



Pennsylvania Association of Notaries

HERE'S HOW TO USE THE CONTENTS OF PAN'S MISCELLANEOUS MOTOR VEHICLE BUSINESS PACKET

DISCLAIMER: The forms and information contained in this document are intended to serve as a guide. This document is for your reference only and should not be construed as legal, financial or business advice. The Pennsylvania Association of Notaries does not represent or endorse the suitability, accuracy, reliability or completeness of any information in this document, and expressly disclaims all representations and warranties of any kind as to the results that may be obtained from the use of the information in this document. You agree that your access to, and use of, the information in this document is on an 'as-is', 'as available' basis and you acknowledge that any reliance upon any information in this document shall be at your sole risk.

Use this checklist to make sure you complete your application properly.	
	Date Done
<p>Businesses in the category of miscellaneous motor vehicle business (MMVB) are repair and towing services, vehicle salvage dealers, transporters, financiers/collector-repossessors, and watercraft trailer dealers.</p> <ul style="list-style-type: none"> • Cosmetic grooming of motor vehicles (detailing) does not qualify as a repair and towing business. • Financiers/collector-repossessors must be licensed by the Pennsylvania Department of Banking. • Vehicle salvage dealers may also apply for a salvor license to tow abandoned vehicles by completing Form MV-951. • Transporters must include copies of all active contracts with registered dealers or manufacturers to regularly transport new or used vehicles, which are owned by or in the possession of said dealers or manufacturers, on their own wheels. 	
<p>Order a PA State Police Criminal Record Check for each owner, partner or corporate officer of the business.</p> <ul style="list-style-type: none"> • From the State Police: Complete Part I of Form SP4-164 and mail it to the State Police Central Repository. A response may take three weeks or longer. Fee is \$22. <p style="text-align: center;">—OR—</p> <ul style="list-style-type: none"> • From PAN: Complete PAN's Request for Criminal Record Check and mail or fax it to PAN. We will send a response ("no record OR "under review") by fax within 24 hours. Fee is \$29. • You will send the results of the criminal record check(s) to PennDOT with your salvor application. 	

Use this checklist to make sure you complete your application properly.	
	Date Done
<p>Complete the MV-359 by following instructions on the back of the form.</p> <ul style="list-style-type: none"> • Include photographs of the interior and exterior of the business which clearly show the business office, work areas and business identification signs. • Provide a copy of the deed/lease or rental agreement. • Provide acceptable proof of insurance for vehicles. • Include the appropriate fee for the number of plates requested. 	
<p>Visit PennDOT's Business Partner Forms, Publications and FAQs page.</p> <ul style="list-style-type: none"> • http://www.dmv.pa.gov/_layouts/pa.penndot.formsandpubs/formsandpubs.aspx 	
<p>Read PennDOT's Publication 458 - Requirements for a Miscellaneous Dealer</p> <ul style="list-style-type: none"> • Contains instructions and sample forms for MMVB procedures. 	
<p>Read and understand the following laws:</p> <ul style="list-style-type: none"> • Pa. Code Title 67, Chapter 53 - Manufacturers, Dealers and Miscellaneous Motor Vehicle Businesses Registration Plates • Pa. Consolidated Statutes Title 75, Sections 1335-1337 – Registration Plates 	
<p>Mail two copies of all application materials in one 9" by 12" envelope to:</p> <p style="text-align: center;">Commonwealth of Pennsylvania Department of Transportation Bureau of Motor Vehicles P.O. Box 68283 Harrisburg, PA 17106-8283</p>	

Thank you for choosing PAN.

PAN'S CRIMINAL RECORD CHECK

PLEASE TYPE OR PRINT CLEARLY

CUSTOMER INFORMATION

Name of Person Requesting Record: _____

Business Name (if applicable): _____

PAN Customer Number (if known): _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

Phone Number: _____ Fax Number: _____

Please send the results via: Fax E-mail Mail

SUBJECT INFORMATION

First, Middle, Last Name: _____

Social Security Number (optional): _____ - _____ - _____

Birth Date (MM / DD / YYYY): _____ / _____ / _____

Gender: (optional) Male Female Race: (optional) _____

Cost is \$29 (\$22 State Police Fee and \$7 PAN Service Fee)

PAYMENT INFORMATION

Type of Card (check one): VISA MasterCard Discover American Express

Name on Card: _____

Card Number: _____ Expiration Date: _____ *Security Code: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Cardholder's Signature: _____

*The security code is the three or four-digit number printed on the face or the signature panel of your credit card.

**Upon completion, please submit this form to PAN via Mail, Fax or E-mail.
PAN will process your order and send a response back to you.**



**Pennsylvania
Association of Notaries**

One Gateway Center, Suite 401
420 Fort Duquesne Boulevard
Pittsburgh, PA 15222-1498

Phone: 800.944.8790
Fax: 800.707.7075
E-mail: PAN@notary.org

**PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK
1-888-QUERYPA (1-888-783-7972)**

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. A response may take four weeks or longer.

TRY OUR WEBSITE FOR A QUICKER RESPONSE
<https://epatch.state.pa.us>

REQUESTER NAME	
ADDRESS	
CITY/STATE/ZIP CODE	
TELEPHONE NO. (AREA CODE)	

FOR CENTRAL REPOSITORY USE ONLY CONTROL NUMBER
AFTER COMPLETION MAIL TO: PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY – 164 1800 ELMERTON AVENUE HARRISBURG, PA 17110-9758 DO NOT SEND CASH OR PERSONAL CHECK
CHECK ONE BLOCK <input type="checkbox"/> INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$22.00, PAYABLE TO: “COMMONWEALTH OF PENNSYLVANIA” THE FEE IS NONREFUNDABLE <input type="checkbox"/> NOTARIZED INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$27.00, PAYABLE TO: “COMMONWEALTH OF PENNSYLVANIA” THE FEE IS NONREFUNDABLE <input type="checkbox"/> FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY – NO FEE

SUBJECT OF RECORD CHECK				
(FIRST)	(MIDDLE)	(LAST)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE

The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only.

**FEEES FOR REQUESTS - \$22.00. NOTARIZED FEE REQUESTS - \$27.00.
MAKE ALL MONEY ORDERS PAYABLE TO: COMMONWEALTH OF PENNSYLVANIA **

REASON FOR REQUEST				
◀◀◀◀◀CHECK THE BOX THAT MOST APPLIES TO THE PURPOSE OF THIS REQUEST▶▶▶▶▶				
<input type="checkbox"/>	INTERNATIONAL ADOPTION - INTERNATIONAL ADOPTION MUST BE NOTARIZED AND MAILED IN. (\$27.00 FOR REQUEST)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ADOPTION (DOMESTIC)	EMPLOYMENT	VISA	OTHER	

WARNING: 18 Pa.C.S. 4904(b) UNDER PENALTY OF LAW - MISIDENTIFICATION OR FALSE STATEMENTS OF IDENTITY TO OBTAIN CRIMINAL HISTORY INFORMATION OF ANOTHER IS PUNISHABLE AS AUTHORIZED BY LAW.

Pennsylvania Association of Notaries
**AFFIDAVIT REGARDING
OUTSTANDING LIABILITIES**

Instructions

The Bureau of Motor Vehicles (BMV) requires prospective Agents and Messengers to submit specific information as part of the application process. The Pennsylvania Association of Notaries supplies this form as a convenience to assist you in completing your application to become an Agent or Messenger.

1. Take this form to a notary public. You cannot notarize your own affidavit.
2. Swear or affirm that the information you have given is true and correct, and sign the affidavit before the notary.
3. Submit the notarized affidavit with your application materials.

**Bureau of Motor Vehicles
Regulated Client Services Section
1101 South Front Street, First Floor
Harrisburg, PA 17104**

AFFIDAVIT

State of Pennsylvania

County of _____

Before me, the undersigned officer, personally appeared _____ ,
to me known, who, being duly sworn according to law, did depose and say that the
outstanding liabilities of the business or of the owners and officers of the business due
and owing to the Commonwealth of Pennsylvania, if any, are as follows:

(____) None

(____) _____

Name of Department owed and amount owed

(____) _____

Name of Department owed and amount owed

and deponent said nothing further.

