>State</b> [Redacted]	<b>ZIP Code</b> [Redacted]
<b>B3) Mailing Address</b> [Redacted]	<b>APT#</b> [Redacted]	<b>City</b> [Redacted]	<b>State</b> [Redacted]	<b>ZIP Code</b> [Redacted]

### Second Purchaser

<b>B4) Second Purchaser Name</b> [Redacted]				
<b>B5) Residential Address</b> [Redacted]	<b>APT#</b> [Redacted]	<b>City</b> [Redacted]	<b>State</b> [Redacted]	<b>ZIP Code</b> [Redacted]
<b>B6) Mailing Address</b> [Redacted]	<b>APT#</b> [Redacted]	<b>City</b> [Redacted]	<b>State</b> [Redacted]	<b>ZIP Code</b> [Redacted]

<b>B7) I certify to the best of my knowledge that the odometer reading is</b> [Redacted] <b>miles and no tenths</b>	
<b>B8) Dealer Name</b> [Redacted]	<b>B9) Dealer Number</b> [Redacted]
<b>B10) Printed name</b> [Redacted]	<b>B11) Signature</b> [Redacted]

### C) Odometer Disclosure for Retail Sale

Federal law requires you to share the odometer mileage in conjunction with the transfer of ownership. Failure to complete or provide a false statement may result in fines and/or imprisonment. I hereby certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.

Odometer reading is \_\_\_\_\_ miles and no tenths

- The mileage stated is in excess of the mechanical limits
- The odometer reading is not the actual miles

**C1) Date of Odometer Statement**

\_\_\_\_\_

**C2) Date of Sale**

\_\_\_\_\_

#### Seller

**C3) Signature of Seller**

\_\_\_\_\_

**C4) Printed Name of Seller**

\_\_\_\_\_

#### First Purchaser

**C5) Signature of First Purchaser**

\_\_\_\_\_

**C6) Printed Name of First Purchaser**

\_\_\_\_\_

#### Second Purchaser

**C7) Signature of Second Purchaser**

\_\_\_\_\_

**C8) Printed Name of Second Purchaser**

\_\_\_\_\_

**C9) Company Name (if applicable):**

\_\_\_\_\_

**C10) Residential Address**

\_\_\_\_\_

**APT#**

\_\_\_\_\_

**City**

\_\_\_\_\_

**State**

\_\_\_\_\_

**ZIP Code**

\_\_\_\_\_

### D) Lienholder

**D1) 1<sup>st</sup> Lien in favor of: (Name)**

\_\_\_\_\_

**D2) Address**

\_\_\_\_\_

**APT#**

**City**

\_\_\_\_\_

**State**

\_\_\_\_\_

**ZIP Code**

\_\_\_\_\_

**D3) 2<sup>nd</sup> Lien in favor of: (Name)**

\_\_\_\_\_

**D4) Address**

\_\_\_\_\_

**APT#**

**City**

\_\_\_\_\_

**State**

\_\_\_\_\_

**ZIP Code**

\_\_\_\_\_