

Memorandum

Secretary of State, Bureau of Motor Vehicles
Dealer & Agent Services

To: All Municipalities

From: Deborah Pierce, Municipal Coordinator

Date: December 4, 2009

Subject: Revised Municipal Request for Supplies (MV-51)

This is notification that the “Municipal Request for Supplies” form (MV-51) has been revised as of 11/09. The new MV-51 form will have a column to indicate the quantity of specialty plates you have in your inventory. When ordering specialty plates, you will indicate the type of plate, class code, quantity being ordered and number of plates of that class code in your inventory. **This change will only effect the ordering of specialty plates.** The new MV-51 form will be a single sheet and no longer have a card stock copy.

You can submit your request by mail to:

Bureau of Motor Vehicles
Attn: Stockroom
101 Hospital Street
State House Station #29
Augusta, Me 04333-0029

The supply order can also be faxed directly to the Stockroom @ 624-9035. In the case of an emergency, you can call the Stockroom directly @ 624-9030. When ordering by phone, give the stockroom the name of the municipality and the items needed. Please give the form number (MVT-2, MV-9, etc.) which can usually be found in the bottom left-hand corner of the form.

You will continue to use the old MV-51 forms until the supply in the Stockroom has been depleted. When using the old MV-51 form, you would indicate the number of specialty plates in your inventory in the column marked “Plate Type”. See Example:

Plate Type	Class	Quantity	
Breast Cancer	3	BC	5

The new MV-51 form can be downloaded by going to the MMA website. It is at <http://www.memun.org/members/clerk/MotorVehicle/index.htm>. Please log into the MMA website using your username and password. Then go to the directory and look for the column that has the MV-51 form.

If you have any questions or concerns, please feel free to give us a call at 624-9000, ext. 52163.