Signature of Affiant

Date

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public

Pennsylvania Association of Notaries
One Gateway Center, Suite 401
420 Fort Duquesne Boulevard
Pittsburgh, PA 15222-1498
Telephone: 800-944-8790 / Fax: 800-707-7075



APPLICATION FOR CERTIFICATE OF AUTHORIZATION AS A SALVOR

For Department Use Only
 Bureau of Motor Vehicles • P.O. Box 68584 • Harrisburg, PA 17106-9584

Application for authorization as a salvor may be made in conjunction with application for registration as a Miscellaneous Motor Vehicle Business (MMVB) in the vehicle salvage class or repair or towing business. If you currently hold this classification please indicate name and identification number of business.

Name _____ I.D. Name _____

A NAME AND ADDRESS OF BUSINESS - Exactly as registration is to be issued.

Business Name		Business ID#	
Street Address (Principal Place of Business)			
City	County	State	Zip Code
Business Phone Number	Home Phone Number of President or Controlling Partner		

B TYPE OF BUSINESS (Check One)	THIS LOCATION IS (Check One)
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	<input type="checkbox"/> Owned <input type="checkbox"/> Leased

C LIST ALL OWNER(S), PARTNERS OR CORPORATE OFFICERS OF BUSINESS

1.	Full Name	Title	PA DL/Photo ID#	Date of Birth
	Street Address	City	State	Zip Code
2.	Full Name	Title	PA DL/Photo ID#	Date of Birth
	Street Address	City	State	Zip Code
3.	Full Name	Title	PA DL/Photo ID#	Date of Birth
	Street Address	City	State	Zip Code
4.	Full Name	Title	PA DL/Photo ID#	Date of Birth
	Street Address	City	State	Zip Code

D BUSINESS DESCRIPTION - Indicate the nature of your business that qualifies your business for the type of registration for which you are making application.

E ADDITIONAL INFORMATION

1. Have all owners, partners and officers read and understood Chapter 253 (Salvors)? YES NO

2. Do you own or rent adequate storage facilities (minimum 5,000 square feet) for storing abandoned vehicles? . . . YES NO

3. Does this storage facility meet all local land use and zoning requirements? YES NO

4. Do you own or rent suitable equipment for towing abandoned vehicles? YES NO

List: _____

F	NOTARIZATION		
<p>I (We) certify under penalty of law that the information contained herein is true and correct.</p>			
<p>_____ Authorized Signature</p>		<p>_____ Title</p>	<p>_____ Date</p>
<p>_____ Printed Name of Authorized Signer</p>			
<p>_____ Authorized Signature</p>		<p>_____ Title</p>	<p>_____ Date</p>
<p>_____ Printed Name of Authorized Signer</p>			
<p>_____ Authorized Signature</p>		<p>_____ Title</p>	<p>_____ Date</p>
<p>_____ Printed Name of Authorized Signer</p>			
<p>WARNING: Misstatement of fact is a misdemeanor of the third degree punishable by a fine of up to \$2,500 and/or imprisonment up to 1 year [18 Pa.C.S. Section 4904(b)] in addition to any sanction imposed by this Department.</p>			
<p>NOTE: When business is discontinued, your salvor registration must be returned to the Department within 5 days. If the business is moved to another location, the Department must be notified within 10 days of the change.</p>			

SUBSCRIBED AND SWORN TO BEFORE ME:	MO.	DAY	YEAR
SIGNATURE OF PERSON ADMINISTERING OATH			
S T A M P	DO NOT NOTARIZE UNLESS SIGNED IN PRESENCE OF NOTARY		

INSTRUCTIONS FOR COMPLETING FORM MV-951

1. All information must be typed or printed in full. List name of business exactly as Salvor Authorization is to be issued. Address must have physical street address. Post Office Box may be used in addition to street address. Include business phone and home phone numbers. The license issuing will be valid only at the business listed on this application.
2. Check appropriate box for type of business and if location is owned or leased and attach copy of the deed or lease.
3. List all owners, partners or corporate officers and do not forget to include their titles. Individuals should list their PA Driver's License number in the space provided. Additional sheets may be used if necessary.
4. Answer each question and provide all information requested.
5. Sign, date and have notarized in Section F.

NOTE: If no licensed salvor exists in the county, a repair or towing company may be eligible for certificate of authorization as a salvor. However, if a salvage dealer becomes licensed in the county, the repair or towing service certificate of authorization will be cancelled.

DOCUMENTS THAT MUST ACCOMPANY THIS FORM

1. The Bond prescribed by Title 75, Section 7303, on the form of the Department (Form MV-375).
2. At least three photographs which clearly show the possession of towing equipment and the 5,000 square feet of required space for the storage of abandoned vehicles.

Mail all completed forms to: Commonwealth of Pennsylvania, Department of Transportation, Bureau of Motor Vehicles, P.O. Box 68594, Harrisburg, PA 17106-8594.

Visit us at www.dmv.pa.gov or call us at:

In state: 1-800-932-4600 ♦ TDD: 1-800-228-0676 ♦ Out-of-State: 1-717-412-5300 ♦ TDD Out-of-State: 1-717-412-5380



APPLICATION FOR ADDITIONAL DEALER REGISTRATION PLATES OR MISCELLANEOUS MOTOR VEHICLE BUSINESS REGISTRATION PLATES

For Department Use Only
Bureau of Motor Vehicles • P.O. Box 68283 • Harrisburg, PA 17106-8283

NOTE: NAME AND/OR ADDRESS CANNOT BE CHANGED ON THIS APPLICATION.

All registration plates for your dealership listed on PennDOT records must be currently renewed or replaced before any additional registration plates will be issued.

A DEALER INFORMATION

Dealer Identification Number (DIN)	Name of Business (exactly as it appears on your dealer authorization card)	Business Phone
Street Address (Principal Place of Business)		
City	County	State Zip Code

B APPLICATION FOR ADDITIONAL REGISTRATION PLATES - See instructions on reverse for fee calculation.

NOTE: Dealer registration plates may be renewed for one-year or two-year periods. All your dealer registration plates must have the same expiration date.

REGISTRATION PLATES							REGISTRATION CARDS					
Registration Plate Type	# of months	X	Monthly Fee	X	# of Plates requested	=	Plates Subtotal	# of Duplicates Requested	X	Fee	=	Reg. Cards Subtotal
Dealer (New/Used)		X	4.50	X		=			X	2.00	=	
Trailer Dealer		X	4.50	X		=			X	2.00	=	
Mobile Home Dealer		X	4.50	X		=			X	2.00	=	
Utility Trailer Dealer		X	4.50	X		=			X	2.00	=	
Misc. Motor Vehicle Business Dealer		X	4.50	X		=			X	2.00	=	
Special Mobile Equipment Dealer		X	4.50	X		=			X	2.00	=	
Implement of Husbandry Dealer		X	4.50	X		=			X	2.00	=	
Motorcycle Dealer		X	2.25	X		=			X	2.00	=	
Motor Driven Cycle Dealer		X	1.17	X		=			X	2.00	=	
							Registration Plates Subtotal:					
							+ Reg. Cards Subtotal:					
							= Total Fees Due:					

C INSURANCE INFORMATION - See #3 on reverse side for required proof of insurance.

Insurance Company Name		
Policy Number	Policy Effective Date	Policy Expiration Date

D CERTIFICATION

I/We certify under penalty of law that the information contained herein is TRUE and CORRECT. **WARNING:** Misstatement of fact is a misdemeanor of the third degree punishable by a fine of up to \$2,500 and/or imprisonment up to 1 year (18 Pa.C.S., Section 4904[b]).

