



1. Renewal Amendment Other:
2. Current Registration #
3. Title #
4. Vehicle Identification Number (VIN)
5. Model Year
6. Make
7. Model Name
8. Model #
9. Circle Color(s) of Vehicle
10. Cyl/Pass/Doors/Wheels
11. Trans
12. City/Town Vehicle is Principally Garaged
13. Expiration Date
14. Name of Owner(s)
15. Owner # 1 License # / ID # / or SSN
16. Mail Address
17. Residential Address
18. I Have Changed:
19. If Leased Vehicle, Enter Lessee Information Below
20. License #
21. FID#
22. Address
23. If Vehicle Used For Transporting Goods, Wares, or Merchandise
24. If School Bus, is it Used Exclusively Under Contract to City / Town / School District?
25. If Vehicle Carrying Passengers For Hire, Max. Number of Passengers that can be Seated
26. If Change of Insurance Company, Enter Name and Code # of Previous Carrier Here
27. Policy Effective Date
28. Policy Type
29. The company signatory hereto hereby certifies that it has or will insure or guarantee performance by the applicant herein before named with respect to the motor vehicle hereinbefore described for a period of at least coterminous with that of such registration under a motor vehicle liability policy, binder, or bond which conforms to the provisions of general laws chapter 175, section 113A and that the premium charge and classification of the effective date of registration are as established by the commissioner of insurance under chapter 175, section 113B.
30. I /We the applicant(s) hereby certify under the penalties of perjury that there are no outstanding excise tax liabilities on the vehicle described above that have been incurred by the applicant(s), any member of the applicant's immediate family who is a member of the applicant's household, or the business partner of the applicant(s).

Use the RMV-3 Form for the following

- **Change of Insurance Company**
- **Insurance re-instatement**
- **Swap** to a different plate number or plate type
- **Amendment** if information on current registration needs to be amended
- **Renewal** of a current registration (same name/same vehicle) if:
 - A) The registrant did not receive a printed renewal by mail
 - B) The registrant received a renewal form which contained incorrect information

Do Not use the RMV-3 Form if there are any changes in ownership or you are requesting a summer/winter swap. In these cases, an original application for title (RMV-1 form) must be completed.

Instructions for completing the RMV-3 Form

Change of Insurance Company

1. Complete this form with all required information, including box 26.
2. Check "Other" in box one, and write "Ins. Change."
3. Make sure your new insurance agent stamps and signs boxes 27, 28, and 29.
4. After verifying all the information, all owner(s) listed in box 14 must sign box 30.
5. A \$25.00 fee is required.

Insurance Re-Instatement

1. Complete this form with all required information.
2. Check "Other" in box one, and write "Ins. Re-inst."
3. Have your insurance agent stamp and sign boxes 27, 28, and 29.
4. After verifying the information, all owner(s) listed in box 14 must sign box 30.
5. A \$100.00 reinstatement fee is required.

Swap to a Different Plate Number or Plate Type

1. Complete this form with all required information.
2. Check "Other" in box one, and write "Swap."
3. Have your insurance agent stamp and sign boxes 27, 28, and 29.
4. After verifying all the information, all owner(s) listed in box 14 must sign box 30.
5. Fees will vary depending on the plate type and transaction.

Registration Amendments

1. Complete this form, including the changes you are requesting in box 18.
2. Have your insurance agent stamp and sign boxes 27, 28, and 29.
3. After verifying all the information, all owner(s) listed in box 14 must sign box 30.
4. A \$25.00 fee is required.

Registration Renewal

1. Complete this form with all required information.
2. Have your insurance agent stamp and sign boxes 27, 28, and 29.
3. After verifying all the information, all owner(s) listed in box 14 must sign box 30.
4. The renewal fee is dependent on the plate type. Check fee at www.massrmv.com/rmv/fees/index.htm

Submitting the RMV-3 Form

This form can be processed at any full service RMV branch office.

If you wish to process this transaction by mail, send the RMV-3 form, along with the appropriate fee (check or money order payable to MassDOT) to:

Mail-In Registrations
Registry of Motor Vehicles
PO Box 55891
Boston, MA 02205-5891

Note: A Swap Plate Transaction cannot be processed by mail. For all other transactions processed by mail, please allow at least 10 business days for processing time.