	<b>Policy Title</b> Labels and Stickers on Certificates of Title	<b>Print Date</b> 08/01/2022
<b>Document ID:</b> TD.0002	<b>Prepared By</b> Christopher Shackett, <i>Titles Manager</i> Rita DiNunzio, <i>Policy Analyst &amp; Writer</i>	<b>Date Prepared</b> 07/07/2022
<b>Revision</b> N/A - Original	<b>Reviewed By</b> Felicia Okonkwo, <i>Assistant Registrar for Vehicle Services</i> Christopher Shackett, <i>Titles Manager</i>	<b>Date Reviewed</b> 07/07/2022
<b>Effective Date</b> 08/01/2022	<b>Approved By</b> Joanne Norman, <i>Chief Compliance Officer, RMV</i>	<b>Date Approved</b> 07/07/2022

### 1. **Purpose**

To establish standard practices and controls for accepting Certificates of Title with stickers or labels affixed. Dealerships, auction houses, leasing companies, and fleets often affix inventory barcode labels and stickers to a Title to assist with managing their Title processing. This policy is intended to prevent processing and branding errors caused by such labels and stickers covering important information on the Title.

### 2. **Scope**

This policy applies to any Title presented to the RMV Titles Division, Service Centers, and **any other location where an RMV Business Partner (e.g. insurance agents, auto dealers) is authorized by the RMV to process Title transactions.**

### 3. **Requirements**

1. In order for the RMV or authorized business partner to accept a Title for processing a transaction, any labels and stickers must be affixed along the edge of the Title and **must not cover or conceal any information in the body of the Title (See appendix at the end of this document).**
2. The RMV or authorized business partner shall reject and return to the customer any Title that does not meet the requirements specified in #1 above and shall cancel the related transaction.
3. The RMV or authorized business partner shall not attempt to remove any stickers or labels affixed to a Title.
4. If a customer attempts to remove the sticker and the attempt in any way alters the fidelity of the Title, the RMV or authorized business partner shall reject the Title.
5. The final determination of whether or not a sticker or label is appropriately affixed to the Title or if the removal of a sticker has in any way affected the fidelity of the Title is at the sole discretion of the RMV.


4. **Appendix**

A. **Sample Title with label/sticker in appropriate location:**

101284

**CERTIFICATE OF TITLE**

45390962  
16 TOYT  
RAV4 XLE BLACK  
PH: 350 - PR: 350



45390962  
TTLO  
438711  
LMU

**MASSACHUSETTS DEPARTMENT OF REVENUE**

TITLE NUMBER		VEHICLE IDENTIFICATION NUMBER			
[REDACTED]		[REDACTED]			
MFRS. MODEL YEAR		MAKE	MODEL NAME	MODEL NO.	05/26/2022
2016		TOYT	RAV4	4442	SUV
CYL. PASS. DRS.		PURCHASE DATE	ODOMETER READING	PREV. TITLE NO.	PREV. TITLE STATE
04 05 4		04/16/2019	26,801 26,801 Actual	[REDACTED]	MA

MAILING ADDRESS ONLY:  
COPART  
49 RUSSELL RD  
EAST GRANBY CT 06026-9765

OWNER(S) NAME AND ADDRESS:  
[REDACTED]

**TITLE TYPE AND BRANDS**

TITLE TYPE

BRAND  
BRAND  
BRAND  
BRAND

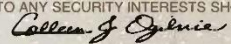
TITLE MESSAGE(S):


FIRST LIENHOLDER: \_\_\_\_\_ SECOND LIENHOLDER: \_\_\_\_\_

<p><b>RELEASE OF FIRST LIEN:</b> THE FIRST LIENHOLDER'S INTEREST IN THE VEHICLE DESCRIBED IN THIS CERTIFICATE IS HEREBY RELEASED</p> <p>NAME: _____</p> <p>AUTHORIZED SIGNATURE: <b>X</b></p> <p>DATE RELEASED: _____</p>	<p><b>RELEASE OF SECOND LIEN:</b> THE SECOND LIENHOLDER'S INTEREST IN THE VEHICLE DESCRIBED IN THIS CERTIFICATE IS HEREBY RELEASED</p> <p>NAME: _____</p> <p>AUTHORIZED SIGNATURE: <b>X</b></p> <p>DATE RELEASED: _____</p>
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THE REGISTRAR OF MOTOR VEHICLES HEREBY CERTIFIES THAT AN APPLICATION FOR A CERTIFICATE OF TITLE FOR THE MOTOR VEHICLE DESCRIBED HEREIN HAS BEEN DULY FILED, PURSUANT TO THE PROVISIONS OF THE LAWS OF THE COMMONWEALTH OF MASSACHUSETTS. BASED ON THE STATEMENTS OF THE APPLICANT AND THE RECORDS ON FILE WITH THIS AGENCY, THE APPLICANT NAMED IS THE OWNER OF SAID VEHICLE.

THE REGISTRAR OF MOTOR VEHICLES FURTHER CERTIFIES THAT THE VEHICLE IS SUBJECT TO ANY SECURITY INTERESTS SHOWN HEREIN.

  
**Colleen Ogilvie**  
**Registrar**



CONTROL NO. **H 4452522**  
NOT THE TITLE NUMBER

**ALTERATION OR ERASURE VOIDS THIS TITLE.**

**KEEP IN SAFE PLACE**

**REGISTRY OF MOTOR VEHICLES**

B. Sample Title with non-compliant label/sticker placement:

**STATE OF CALIFORNIA**

VEHICLE HISTORY

**AUTOMOBILE**

VEHICLE ID NUMBER: [REDACTED]

YEAR: 2015 MAKE: BMW

PLATE NUMBER: [REDACTED]

UNLOADED WEIGHT: SD

FUEL: G

TRANSFER DATE: [REDACTED]

FEES PAID: \$22

EXPIRATION DATE: 10/18/2019

YEAR SOLD: 2014 CLASS: YA

EQUIPMENT/TRUST NUMBER: AE 4969364

ISSUE DATE: 05/22/19

MOTORCYCLE ENGINE NUMBER: [REDACTED]

ODOMETER DATE: 05/21/2019

ODOMETER READING: 50991 MI

REGISTERED OWNERS:  
**STATE FARM MUTUAL  
 AUTOMOBILE INSURANCE  
 COMPANY**  
 11535 DOUGLAS RD  
 RANCHO CORDOVA CA 95742

3182

25316398  
 25385932  
 North Hollywood

The vehicle described on this certificate is subject to the provisions of CVC 11515 and any subsequent amendments. A vehicle inspection (VIN) inspection and a certification of compliance (smog) may be required.

To transfer ownership of this vehicle the seller and buyer must complete the reassignment on the back of this certificate.

CVC 11515 requires the seller and any subsequent sellers that transfer the vehicle to be properly licensed and the purchaser to be properly licensed and declared as a resident of California.

000098

534782

REG. 489 (REV. 1/16)

KEEP IN A SAFE PLACE - VOID IF ALTERED

VOID WITHOUT BEAR WATERMARK. HOLD TO LIGHT TO VIEW.

VOID WITHOUT BEAR WATERMARK. HOLD TO LIGHT TO VIEW.