_____ Signature of Owner	_____ Printed Name of Owner	_____ Date
_____ Signature of Co-Owner	_____ Printed Name of Co-Owner	_____ Date

INSTRUCTIONS

1. Sections A thru D must be completed.
2. A copy of the front and back of a government issued photo identification credential for each owner, partner or corporate officer.
3. When PennDOT is issuing a Dealer/Miscellaneous Motor Vehicle Business (MMVB) registration plate, a copy of one of the following acceptable proofs of insurance must be submitted. In addition, Title 67, Chapter 53.3(b)(iii) requires a certificate of insurance or a statement from an insurance carrier authorized to do business in this Commonwealth, on its letterhead, that indicates the applicant has sufficient liability insurance to cover as many vehicles as the number of plates applied for:
 - a. An insurance identification card;
 - b. The declaration page of an insurance policy or a copy thereof;
 - c. A copy of a valid binder of insurance which contains all of the information required to appear on the I.D. card, excluding the policy number, and is signed by a licensed insurance agent or broker; or,
 - d. A copy of an application for insurance to the Pennsylvania Automobile Insurance Plan (PAIP) which contains all of the information required to appear on the I.D. card, excluding the policy number, and is signed by a licensed insurance agent or broker.A copy of one of the items listed above must be attached to the application.
If no proof of insurance is provided, the application will be rejected.
4. Dealer registration plates may be personalized. Should you choose to personalize your dealer registration plate, please complete and attach Form MV-904D, "Application for Personalized Dealer Registration Plate," to this application. **NOTE:** There is an additional \$104 fee required with personalization requests.
5. Make check or money order payable to the Commonwealth of Pennsylvania, including any fee for duplicate registration cards. **DO NOT SEND CASH.**
6. Mail to: Bureau of Motor Vehicles, Dealer Registration Unit, P.O. Box 68283, Harrisburg, PA 17106-8283.

FEES

- ◆ Motor Vehicle, Trailer, Mobile Home, Utility, Miscellaneous Motor Vehicle Business, Special Mobile Equipment or Implement of Husbandry Dealer - Registration Fee: \$54 (Monthly fee - \$4.50).
- ◆ Motorcycle Dealers - Registration Fee: \$27 (Monthly fee - \$2.25).
- ◆ Motor Driven Cycle Dealer (MOPEL) - Registration Fee: \$14 (Monthly fee - \$1.17).

Fee submitted for each registration plate is calculated by multiplying the monthly fee times the number of months remaining until the expiration of your current registration card(s) **(including the month of application)**.

Example: 85 - Dealer Identification Number

Assume your current registration expires in December and you are applying in June for an additional registration plate.
Multiply the monthly fee (for dealer class) times the number of months remaining until expiration:

$$\begin{array}{r} \$4.50 \text{ Monthly Fee} \\ \times \quad 7 \text{ Months (June - December)} \\ \hline \$31.50 \text{ For Each Registration Plate} \end{array}$$

If you request 4 additional registration plates the calculation would be:

$$\text{Additional Registration Plates } 4 \times \$31.50 = \$126.00$$

If you also request 2 duplicate registration cards for the 4 registration plates the calculation would be:

$$\text{Number of duplicates requested per registration plate } 2 \times \$2.00 = \$4.00$$

$$\begin{array}{r} \$4.00 \\ \hline \text{Dup. Fee} \end{array} \times \begin{array}{r} 4 \\ \hline \text{\# of registration plates} \end{array} = \begin{array}{r} \$16.00 \\ \hline \text{Total Dup. Fee} \end{array}$$

$$\text{Number of additional registration plates - } 4 \times \$31.50 = \$126.00$$

$$\text{Total Duplicate Fee} = \underline{\$16.00}$$

$$\text{Total Fee Due} = \underline{\$142.00}$$

Visit us at www.dmv.pa.gov or call us at:

In state: 1-800-932-4600 ◆ TDD: 1-800-228-0676 ◆ Out-of-State: 1-717-412-5300 ◆ TDD Out-of-State: 1-717-412-5380



APPLICATION FOR REPLACEMENT OF DEALER OR MISCELLANEOUS MOTOR VEHICLE BUSINESS REGISTRATION PLATE OR REGISTRATION CARD

For Department Use Only
Bureau of Motor Vehicles • P.O. Box 68283 • Harrisburg, PA 17106-8283

CHECK (✓) APPROPRIATE BLOCK

- Replacement of Dealer/Miscellaneous Motor Vehicle Business Registration Plate - Complete Sections A, B, D or E (if applicable). - **Fee is \$11 for each replacement.**
- Request for Duplicate Registration Card(s) - Complete Sections A, C and D or E (if applicable). - **Fee is \$6.**

A DEALER INFORMATION											
Dealer Identification Number				Registration Plate Number				Business Phone Number			
Name of Business (Exactly as it appears on your registration card)											
Business Street Address											
City							State		Zip Code		
B APPLICATION FOR REPLACEMENT OF (Check (✓) appropriate blocks)											
<input type="checkbox"/> Registration Plate Number _____											
REASON: <input type="checkbox"/> *Lost <input type="checkbox"/> *Stolen <input type="checkbox"/> Defaced <input type="checkbox"/> Never Received <input type="checkbox"/> Other _____											
* If the registration plate is lost or stolen, it must be reported to the State Police or your local law enforcement office.											
Incident Number			Date of Incident			Law Enforcement Station Name			Law Enforcement Telephone Number		
NOTE: In conjunction with replacement of your registration plate, you will receive one registration card. If additional registration cards are desired, the fee is \$2 for each card. Number of Duplicate Registration Cards Requested @ \$2 each _____.											
C APPLICATION FOR DUPLICATE REGISTRATION CARD(S)											
REASON: <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Defaced <input type="checkbox"/> Never Received <input type="checkbox"/> Other _____											
_____ Number of Duplicate Registration Cards requested at \$6 each. (You must use a separate form for each registration plate number unless you are requesting duplicate cards for all renewed dealer registration plates in your possession).											
<input type="checkbox"/> Request duplicate summary cards for all currently renewed dealer registration plates.											
D CERTIFICATION											
I/We hereby certify under penalty of law that ALL information contained herein is TRUE and CORRECT and that I/we understand that any misstatement of fact is a misdemeanor of the third degree punishable by a fine up to \$2,500 and/or imprisonment up to 1 year (18 Pa.C.S. Section 4904[b]).											
_____ Signature of Authorized Signer				_____ Title of Authorized Signer				_____ Date			
E APPLICATION FOR FREE ISSUANCE - Complete only if applicant is entitled to free issuance because original was lost in the mail and application is being made within 90 days of original issuance under Section 1902(2) of the Vehicle Code.											
SUBSCRIBED AND SWORN TO BEFORE ME: MONTH DAY YEAR						I hereby state that application was made for the above registration plate or that the items as indicated were never received due to loss in the mail.					
SIGNATURE OF PERSON ADMINISTERING OATH											
S T A M P						SIGN IN PRESENCE OF NOTARY					
						_____ Signature of Applicant (Dealer or Authorized Person)					
						_____ Print Name as Above					

INSTRUCTIONS

1. Application for replacement of registration plate must be made within 48 hours of discovery of the loss or defacement of the registration plate. If registration plate(s) is lost or stolen, it must be reported to the police. A copy of the police report or incident number must be attached to this form.
2. If requesting replacement of more than one registration plate, a separate form must be used for each registration plates.
3. If the registration plate, registration card was never received, and application for replacement is made within 90 days from date of issuance, no fee is required. Compete Section E.
4. **DO NOT SEND CASH.** Make check or money order payable to the Commonwealth of Pennsylvania.
5. Mail application to: PennDOT
Bureau of Motor Vehicles
P.O. Box 68283
Harrisburg, PA 17106-8283
6. Dealer registration plates may be personalized. Should you choose to personalize your replacement dealer registration plate, please complete and attach Form MV-904D, "Application for Personalized Dealer Registration Plate," to this application. **NOTE:** There is an additional \$104 fee required with personalization requests.

