

How to fill out MVT-44 — Form Request Sheet

The answer to the problem the rest of this section keeps running into. Three of the forms a Maine seller can need are printed as carbon sets and published nowhere, and this order sheet is how they arrive in the post instead of over a counter. Twenty-three forms are listed on it by name and number, everything except the pre-validated title applications is free, and the Bureau asks for two weeks' notice.

This sheet is not the form. Download the blank MVT-44 from the Maine Bureau of Motor Vehicles at <https://www.maine.gov/sos/sites/maine.gov.sos/files/inline-files/MVT-44%20Form%20Request%20Sheet%20%282026%29.pdf> — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	YOU	Name, and skip the dealer number	Your name on the first line. The dealer number beside it stays empty. Watch out: The sheet is laid out for the trade but the stockroom fills private orders from it. An empty dealer number is not a problem; an empty name line is.
2	YOU	A street address	Shipping address, then city, state and postcode. Watch out: The instruction in capitals above the line rules out a PO box. Carbon pads ship as parcels and a box number is where they stop.
3	YOU	Tick off what you need	Write the quantity beside each form in the total forms requested column. Watch out: The two rows worth knowing are the application for certificate of title and the transfer and reassignment of ownership, because they are the two you cannot download from anywhere.
4	YOU	Order in twenty-fives	The heading over the table asks for increments of twenty-five. Watch out: There is no smaller unit. If that seems ridiculous for one sale, it is, and the counter at any town office is the alternative.
5	YOU	Leave the payment block alone	Page two is completed only for pre-validated title application pads, which are the one paid item on the sheet. Watch out: Everything else is free of cost in the Bureau's own words. Sending card details with an order that does not need them is handing over a card number for nothing.
6	YOU	Post it two weeks early	Send it to the Bureau of Motor Vehicles, 29 State House Station, Augusta. Watch out: The note at the top of the sheet asks for at least two weeks in advance and a two-week supply. Treat that as the delivery time rather than as advice.

What gets this one rejected

- A PO box in the shipping address. The sheet says give street address, not PO box, for proper delivery, in capitals, above the line.
- An order for one copy of something. The increments the Bureau ships in are printed at the head of the table.
- A cheque sent with an order that contains no pre-validated pads, since everything else on the sheet is free.
- An order placed the week it is needed. The important note at the top asks for at least two weeks in advance and a two-week supply.
- A form number written in that is not on the list. The twenty-three rows are the whole catalogue this route serves.

☒ Amber is what you write

☐ Grey is a block somebody else completes

The completed example follows overleaf.

FORM REQUEST SHEET

BUREAU OF MOTOR VEHICLES
29 STATE HOUSE STATION
AUGUSTA ME 04333-0029



IMPORTANT NOTE:
ORDER YOUR FORMS AT LEAST
TWO WEEKS IN ADVANCE
AND ORDER A MINIMUM OF A
TWO WEEK SUPPLY.

GIVE STREET ADDRESS (NOT PO BOX) FOR PROPER DELIVERY.
PLEASE TYPE OR PRINT NEATLY IN DARK INK.

NAME Marielle A. Ouellette **DEALER NUMBER:** _____

SHIPPING ADDRESS 41 Bagaduce Rd

CITY, STATE, ZIP Winterport, ME 04496

FORM NAME Please order in increments of 25	FORM NUMBER	TOTAL FORMS REQUESTED
APPLICATION FOR CERTIFICATE OF TITLE	MVT-2	25
PRE-VALIDATED CERTIFICATE OF TITLE APPLICATIONS INCREMENTS OF 50 ONLY - MUST INCLUDE CHECK WITH ORDER	MVT-2A	
REQUEST FOR WITHDRAWAL	MVT-3	
AFFIDAVIT OF REPOSSESSION	MVT-5	
APPLICATION FOR NEW VEHICLE IDENTIFICATION NUMBER	MVT-6	
REQUEST FOR DUPLICATE CERTIFICATE OF TITLE	MVT-8	
INSPECTION OF VIN	MVT-10	
RELEASE OF LIEN	MVT-12	
TRANSFER AND REASSIGNMENT OF OWNERSHIP	MVT-16	25
AFFIDAVIT OF SURVIVING SPOUSE/PERSONAL REPRESENTATIVE	MVT-22	
NOTICE TO SECRETARY OF STATE OF AN UNCLAIMED VEHICLE	MVT-28	
FEE SCHEDULE	MVT-29	
ODOMETER INFORMATION	MVT-32	
AFFIDAVIT OF OWNER OF AN ANTIQUE AUTO	MVT-34	
INFORMATION ON JOINT/COMMON OWNERSHIP	MVT-36	
FORM REQUEST SHEET	MVT-44	
ASSIGNMENT OF LIEN	MVT-48	
RELEASE OF LIEN NOTIFICATION	MVT-53	
NOTIFICATION OF SCRAPPED VEHICLE BY RECYCLER	MVT-54	
TITLE APPLICATION SUMMARY LOG	MVT-56	
APPLICATION FOR CERTIFICATE OF SALVAGE	MVT-102	
DISPOSITION OF SALVAGE VEHICLE	MVT-103	
NOTICE OF SALE - DEALER SALE ONLY	MVD-15	

MVT-44 (4/2026)

(207) 624-9030

FAX (207) 624-9035

TTY Users call Maine relay 711



Bureau of Motor Vehicles Form Request Sheet

PAYMENT ONLY NECESSARY FOR MVT-2A – PREVALIDATED TITLE APPLICATIONS

ALL OTHER FORMS ARE FREE OF COST

Payment information

Please make check or money order payable to **Secretary of State** and send to: **Bureau of Motor Vehicles, Title Division, 101 Hospital Street, 29 State House Station, Augusta, ME, 04333**

Or payment may be made by credit/debit card. Please complete the section below if you choose to pay by credit/debit card.

If you have any questions, please contact Title Services at 207-624-9000 ext. 52138.

Credit/Debit Card Number: _____

Expiration Date: _____ **Zip Code:** _____

Name as it appears on the credit/debit card: _____

Signature of card holder: _____