



Deval L. Patrick, Governor
 Timothy P. Murray, Lt. Governor
 Richard A. Davey, Secretary & CEO
 Rachel Kaprielian, Registrar



TO: Class I, II and III Dealers
 FROM: RMV Section Five Division
 RE: Used Vehicle Record Book Formats
 DATE: November 2012

BOOK FORMAT

The standard and traditional format for the Used Vehicle Record Book (UVRB), requires a bound volume (hard or soft cover) in which individual entries are made as the motor vehicle or part is added to or deleted from inventory or from the dealer' possession. If the entries are regularly made the book provides some evidence of the manner in which the dealer conducts his business, so long as there are no erasures, deletion, white-out entries, gaps or missing pages. The book must be readily available for inspection by a law enforcement office or agents of the Registrar. The Used Vehicle Record (UVR) must be 8 1/2" X 11" and a page may contain only one (1) Used Vehicle Record on each side of the page. The approved book version of the Used Vehicle Record format is attached.

COMPUTER-GENERATED FORMAT

The computer-generated format must provide the same information required in the book format and be at least as readable and reliable as the book format. It must be as readily understandable as the bound book in indicating the sequence of transaction and also be free of any gaps or missing data. Because computerized records may be more amenable to the making of unauthorized edits, the Registrar requires certain security features to be incorporated into computerized UVRs and requires advanced approval from the Registrar for use of a computerized format. As with the book format, the information must be available for inspection by a law enforcement officer or agent of the Registrar at any time, without the need by the officer to access, or request that the dealer access the on-line computer database. Therefore, the dealer utilizing a computerized UVRB must have an updated, printed copy of each UVR available for inspection.

As of the date of this memo there are at least two (2) publishers in Massachusetts who are publishing the Used Vehicle Record Book in a book format approved by the Registrar and at least one (1) other publisher is approved for a computer-generated format. The

Registrar does not require that a dealer maintain a separate UVRB for each calendar year- a book may be maintained on an ongoing-basis. The Current publishers are listed below:

Bound Format

Hobbs & Warren Publishers
11 Beacon Street
Boston, MA 02108
(617) 523-2282

RW Baldwin Inc
One Eliot Street
Milton, MA 02186
(617) 698-1144

Electronic Format

Electronic Used Car Record Book
Richard Hurd
33 Vine Brook Road
Westford, Ma 01886
(781) 910-0869
INFO@ELECTRONICCARBOOK.COM