Visit us at www.dmv.pa.gov or call us at:

In state: 1-800-932-4600 ♦ TDD: 1-800-228-0676 ♦ Out-of-State: 1-717-412-5300 ♦ TDD Out-of-State: 1-717-412-5380



APPLICATION FOR MISCELLANEOUS MOTOR VEHICLE BUSINESS REGISTRATION PLATES

For Department Use Only
 Bureau of Motor Vehicles • P.O. Box 68283 • Harrisburg, PA 17106-8283

CHECK ALL APPLICABLE:

- New Application
 Change of Name
 Change of Address
 Change in Officers
 Change of Owner

TYPE OF MISCELLANEOUS MOTOR VEHICLE BUSINESS YOU ARE APPLYING FOR:

- Repair or Towing
 Vehicle Salvage Dealer
 Financier or Collector-Repossessor (copy of banking license required)
 Transporter (copies of active contracts with dealers are required)
 Watercraft Trailer Dealer

A NAME AND ADDRESS OF BUSINESS - Exactly as registration is to be issued.

Name			Federal ID#	
Street Address (Principal Place of Business)			Dealer Identification Number	
City	County	State	Zip Code	
Business Phone #		Home Phone # of President or Controlling Partner		

B TYPE OF BUSINESS (Check One) THIS LOCATION IS (Check One)

Sole Proprietorship
 Partnership
 Corporation
 Owned
 Leased

C LIST ALL OWNERS, PARTNERS OR CORPORATE OFFICERS (Home Address)

1. Name	Title	Driver's License #		
Street Address	City	State	Zip Code	
2. Name	Title	Driver's License #		
Street Address	City	State	Zip Code	
3. Name	Title	Driver's License #		
Street Address	City	State	Zip Code	
4. Name	Title	Driver's License #		
Street Address	City	State	Zip Code	

D LIST OTHER BUSINESSES AT THIS LOCATION

E INDICATE NUMBER OF REGISTRATION PLATES YOU ARE APPLYING FOR IN THE SPACE PROVIDED BESIDE THE APPROPRIATE CLASSIFICATION.

All classes of Miscellaneous Motor Vehicle Business - One-Year Registration Fee: \$54 per registration plate / Two-Year Registration Fee: \$108 per registration plate.

Registration Plates			
Registration Plate Type	# of Plates Requested	Registration Fee	Plates Subtotal
Financier or Collector-Repossessor (CR)		X	= \$
Repair or Towing (RT)		X	= \$
Transporter (TR)		X	= \$
Vehicle Salvage Dealer (WL)		X	= \$
Watercraft Trailer Dealer (WD)		X	= \$

Registration Cards			
# of Duplicates Requested	Fee		Reg. Cards Subtotal
	X	\$2.00	= \$
	X	\$2.00	= \$
	X	\$2.00	= \$
	X	\$2.00	= \$
	X	\$2.00	= \$

NOTE: Dealer registration plates may be renewed for one or two-year periods.
 All dealer registration plates listed must have the same expiration date.

Registration Plates Subtotal:	\$
+ Reg. Cards Subtotal:	\$
= Total Fees Due:	\$

Provide explanation below on how each of these registration plates will be used.

F

BUSINESS DESCRIPTION - Indicate the nature of your business that qualifies your business for the type of registration for which you are making application.

G

INSURANCE INFORMATION (Refer to #5 in instructions for required proof of insurance.)

Insurance Company Name _____

Policy Number _____

Effective Date _____ Expiration Date _____

H

ADDITIONAL INFORMATION

1. If this application is a change of ownership, explain and list former name of business.

Please list DIN Number: _____

2A. Has this business or the owners, partners or corporate officers thereof ever been registered as a dealer, miscellaneous motor vehicle business or issuing agent in this or any other state?

YES NO If yes, list name(s), location(s), and identification number(s).

2B. Have any owners, partners or corporate officers of this business ever been affiliated with a dealership, miscellaneous motor vehicle business, messenger service or full agent whose registration was suspended, cancelled or revoked or is currently under investigation or notice to attend a departmental or court hearing or is awaiting a decision by a hearing officer of a court?

YES NO If yes, explain:

3. Do any of the owners, partners, corporate officers or any business with which they were previously affiliated have any outstanding liabilities which are due and owing to the Commonwealth of Pennsylvania, including but not limited to taxes, fees, monetary penalties or outstanding plates or paperwork?

YES NO If yes, explain:

4. Have any owners, partners or corporate officers of this business ever been convicted or administratively sanctioned for violations of department regulations, Pennsylvania Crimes Code or Chapters 11, 13 or 23 of the Pennsylvania Vehicle Code?
 YES NO If yes, explain:

5. Have any owners, partners or corporate officers of this business ever been convicted of a felony or misdemeanor?
 YES NO If yes, explain:

6. Have any owners, partners or corporate officers of this business ever remitted uncollectible checks payable to any agency of the Commonwealth of Pennsylvania?
 YES NO If yes, explain:

7. Have any owners, partners or corporate officers filed bankruptcy within the past seven years?
 YES NO If yes, explain:

8. Will this business be purchasing or selling any type of vehicles?
 YES NO If yes, describe type of vehicles:

I MISCELLANEOUS INFORMATION

1. Does your business location meet all local zoning and land use ordinances and building codes? YES NO
2. Does your business meet ADA accessibility requirements? YES NO
3. Have all owners, partners and officers read and understood Chapter 53 of Title 67 (Manufacturer, Dealer and Motor Vehicle Business Registration Plates) and Chapters 11, 13 and 23 of the Pennsylvania Vehicle Code? YES NO

J NOTARIZATION

I/We certify under penalty of law that the information contained herein is true and correct. **WARNING:** Misstatement of fact is a misdemeanor of the third degree punishable by a fine of up to \$2,500 and/or imprisonment up to one year (18 Pa.C.S. Section 4904[b]) in addition to any sanction imposed by this Department.

NOTE: When business is discontinued, miscellaneous motor vehicle business registration plates and cards must be returned to PennDOT within five days. If business is moved to another location, PennDOT must be notified within 10 days of the change. A completed Form MV-359 and photographs of the new location must accompany this notification.

SUBSCRIBED AND SWORN TO BEFORE ME:			
	MONTH	DAY	YEAR
SIGNATURE OF PERSON ADMINISTERING OATH			
S T A M P	SIGN IN PRESENCE OF NOTARY		

Printed Name of Authorized Signee _____ Authorized Signature _____ Title _____ Date _____

Printed Name of Authorized Signee _____ Authorized Signature _____ Title _____ Date _____

Printed Name of Authorized Signee _____ Authorized Signature _____ Title _____ Date _____

Application for Miscellaneous Motor Vehicle Business Registration Plates

INSTRUCTIONS FOR COMPLETING MV-359

1. All information must be typed in full. List name of business exactly as Miscellaneous Motor Vehicle Business registration is to be issued. Address must be the physical street address. A Post Office Box may be used only in addition to the street address. Include business telephone and home telephone numbers. The license issued will be valid only for the business address listed on this application.
2. Check appropriate box for the type of business and if location is owned or leased.
3. List all owners, partners or corporate officers. The official titles are required. Additional sheets may be used if necessary.
4. List other businesses at the same location.
5. Section J must be signed and notarized in the presence of a notary public.
6. Miscellaneous Motor Vehicle Business (MMVB) registration plates may be personalized. Should you choose to personalize your MMVB registration plate, please complete and attach Form MV-904D, "Application for Personalized Dealer Registration Plate," to this application. **NOTE:** There is an additional \$104 fee required with personalization requests.

DOCUMENTS THAT MUST ACCOMPANY THIS APPLICATION

1. Include photographs of the interior and exterior of the business which clearly show the business office work area and business identification signs.
2. Applicants for Financier or Collector-Repossessor registration must include the appropriate license from the Pennsylvania Department of Banking.
3. Application for Transporter registration must include copies of all active contracts with registered dealers or manufacturers to regularly transport new or used vehicles on their own wheels, which are owned by or in the possession of said dealers or manufacturers.

NOTE: The contract must include the name and address of the business that will be transporting vehicles. This contract should be written on letterhead paper from the dealer/manufacturer you are contracting with. The contract must state that a fee will be paid for transporting vehicles. This contract should be signed by the person(s) representing both the transporter and the dealer/manufacturer.

