



BOSTON TRANSPORTATION DEPARTMENT  
OFFICE OF THE PARKING CLERK



PLACARD POLICIES

1. This placard is not to be used for parking for anything other than official City business.
2. Placard vehicles **should not exceed 2 hours** in the same parking spot.
3. Placards **DO NOT** allow the vehicle to park in **City Vehicle Only** parking spaces.
4. Placards are **NOT** to be reproduced. They are issued through the Boston Transportation Department only.
5. Parking placards expire a year from the date of issuance. **DO NOT** use expired placards. If your placard is close to expiration, go to the Boston Transportation Department, rm 721 in city hall to reapply or contact your department liaison for renewal.
6. Placards must be visible on the **rear bumper, passenger side of the license plate, nowhere else.**
7. **DO NOT** alter the placard in any way.
8. You are responsible for your assigned placard. If you lose it, the Boston Transportation Department has the right to **NOT** issue you a second one.
9. The placard is only valid for the matching registration number to the vehicle.
10. Placards are non-transferrable. If a new registration number is assigned, you must reapply for a new placard.
11. When a violation is issued, a **VIOLATION AFFIDAVIT** must be filled out completely and signed. As well as attaching any additional information to help with the appeal process. *e.g. pictures, mapping, documentation etc.* **INCOMPLETE FORMS WILL BE RETURNED** Upon completing the affidavit, they **MUST** be turned in to the assigned liaison.
12. **All AFFIDAVITS must be received by BTD within 21 days of violation issuance.** Anything after 21 days will have to be handled outside this program, by the violator personally through the Parking Clerk's Office.
13. If an employee is using a different vehicle on the day of the violation they are to note this on the **AFFIDAVIT** along with the reason they are not using their usual vehicle.
14. All violations received while using a placard **MUST** be reported to BTD, *attention Kevin Donahue*, via **VIOLATION AFFIDAVIT. ALL PUBLIC SAFETY VIOLATIONS** must be submitted with the completed **VIOLATION AFFIDAVIT** within two weeks of receiving said violation. Public Safety Violations are as follows:
  - a. DOUBLE PARKING
  - b. NO STOPPING or NO STANDING
  - c. WITHIN 20' OF INTERSECTION
  - d. BUS STOP/STAND
  - e. HYDRANT \*
  - f. CROSSWALK \*
  - g. LESS THAN 10' FIRE LANE
  - h. SIDEWALK
  - i. PEDESTRIAN RAMP \*
  - j. HP/V PLATE PARKING ONLY \*

**\*THESE VIOLATIONS ARE EXTREMELY SERIOUS INFRACTIONS AND SHOULD BE AVOIDED. REOCCURANCE OF THESE INFRACTIONS MAY RESULT IN THE ASSIGNED PLACARD BEING CANCELLED.**

15. All PUBLIC SAFETY VIOLATIONS, due to their nature, are handled in accordance with standard Office of the Parking Clerk's adjudication policies and procedures. These violations are considered for dismissal only if the operator affidavit and any supplemental documentation **PROVE CONCLUSIVELY** the violation was issued during an emergency situation.
16. Consistent with the City of Boston's policies, rules and regulations, parking violations issued to City placard vehicles, can be summarily dismissed if they were issued for the following non-public safety violation:
  - a. NO PARKING\*
  - b. METER FEE UNPAID
  - c. LOADING ZONE\*
  - d. NOT IN METER SPACE
  - e. OVER METER LIMIT
  - f. OVER POSTED LIMIT
  - g. RESIDENT PERMIT ONLY
  - h. OVERNIGHT COMMERCIAL PARKING PROHIBITED
  - i. WEATHER EMERGENCY
  - j. OVER ONE FOOT FROM CURB\*\*
  - k. ISLAND/CENTER STRIP
  - l. OVERNIGHT HEAVY VEHICLE

\*PLACARD VEHICLES ARE EXEMPT FOR ONE HOUR ONLY IN "NO PARKING" AND "LOADING ZONE" AREAS. ABUSE OF THESE VIOLATIONS WILL NECESSITATE A HEARING.

\*\*THESE VIOLATIONS MUST BE AVOIDED; NO EXCEPTIONS. VIOLATIONS FOR THESE CAN RESULT IN A HEARING.

