



Massachusetts Registry of Motor Vehicles Application for Dealer Reassignment

Registry of Motor Vehicles · Section 5 Division
P.O. Box 55897 · Boston, MA 02205-5897 · PHONE: 857-368-8030 · FAX: 1-617-507-7974

Instructions

The **Dealer Reassignment of Title** portion of the Massachusetts Registry of Motor Vehicles' (RMV) DRT-1 Form is a supplemental transfer document. It should be properly completed by a licensed Massachusetts dealer **only when all other dealer re-assignment spaces on the Certificate of Title form are complete**. This includes out-of-state titles that are transferred by a Massachusetts dealer.

You are applying for controlled forms that are tracked by the RMV and are to be used by your dealership only. They may **NOT** be shared with, or loaned to anyone. **The Control Number must be entered into your Used Vehicle Record Book.**

Improper use or improper completion of the DRT-1 Form, or failing to use it when required, may result in suspension or revocation of your general registration and "Dealer" plates. The RMV will notify the city/town of improper use and recommend license revocation.

What is required to obtain these forms?

This application form must be completed, signed and submitted along with a copy of the dealer license issued by the city or town. A copy of the dealer license is only required with the first order in each calendar year.

Dealer Information

Dealer Name Nashoba Valley Motors LLC		Date: 08/14/2026	
Address 88 Littleton Rd, Ayer, MA 01432	City Ayer	State MA	Zip Code 01432
Business Phone Number: (978) 555-0113	Fax Number: (978) 555-0114	Business Email Address: titles@example.com	

Signature

Please check one:

- ☒ Yes, I have a Dealer Plate Number: **D 41 872**
- Before April 1, include a copy of license from city/town
 - After April 1, copy of license not needed

- ☐ No, I do not have Dealer Plates
- First time order each year, include copy of license from city/town
 - Reorder same year, copy of license not needed
 - Current year city/town license number: _____

Imelda Brannigan, Title Clerk

Requested by:

Imelda Brannigan

Signature

Imelda Brannigan

Printed Name

My signature acknowledges that I have read and understand the rules regarding use of the DRT-1 form.

This area for Registry use only

☐ Mailed	Number of Pads: _____
☐ Starting Number: _____	
☐ Picked up by: _____	
☐ D/L Number: _____	
☐ Entered Date: _____	

Date: _____
Ending Number: _____
Print Name: _____
Mailed Date: _____

How to fill out FIV100 — Application for Dealer Reassignment (ordering DRT-1 forms)

Massachusetts · written against FIV100 (FIV100_0824, August 2024), issued under M.G.L. c.90 s.5 and RMV Section 5 Division policy

sellmycarhub.com
</forms/massachusetts/fiv100-application-for-dealer-reassignment/>

Not a form a private seller can use, and worth knowing why. This is a licensed Massachusetts dealer's order for pads of DRT-1 forms - the controlled, numbered supplementary sheet a dealer uses when all three re-assignment blocks on the back of a certificate have been used up. A private seller meets the DRT-1 itself in one situation only: trading in a car that still has a loan on it.

This sheet is not the form. Download the blank FIV100 from the Massachusetts Registry of Motor Vehicles at <https://www.mass.gov/doc/application-for-dealer-reassignment-of-title-drt-1/download?f=FIV100.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	DEALER	Whose form this is	A licensed Massachusetts dealer ordering pads of DRT-1 forms from the Registry's Section 5 Division. Watch out: If you are selling your own car, you never file this. The point of reading it is to recognise the DRT-1 when a dealer puts one in front of you.
2	DEALER	Dealer information	Name, address, telephone, fax, email, date and signature. Watch out: A copy of the municipal dealer licence goes with the first order of each calendar year, which is how the Registry checks the applicant is still licensed.
3	DEALER	Dealer plates	Whether the dealership holds dealer plates, and the plate number or the current year city or town licence number. Watch out: The two branches have different attachment rules and the dates matter: before 1 April a copy of the licence is included, after 1 April it is not.
4	DEALER	Requested by	The name and signature of the person ordering, acknowledging the rules on use. Watch out: That acknowledgement is the enforceable part. Misuse of a DRT-1 is grounds for revoking the dealership's general registration and plates.
5	YOU	What a seller actually signs	Not this application, but side two of the DRT-1 itself if a dealer is paying off a loan on a car you are trading in. Watch out: Read the mileage box before you sign it. That disclosure carries the same federal weight as the one on the back of a certificate, and it is the only one that will exist for this transfer.

What gets this one rejected

- A private individual ordering forms. The application requires a copy of the dealer licence issued by the city or town.
- A dealer using a DRT-1 before the certificate's own re-assignment blocks are full. It is a supplemental document and only becomes usable when all other dealer re-assignments are complete.
- Lending a pad to another dealership. The forms are tracked by the Registry and are to be used by the ordering dealership only.
- Failing to record the control number in the used vehicle record book.
- Improper use generally. The application warns that it may result in suspension or revocation of the general registration and dealer plates, and that the Registry will notify the city or town and recommend licence revocation.

☒ Amber is what you write

☐ Grey is a block somebody else completes

The filled-in example is at the start of this sheet.