4. Applicants for Vehicle Salvage Dealer registration who also desire to be authorized as a salvor under Chapter 73 of the Pennsylvania Vehicle Code must also complete a Salvor Application (Form MV-951).
5. Include an original criminal history record (SP4-164) obtained from the Pennsylvania State Police (not a copy) for each owner, partner or corporate officer.
6. A copy of the front and back of a government issued photo identification credential for each owner, partner or corporate officer.
7. When PennDOT issues a Miscellaneous Motor Vehicle Business registration plate, a copy of one of the following acceptable proofs of insurance must be submitted. In addition, Title 67, Chapter 53.3(b)(iii) requires a certificate of insurance or a statement from an insurance carrier authorized to do business in this commonwealth, on its letterhead, that indicates the applicant has sufficient liability insurance to cover as many vehicles as the number of plates applied for.
 - A. An insurance identification card;
 - B. The declaration page of an insurance policy or a copy thereof;
 - C. A copy of a valid binder of insurance which contains all of the information required to appear on the I.D. card, excluding the policy number, and is signed by a licensed insurance agent or broker, or,
 - D. A copy of application for insurance to the Pennsylvania Automobile Insurance Plan (PAIP) containing all of the information required to appear on the I.D. card, excluding the policy number, and is signed by a licensed insurance agent or broker.
8. Appropriate fee for the number of dealer plates requested. Payment is to be made by check or money order payable to the Commonwealth of Pennsylvania. **DO NOT SEND CASH.**
9. Copy of deed/lease or rental agreement.

Mail all completed forms to: Bureau of Motor Vehicles, P.O. Box 68283, Harrisburg, PA 17106-8283.

Visit us at www.dmv.pa.gov or call us at:

In state: 1-800-932-4600 ♦ TDD: 1-800-228-0676 ♦ Out-of-State: 1-717-412-5300 ♦ TDD Out-of-State: 1-717-412-5380

Requirements for a Miscellaneous Dealer

- ❖ Repair and Towing
- ❖ Vehicle Salvage
- ❖ Transporter
- ❖ Financier or Collector-Repossessor
- ❖ Watercraft Trailer Dealers

REQUIREMENTS FOR FOR A MISCELLANEOUS DEALER

Repair and Towing, Vehicle Salvage, Transporter, Financier or Collector, Repossessor, Watercraft Trailer Dealer

1. Complete Form MV-359, "Application for Miscellaneous Motor Vehicle Business Registration Plates," by following the instructions on the back of the form. (**NOTE:** Form MV-359 may be found on our website at www.dmv.pa.gov.)
2. Obtain an original criminal history record (NOT A COPY) on Form SP 4-164 from the Pennsylvania State Police for each owner, partner, or corporate officer and submit with Form MV-359.
3. Submit a copy of the lease, deed or rental agreement to the property.
4. Submit photographs of the office with a desk, phone and chair, bay area and outside display sign.
5. Submit proof of insurance.
6. Cosmetic grooming of motor vehicles (detailing) does not qualify for a Repair and Towing business.
7. Department of Banking License is required for a Financier or Collector-Repossessor Business.
8. A contract or agreement is needed when applying for a transporter as defined on the back of Form MV-359.
9. Attach correct fees.
10. Read and become familiar with the Pennsylvania Vehicle Code provisions relating to the issuance of Dealer and Miscellaneous Motor Vehicle Business Plates, Chapter 1337 and Department Regulation at Title 67 Chapter 53.
11. After meeting all requirements, submit all required documents to:

Bureau of Motor Vehicles
Dealer Registration Section
P.O. Box 68283
Harrisburg, PA 17106-8283

REQUIREMENTS FOR MESSENGER, DEALERS, FULL AGENTS, CARD AGENTS AND MISCELLANEOUS MOTOR VEHICLE BUSINESS APPLICANTS

All applicants for full agent authorization, motor vehicle messenger service certification, dealer and miscellaneous motor vehicle registration are required to complete Form SP4-164, "Request for Criminal Record Check" and include the results received from the Pennsylvania State Police with their completed application as part of the documentation required for review. This form may be obtained from your local Pennsylvania State Police barracks or:

Director, Record and Identification Division
Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, PA 17110

Under "Reason for Request," check the box that most applies to the type of authorization being applied for.

Forward the completed form and the required fee to the appropriate address listed on Form SP 4-164.

**PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK
1-888-QUERYPA (1-888-783-7972)**

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. A response may take four weeks or longer.

**TRY OUR WEBSITE FOR A QUICKER RESPONSE
<https://epatch.state.pa.us>**

REQUESTER NAME	
ADDRESS	
CITY/STATE/ ZIP CODE	
TELEPHONE NO. (AREA CODE)	

FOR CENTRAL REPOSITORY USE ONLY CONTROL NUMBER
AFTER COMPLETION MAIL TO: PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY – 164 1800 ELMERTON AVENUE HARRISBURG, PA 17110-9758
DO NOT SEND CASH OR PERSONAL CHECK
CHECK ONE BLOCK
<input type="checkbox"/> INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$8.00. PAYABLE TO: “COMMONWEALTH OF PENNSYLVANIA” THE FEE IS NONREFUNDABLE
<input type="checkbox"/> NOTARIZED INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$13.00. PAYABLE TO: “COMMONWEALTH OF PENNSYLVANIA” THE FEE IS NONREFUNDABLE
<input type="checkbox"/> FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY – NO FEE

SUBJECT OF RECORD CHECK				
(FIRST)	(MIDDLE)	(LAST)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE

The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only.

**FEEES FOR REQUESTS - \$8.00. NOTARIZED FEE REQUESTS - \$13.00.
MAKE ALL MONEY ORDERS PAYABLE TO: COMMONWEALTH OF PENNSYLVANIA **

REASON FOR REQUEST	
◀◀◀◀◀CHECK THE BOX THAT MOST APPLIES TO THE PURPOSE OF THIS REQUEST▶▶▶▶▶	
<input type="checkbox"/> INTERNATIONAL ADOPTION - INTERNATIONAL ADOPTION MUST BE NOTARIZED AND MAILED IN. (\$13.00 FOR REQUEST)	
<input type="checkbox"/> ADOPTION (DOMESTIC)	<input type="checkbox"/> EMPLOYMENT
<input type="checkbox"/> VISA	<input type="checkbox"/> OTHER

WARNING: 18 Pa.C.S. 4904(b) UNDER PENALTY OF LAW - MISIDENTIFICATION OR FALSE STATEMENTS OF IDENTITY TO OBTAIN CRIMINAL HISTORY INFORMATION OF ANOTHER IS PUNISHABLE AS AUTHORIZED BY LAW.

Homeland Security is Everyone’s Responsibility - Pennsylvania Terrorism Tip Line 1-888-292-1919

**Vehicle Code
Provisions and
Department
Regulations Relating
to the Issuance and
Use of Dealer and
Miscellaneous
Motor Vehicle
Business Plates**

§ 1337. Use of "Miscellaneous Motor Vehicle Business" registration plates.

(a) General rule. -- The department shall issue to owners of miscellaneous motor vehicle businesses with established places of business, special registration plates which may be displayed on vehicles operated on highways in lieu of registering each vehicle individually. Registration plates issued under this section may be displayed upon vehicles only as provided for each of the following classes of miscellaneous motor vehicle business:

- (1) For a repair or towing business:
 - (i) upon vehicles being used in the conduct of the repair business to retrieve, tow or deliver other vehicles or parts; and
 - (ii) upon vehicles being repaired.
- (2) For a vehicle salvage dealer business:
 - (i) upon vehicles being used in the conduct of the vehicle salvage dealer's business to retrieve or deliver vehicles, vehicle hulks, parts or materials; and
 - (ii) upon vehicles being transported on their own wheels for the purpose of being dismantled or recycled.
- (3) For a transporter business upon vehicles being transported on their own wheels in the conduct of the transporter business.
- (4) For a financier or collector-repossessor business:
 - (i) upon vehicles being used to pick up vehicles that are being repossessed; and
 - (ii) upon vehicles being repossessed.
- (5) For a watercraft trailer business:
 - (i) upon trailers used for the delivery of a new boat to its purchaser;
 - (ii) upon trailers used for the transport of a used boat which is to be resold by the dealer; and
 - (iii) upon trailers used for the transport of boats by a dealer to or from another boat dealer, warehouse, storage facility, boat show or repair facility or to and from a location where a boat is to be demonstrated, tested or inspected.
- (6) For all classes of miscellaneous motor vehicle businesses upon vehicles used for the personal pleasure or use of the owner of the miscellaneous motor vehicle business or members of the owner's immediate family, or when the business is a corporation, upon vehicles used for the pleasure or use of not more than three officers or members of the officer's immediate family or for the personal use of the regular employees of the business when operated by the employee.