17. Under no circumstance should an operator who received a violation contact a BTM office to argue/appeal a ticket. There is a protocol in place and the procedure **MUST** be adhered to by **ALL** placard holders.
18. **A copy of your valid vehicle registration must be attached to this application. Placards will not be issued without it.**
19. **ALL APPEAL HEARINGS NOT APPROVED BY YOUR LIAISON MUST BE PERFORMED DURING YOUR OWN TIME.**
20. **BTM HAS THE RIGHT TO DENY ANY REQUEST UPON INTERNAL REVIEW**
21. **BTM HOLDS THE RIGHT TO REVOKE ANY ISSUED PLACARD – ABUSE OF THIS PRIVILEGE WILL NOT BE TOLERATED**

I, Mania A. Mater, have read the above policies and agree to the terms and conditions. I understand that failure to comply may result in my assigned placard being revoked.

SIGNATURE Mania A Mater  
 DATE 7/27/15



# CERTIFICATE OF REGISTRATION

## RMV Division

M.G.L. Chapter 90 Section 24B makes it a crime to alter this Certificate

PLATE TYPE PAN	REGISTRATION NUMBER 5YBT60	REGISTRATION TYPE PASSENGER	EFFECTIVE DATE 11/05/16	EXPIRES LAST DAY OF →	MONTH 10	YEAR 18	TRANSACTION NUMBER 02631001294120										
MFRS MODEL YEAR 2012	MAKE ACUR	MODEL TSX	BODY STYLE/TYPE STWAG	COLOR BLACK	Not valid without official signature of Registrar		IF VEHICLE CARRYING PASSENGERS FOR HIRE: MAXIMUM NUMBER OF PASSENGERS THAT CAN BE SEATED.										
VEHICLE IDENTIFICATION NUMBER JH4CW2H66CC004457		INSURANCE COMPANY GOVT EMPLOYEE INS	TITLE NUMBER BP556484	REGISTRAR <i>Chris C. Dewey</i>		TOTAL REGISTERED WEIGHT FOR A COMMERCIAL VEHICLE OR TRAILER.											
RESIDENTIAL ADDRESS (IF DIFFERENT)				FEES													
NAME(S) OF OWNER(S) AND MAILING ADDRESS 001033 *****AUTO**3-DIGIT 021 MATOS, MARIA A 40 NEW WHITNEY ST BOSTON MA 02115-6206				<table> <tr><td>REGISTRATION</td><td>60.00</td></tr> <tr><td>TITLE</td><td>0.00</td></tr> <tr><td>SPECIAL PLATES</td><td>0.00</td></tr> <tr><td>SALES TAX</td><td>0.00</td></tr> <tr><td><b>TOTAL</b></td><td><b>60.00</b></td></tr> </table>				REGISTRATION	60.00	TITLE	0.00	SPECIAL PLATES	0.00	SALES TAX	0.00	<b>TOTAL</b>	<b>60.00</b>
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### MASSACHUSETTS DEPARTMENT OF TRANSPORTATION REGISTRY OF MOTOR VEHICLES DIVISION

The records of the RMV database constitute the official status of the vehicle registration.

SPECIAL MESSAGE IF THIS VEHICLE IS NEWLY ACQUIRED, IT MUST BE INSPECTED WITHIN SEVEN (7) DAYS OF REGISTRATION.	CHANGE OF ADDRESS STREET ADDRESS CITY, STATE, ZIP CODE
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### Important Information for Vehicle Owners

- Every person operating a motor vehicle shall have the Certificate of Registration for the motor vehicle and for the trailer, if any, and his/her license to operate, upon his/her person or in the vehicle, in some easily accessible place.
- By law, you must report any change of address to the RMV within 30 days in writing. Address changes can be made on the RMV website: [www.massrmv.com](http://www.massrmv.com) or by mail to: RMV, P.O. Box 55889, Boston, MA 02205-5889. Once you have reported the address change to the RMV, please write corrected address in box provided above.
- Return the registration plates to the RMV immediately if:
  - The vehicle has been sold or junked and the registration is not going to be transferred to another vehicle. Keep a copy of the *Bill of Sale*, *Title*, and completed *Reassignment of Title* for your records to document the transfer.
  - You move to another state and you register the vehicle in that state.
  - The insurance policy is not renewed or is cancelled and there is no plan to obtain a new policy.