All vehicles specified in paragraphs (1)(i), (2)(i), (4)(i) and (6) must be titled in the name of the business or family member and sales tax must be paid.

(b) Application for registration. -- Application for registration in any of the "Miscellaneous Motor Vehicle Business" classes shall be made upon a form provided by the Department and shall set forth the full name and business address of the applicant and such other information as the Department shall require. The application shall be verified by the oath or affirmation of the applicant or, if the applicant is a partnership or a corporation, by a partner or officer.

(c) Classes of "Miscellaneous Motor Vehicle Business".

- (1) Repair or towing. -- Any person regularly engaged in the business of mechanical or body repairs or towing for direct compensation of motor vehicles owned and operated by other persons.
- (2) Vehicle salvage dealer. -- Any person regularly engaged in the business of acquiring and dismantling used, wrecked, damaged, abandoned or salvage vehicles for the purpose of selling the usable parts and selling the remaining vehicle hulk materials for recycling or processing.
- (3) Transporter. -- Any person regularly engaged in the business of transporting new or used vehicles on their own wheels, owned by or in possession of a manufacturer or dealer.
- (4) Financier or collector-repossessor. -- Any person who is duly authorized by the Department of Banking to do business in this Commonwealth as a financier or collector/repossessor and who is regularly engaged in the business of financing sales, making loans on the security of vehicles or repossessing vehicles which are the subject of installment sales contracts as an independent contractor.
- (5) Watercraft trailer dealer. -- Any person regularly engaged in the business of selling watercraft and trailers used exclusively for the transport of the watercraft.

Annex A
TITLE 67. TRANSPORTATION
PART 1. DEPARTMENT OF TRANSPORTATION
SUBPART A. VEHICLE CODE PROVISIONS
ARTICLE III. REGISTRATION

**Chapter 53 - Manufacturer's Dealers and Miscellaneous Motor Vehicle
Businesses Registration Plates**

Section 53.1 Purpose and Scope

- (a) **Purpose** - This chapter establishes procedures for distribution and use of manufacturer, dealer and miscellaneous motor vehicle business registration plates.
- (b) **Scope** - This chapter applies to persons who apply for or use manufacturer, dealer or miscellaneous motor vehicle business registration plates.

Section 53.2 Definitions

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

Dealer - A person who maintains an established place of business and who is engaged in the business of buying, selling or exchanging vehicles, including but not limited to passenger cars, trucks, implements of husbandry, special mobile equipment and trailers.

Dealer plate - A registration plate issued to a dealer or manufacturer which may be displayed on vehicles owned or in possession of the dealer or manufacturer in lieu of registering each vehicle individually.

Established place of business - A permanent enclosed building which is accessible and open to the public at all reasonable times and at which the business of a dealer or miscellaneous motor vehicle business, including the display and repair of vehicles, maybe lawfully conducted in accordance with the terms of applicable building codes, zoning and other land-use regulatory ordinances.

Financier or collector-repossessor - A person who is authorized to do business in this Commonwealth as a financier or collector-repossessor and who is regularly engaged in the business of financing sales, making loans on the security of vehicles or repossessing vehicles which are the subject of installment sales contracts as an independent contractor.

Immediate family - A spouse or child of the registrant or a parent, brother or sister of the registrant who lives in the same residence as the registrant.

Licensed dealer - A dealer licensed by the State Board of Motor Vehicle Manufacturers, Dealers and Salespersons.

Manufacturer - A person engaged in the business of constructing or assembling vehicles or motors or bodies of vehicles.

Miscellaneous motor vehicle business - A vehicle salvage dealer, transporter, financier collector/repossessor, or a person who maintains an established place of business and who is engaged in the business of repair, service or towing of motor vehicles including but not limited to passenger cars, trucks, implements of husbandry and special mobile equipment.

Miscellaneous motor vehicle or business plate - A registration plate issued to a miscellaneous motor vehicle business which may be displayed on vehicles owned or in possession of the business in lieu of registering each vehicle individually.

Officer - A president, vice president, secretary or treasurer of a corporation.

Registered dealer - A dealer registered by the Department under § 53.3(b) (relating to issuance of plates.)

Transporter - A person regularly engaged in the business of transporting new vehicles or new and used trailers on their own wheels, owned by or in possession of a registered dealer.

Vehicle salvage dealer - A person who maintains an established place of business and who is engaged in the business of buying or selling parts or buying, selling or exchanging used, wrecked or abandoned vehicles and junkers for the purpose of remodeling, taking apart or rebuilding them.

Section 53.3 Issuance of plates

(a) **To whom issued.** Plates will be issued in the following manner:

- (1) Dealer plates will be issued to a manufacturer or dealer licensed by the State Board of Vehicle Manufacturers, Dealers and Salespersons and to a manufacturer or dealer of a type not licensed by the Board, if the manufacturer or dealer registered with the Department under subsection (b).
- (2) Miscellaneous motor vehicle business plates will be issued to a miscellaneous motor vehicle business which registers with the Department under subsection (b).

(b) Application for plates. Application for plates shall be made in the following manner:

- (1) Manufacturers, dealers and miscellaneous motor vehicle businesses may apply for registration plates by providing the Department with the following:
 - (i) A properly executed application furnished by the Department.
 - (ii) A copy of the deed or lease to the applicant's place of business and photos of the exterior and the interior.
 - (iii) A certificate of insurance or a statement from an insurance carrier authorized to do business in this Commonwealth - on its letterhead - that the applicant has sufficient liability insurance to cover as many vehicles as the number of plates applied for.
 - (iv) A remittance payable to the Department in the proper amount for the number of plates desired.
 - (v) A listing of outstanding liabilities due and owing to the Commonwealth, if any.
 - (vi) In the case of a transporter, a copy of an active contract with a registered dealer to regularly transport the dealer's vehicles. A copy of the contract shall also be included with each application for renewal of the registration plates.
- (2) The Department will examine and determine the genuineness, regularity and legality of the application. The Department may investigate the applicant with regard to the following:
 - (i) Condition of the premises.
 - (ii) Departmental and other Commonwealth records pertaining to the applicant or an owner or officer.

- (iii) Personal history of an owner or officer.
 - (iv) Unsatisfied judgement against the applicant, owner or officer.
 - (v) Credit rating of the business and its owners and officers.
 - (vi) Assets and liabilities of the applicant.
- (3) For dealers and manufacturers licensed by the State Board of Vehicle Manufacturers, Dealers and Salespersons, a separate Department investigation will not be required.
- (4) The Department may deny an application for registration plates on the basis of information revealed in the investigation or if the applicant fails to disclose material information required or has made a materially false statement on the application. If the Department denies an application, the Department will provide the applicant with an opportunity to show cause why the application should not be denied.
- (5) In the case of dealers who are not required to be licensed by the Department of State, the Department may approve an application for dealer registration on a temporary basis for a period of 1 year. At the end of this period, the condition of the business will be evaluated by the Department and a determination will be made as to whether permanent approval will be given to the application for dealer registration. Factors which will be considered in making this determination shall include, but not be limited to, the physical condition of the business and the number of vehicles sold by the business.
- (c) **Registration renewals.** Dealer plates and miscellaneous motor vehicle business plates shall be renewed annually.

Section 53.4 Use of plates

(a) Dealer plates

- (1) Dealer plates may be used on vehicles owned or in possession of a dealer or manufacturer and operated by the dealer or manufacturer or its employees only when the vehicle is used for one of the following purposes:
- (i) In the business of the registrant as a dealer or manufacturer. If a dealer or manufacturer is engaged in a business other than the business of motor vehicle dealer or manufacturer, dealer plates may not be used on vehicles used in the other business, nor on vehicles used in both businesses.
 - (ii) For the personal pleasure or use of the dealer or members of the dealer's immediate family, or when the dealer is a corporation, for the personal pleasure or use of the officers or members of their immediate families, or for the personal use of the regular employees of the dealer.
 - (iii) For teaching students enrolled in an approved driver education course how to operate a vehicle and for taking an examination for a driver's license by the new driver.
 - (iv) For testing vehicles in the possession of the dealer or manufacturer.
 - (v) For demonstrating vehicles in the possession of the dealer or manufacturer.
 - (vi) For loaning to customers whose vehicles are being repaired.
 - (vii) For loaning to prospective purchasers for a period not exceeding 5 days for the purpose of demonstrating vehicles.

- (2) Limited use of certain types of dealer plates shall be as follows:
- (i) A motor driven cycle or motorized pedalcycle dealer plate shall be used only on motor driven cycles and motorized pedalcycles.
 - (ii) A motorcycle dealer plate shall be regularly used only on motorcycles, motor driven cycles and motorized pedalcycles. A motorcycle dealer plate may be used on other vehicles owned or in the possession of the motorcycle dealer only when the vehicle is being demonstrated for a prospective customer.
 - (iii) Other dealer plates may be used on any type of vehicles.
- (3) See 75 Pa.C.S. Section 1336(b) (relating to use of dealer registration plates). Permits for the use of manufacturer and dealer registration plates in the manner provided in paragraphs (1) (iii), (vi), and (vii) shall be issued and records of their issuance shall be retained as follows:
- (i) The dealer or manufacturer shall complete in ink or by typing, in duplicate, a dealer registration plate permit (Form MV-355) for each use, including the name, address of the authorized user, the dealer registration plate number; the make and vehicle identification number of the vehicle; the date of issuance of the permit; the dealer or manufacturer's name, address and dealer identification (DIN); and the purpose for which use of the vehicle was authorized. The form shall be signed by both the authorized user and the dealer or manufacturer.
 - (ii) The original copy of the dealer registration plate permit shall be given to the authorized user and shall be in the possession of the driver whenever the vehicle is being driven on a highway. The dealer registration card issued for the dealer registration plate attached to the vehicle shall also be in possession of the authorized user when the vehicle is being driven.
 - (iii) The duplicate copy of the dealer registration plate permit shall be retained at the dealer's or manufacturer's place of business for at least 6 months for inspection by police and authorized representatives of the Commonwealth.

(b) Miscellaneous Motor Vehicle Business Plates

- (1) Miscellaneous motor vehicle business plates may be used only when the vehicle is used of one of the following purposes:
- (i) In the conduct of the miscellaneous motor vehicle business. If the owner of the miscellaneous motor vehicle business is engaged in another business, the miscellaneous motor vehicle business plates may not be used on vehicles used in the other business, nor on vehicles used in both businesses.
 - (ii) For the personal pleasure or use of the owner of the miscellaneous motor vehicle business or members of the owner's immediately family, or when the business is a corporation, for the pleasure or use of not more than three officers or members of their families, or for the personal use of the regular employee of the business when operated by the employee.
- (2) Miscellaneous motor vehicle business plates shall be used by transporters only on motor vehicles which are hauling loads no greater than 1,000 pounds. The plates may not be used by transporters on truck tractors towing mobile homes or loaded trailers, or on loaded trailers.

Section 53.5 Registration cards for manufacturers, dealers and miscellaneous motor vehicle businesses

- (a) **General rule.** The Department, upon issuing manufacturer, dealer or miscellaneous motor vehicle business registration plates, will issue cards which will include the name and address of the registrant, the identification number assigned to the registrant, the expiration date of the registration and the number of the registration plates assigned.
- (b) **Types of cards.** Registrants will be furnished two types of registration cards:
 - (1) A separate, original card for each registration plate, containing the name and address of the registrant, the identification number assigned to the registrant, the expiration date of the registration and the number of the plate.
 - (2) A summary card in the form of a computer printout, containing the name and address of the registrant, the identification number assigned to the registrant, the registration plate number for each plate assigned to the registrant, and the expiration date of the registration. The registrant may make photocopies of this type of card which shall have the same force as the original card and may be exhibited, when required, in lieu of the original card.
- (c) **Signature.** Upon receiving the registration card or a duplicate thereof, the registrant shall sign his name in ink in the space provided.
- (d) **Exhibition of card.** One of the two types of registration cards for the registration plate being displayed on a vehicle shall be, at all times while the vehicle is being operated upon the highway, in the possession of the person driving or in control of the vehicle or carried in the vehicle and exhibited upon demand of a police officer.

Section 53.6 Responsibilities of dealer, manufacturer and miscellaneous motor vehicle business registrants.

- (a) **Change of ownership.** The registrant shall notify the Department on the prescribed form within 5 days of any change of ownership. The following are regarded as changes of ownership:
 - (1) Whenever the owner takes a new partner.
 - (2) Whenever the owner sells the business.
 - (3) Incorporation of a business.
 - (4) Sale of controlling interest in a corporation.
- (b) **Change of address.** The registrant shall notify the Department before changing its place of business or before opening any branch office, and shall notify the Department immediately of any change in its post office address.
- (c) **Lost or Stolen plate.** The registrant shall notify the Department within 2 days of discovering the loss or theft when any registration plate is lost or stolen. The requirement of this section is in addition to the requirement to notify police of loss or theft of a registration plate under 75 Pa.C.S. § 1333(a) (relating to lost, stolen, damaged or illegible registration plates).

Section 53.7 Return of dealer, manufacturer and miscellaneous motor vehicle business registration plates.

- (a) Registration plates shall be returned to the Department immediately, if one of the following occur:
 - (1) The registration has been revoked or suspended by the Department.
 - (2) The State Board of Vehicle Manufacturers, Dealers and Salespersons has suspended, revoked or not renewed the license of the registered manufacturer or dealer.
- (b) Registration plates shall be returned to the Department within 5 days if one of the following occur:
 - (1) A change in the nature of the registrant's business so that the registrant is no longer a dealer, manufacturer or miscellaneous motor vehicle business.
 - (2) The discontinuation of business as a dealer, manufacturer or miscellaneous motor vehicle business by the registrant.

Section 53.8 Certified Checks

The Department may, in its discretion, require certified checks, postal or other money orders or cash from any registrant after a default in the payment of checks or drafts of the registrant.

Section 53.9 Sanctions for violations by dealer, manufacturer or miscellaneous motor vehicle business registrants.