**Transferring Your Plates:** Massachusetts law (M.G.L. Chapter 90, Section 2) allows you to transfer **valid registration plates from this vehicle to a newly acquired new or used motor vehicle or trailer** while you obtain insurance and a new registration. **All** the following must be met: 1. You are at least 18 years of age and you own the motor vehicle or trailer identified on this *Registration Certificate*. 2. You transfer ownership of this vehicle to another person or permanently lose possession of it (such as through repossession, etc.); 3. The newly acquired vehicle is of the **same vehicle type** (passenger vehicle to passenger vehicle, trailer to trailer etc.); the **same registration type** (passenger to passenger, commercial to commercial); and has the **same number of wheels**; and, 4. The **seller and buyer** properly complete the Assignment of the Certificate of Title (for the newly acquired "used" vehicle) or Certificate of Origin (if a "new" vehicle). If **all** the above are met, you may operate the newly acquired vehicle with the transferred plates **up to 5:00 pm of the 7th calendar day** following the date of transfer (or loss of possession). The day of transfer or loss is day #1. During that 7 days, you **must** carry the *Bill of Sale* (or the dealer's *Purchase Contract*) for the newly acquired vehicle **and this Registration Certificate** when operating the vehicle. See **FAQs About the Seven-Day Registration Transfer Law** on the RMV's website at [www.massrmv.com](http://www.massrmv.com).

**No Insurance Card Required:** Massachusetts's law does **not** require an Insurance card. The law, M.G.L. Chapter 90, Section 34A and Chapter 175, Section 113A requires the vehicle's owner to maintain a compulsory motor vehicle insurance policy or bond for bodily injury coverage and property damage insurance. If an insurer is identified on the face of this *Registration Certificate*, it is required by law to electronically notify the RMV (Registry of Motor Vehicles) if coverage lapses. The vehicle owner is then notified by the RMV to obtain new insurance within 10 days or the registration will be revoked. Bonds are filed with the State Treasurer's Office.

### BE FIRST IN LINE BY GOING ONLINE AT WWW.MASSRMV.COM

- |                                 |                                  |
|---------------------------------|----------------------------------|
| Schedule a Road Test            | Request a Duplicate Title        |
| Renew Your Driver's License     | Request a Duplicate Registration |
| Renew Your Registration         | Change Your Address              |
| Pay Citations/Court Hearing Fee | Cancel My Plate/Registration     |
| Replace Your Driver's License   | Order a Special Plate            |

**NEED TO VISIT AN RMV OFFICE?**

**SAVE TIME  
Complete Your  
Application Online!**

**VISIT OUR WEBSITE FOR A FULL LIST OF AVAILABLE TRANSACTIONS**

**CITY OF BOSTON  
BOSTON TRANSPORTATION DEPARTMENT  
OFFICE OF THE PARKING CLERK**

APPLICATION FOR PARKING PLACARD PROGRAM

**PLEASE PRINT LEGIBLY AND COMPLETE EVERY SECTION**  
**\*\*INCOMPLETE FORMS WILL NOT BE ACCEPTED\*\***

DATE 7/27/17  
DEPARTMENT NAME Elderly Commission DEPT. ADDRESS \_\_\_\_\_  
APPLICANT'S NAME Maria A. Matos JOB TITLE Housing Specialist  
PHONE # 857-800-1029 ALTERNATE PHONE # 617-635-4749  
SCHEDULED SHIFT 9am - 5pm APPLICANT'S EMAIL maria.a.matos@boston.gov

\*Does your job require you to work outside of your scheduled shift **YES / NO** if yes, please explain below:

**VEHICLE INFORMATION      \*\*\*YOU MUST ATTACH A COPY OF YOUR VEHICLE REGISTRATION TO THIS APPLICATION\*\*\***

YEAR 2012 MAKE Acura MODEL Tsx-wagon MA REGISTRATION # 5YBT60  
COLOR Black

I, Maria A. Matos, agree to follow all rules and regulations pertaining to parking in the City of Boston. Any violations I receive, I agree to follow the payment/appeal procedure set forth by the Office of the Parking Clerk. I have also read and signed the parking placard policy and will adhere to it.

SIGNATURE Maria A. Matos DATE 7/27/17

DEPARTMENTAL LIAISON NAME Eugenia Soiles

DEPARTMENT HEAD SIGNATURE Eugenia Soiles DATE 10/25/17