- (a) **Schedule.** After providing an opportunity for a hearing, the Department may impose suspensions on a registrant according to the following schedule of violations by the registrant, when the Department finds upon sufficient evidence that:

	1st Offense	2nd Offense	3rd Offense	4th and Subsequent Offense
(1) The registrant has failed to report change of business address before the change	Written Warning	3 months	6 months	Revocation
(2) The registrant has operated a branch without notifying the Department.	Written Warning	3 months	Revocation	
(3) The registrant has made or permitted to be made an unlawful use of the vehicle, registration plate or registration card or permitted the use by a person not entitled thereto.	1 month	3 months	Revocation	
(4) The registrant has knowingly made a false statement or knowingly concealed a material fact or otherwise committed a fraud in an application submitted to the Department.	1 month	3 months	Revocation	
(5) The registrant has failed to notify the Department of a change of ownership.	Written Warning	3 months	6 months	Revocation
	1st	2nd	3rd	4th and Subsequent

	Offense	Offense	Offense	Offense
(6) The registrant has submitted documents to the Department which have been accompanied by uncollectible checks drawn on the account of the registrant.	Until all uncollectible checks, protest fees, and collection charges under the Vehicle Code are paid.	Until all uncollectible checks, protest fees, and collection charges under the Vehicle Code are paid, plus 1 month.	Until all uncollectible checks, protest fees, and collection charges under the Vehicle Code are paid, plus 6 months.	Revocation
(7) The registrant has used or has allowed the use of a motor-driven cycle or motorized pedalcycle dealer plate on a vehicle other than a motor-driven cycle or motorized pedalcycle.	Written Warning	1 month	6 months	Revocation
(8) The registrant has used or has allowed the use of a motorcycle dealer plate on a vehicle other than a motorcycle, motor-driven cycle or motorized pedalcycle, except for purposes of demonstration.	Written Warning	1 month	6 months	Revocation
(9) The registrant has failed to allow inspection of the records prescribed in §53.4 (relating to use of plates) by authorized Commonwealth employees.	1 month	3 months	Revocation	
(10) The registrant has failed to properly issue or maintain records of the issuance of a dealer registration plate permit, as prescribed in §53.4 when loaning a vehicle with a dealer plate.	Written Warning	1 Month	3 Months	6 Months
(11) The registrant has offered or paid money, gifts or other rewards to Commonwealth employees.	6 Months	Revocation		
(12) The registrant has failed to deliver to a lawfully entitled transferee or to the Department, when as required by law, a properly assigned certificate of title.	Written Warning	1 Month	6 Months	Revocation
(13) The registrant has repeatedly violated the Vehicle Code (75 Pa.C.S. §101-9909) or this chapter.	1 Month	6 Months	Revocation	
	1st	2nd	3rd	4th and Subsequent

	Offense	Offense	Offense	Offense
(14) The registrant has failed to provide information regarding the location and use of all registration plates issued to the registrant to an authorized Commonwealth employee.	1 month	6 months	Revocation	

- (b) **Warning.** The Department may, in its discretion, permit the registrant to consent to the acceptance of a warning in lieu of the first violation suspension outlined in subsection (a)(3), if no owner or officer had knowledge of the violation. The consent warning shall only be issued to registrants which have had no suspendible violations for a period of 3 years prior to the date of the violation which is being considered. The registrant bears the burden of proving that they provided proper supervision of the employee who committed the violation but that the supervision could not have prevented the violation. Consent warnings replace the first violation suspension, and a second violation will be considered a second violation.
- (c) **Second and subsequent violations.** Second and subsequent violations will be determined on the basis of previous violations of the same nature committed within a 3 year period. If a third or subsequent violation occurs within 3 years of the last previous violation, it will be deemed a third or subsequent violation regardless of when other previous violations occurred.
- (d) **Multiple violations.** In the case of multiple violations considered at one time, the Department will impose separate penalties for each violation as required by the schedule. The Department may in its discretion, direct that a suspension imposed be served concurrently or consecutively.
- (e) **Suspension authority reserved.** The descriptions of reasons for suspension in subsection (a) are of a general nature, and should not be deemed to limit the suspension authority of the Department granted by 75 Pa.C.S. §1374 (relating to suspension of vehicle business registration plates).
- (f) **Revocation.** Upon revocation of registration, the dealer, manufacturer or miscellaneous motor vehicle business shall be barred from reapplying for a new registration for 1 year. The dealer, manufacturer or miscellaneous motor vehicle business shall immediately return all the registration cards and plates in its possession to the Department.

**CHAPTER 53. MANUFACTURERS, DEALERS AND
MISCELLANEOUS MOTOR VEHICLE BUSINESSES
REGISTRATION PLATES**

- Sec.
53.1. Purpose and scope.
53.2. Definitions.
53.3. Issuance of plates.
53.4. Use of plates.
53.5. Registration cards for manufacturers, dealers and miscellaneous motor vehicle businesses.
53.6. Responsibilities of dealer, manufacturer and miscellaneous motor vehicle business registrants.
53.7. Return of dealer, manufacturer and miscellaneous motor vehicle business registration plates.
53.8. Certified checks.
53.9. Sanctions for violations by dealer, manufacturer or miscellaneous motor vehicle business registrants.

Authority

The provisions of this Chapter 53 issued under the Vehicle Code, 75 Pa.C.S. §§ 1335, 1336, 1337 and 6103, unless otherwise noted.

Source

The provisions of this Chapter 53 adopted March 17, 1978, effective March 18, 1978, 8 Pa.B. 757; readopted May 26, 1989, effective May 27, 1989, 19 Pa.B. 2252, unless otherwise noted.

Cross References

This chapter cited in 67 Pa. Code § 253.7 (relating to sanctions for violations by salvors).

§ 53.1. Purpose and scope.

- (a) *Purpose.* This chapter establishes procedures for distribution and use of manufacturer, dealer and miscellaneous motor vehicle business registration plates.
(b) *Scope.* This chapter applies to persons who apply for or use manufacturer, dealer or miscellaneous motor vehicle business registration plates.

Source

The provisions of this § 53.1 adopted March 17, 1978, effective March 18, 1978, 8 Pa.B. 757; amended May 25, 1984, effective June 12, 1984, 14 Pa.B. 1809; readopted May 26, 1989, effective May 27, 1989, 19 Pa.B. 2252. Immediately preceding text appears at serial page (90226).

§ 53.2. Definitions.

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

Dealer—A person who maintains an established place of business and who is engaged in the business of buying, selling or exchanging vehicles, including

but not limited to passenger cars, trucks, implements of husbandry, special mobile equipment and trailers.

Dealer plate—A registration plate issued to a dealer or manufacturer which may be displayed on vehicles owned or in possession of the dealer or manufacturer in lieu of registering each vehicle individually.

Established place of business—A permanent enclosed building which is accessible and open to the public at all reasonable times and at which the business of a dealer or miscellaneous motor vehicle business, including the display and repair of vehicles, may be lawfully conducted in accordance with the terms of applicable building codes, zoning and other land-use regulatory ordinances.

Financier or collector-repossessor—A person who is authorized to do business in this Commonwealth as a financier or collector-repossessor and who is regularly engaged in the business of financing sales, making loans on the security of vehicles or repossessing vehicles which are the subject of installment sales contracts as an independent contractor.

Immediate family—A spouse or child of the registrant or a parent, brother or sister of the registrant who lives in the same residence as the registrant.

Licensed dealer—A dealer licensed by the State Board of Motor Vehicle Manufacturers, Dealers and Salespersons.

Manufacturer—A person engaged in the business of constructing or assembling vehicles or motors or bodies of vehicles.

Miscellaneous motor vehicle business—A vehicle salvage dealer, transporter, financier or collector/repossessor, or a person who maintains an established place of business and who is engaged in the business of repair, service or towing of motor vehicles including but not limited to passenger cars, trucks, implements of husbandry and special mobile equipment.

Miscellaneous motor vehicle business plate—A registration plate issued to a miscellaneous motor vehicle business which may be displayed on vehicles owned or in possession of the business in lieu of registering each vehicle individually.

Officer—A president, vice president, secretary or treasurer of a corporation.

Registered dealer—A dealer registered by the Department under § 53.3(b) (relating to issuance of plates).

Transporter—A person regularly engaged in the business of transporting new vehicles or new and used trailers on their own wheels, owned by or in possession of a registered dealer.

Vehicle salvage dealer—A person who maintains an established place of business and who is engaged in the business of buying or selling parts or buying, selling or exchanging used, wrecked or abandoned vehicles and junkers for the purpose of remodeling, taking apart or rebuilding them.

Source

The provisions of this § 53.2 adopted May 25, 1984, effective June 12, 1984, 14 Pa.B. 1809; readopted May 26, 1989, effective May 27, 1989, 19 Pa.B. 2252. Immediately preceding text appears at serial pages (90226) to (90227) and (95333).

§ 53.3. Issuance of plates.

(a) *To whom issued.* Plates will be issued in the following manner:

(1) Dealer plates will be issued to a manufacturer or dealer licensed by the State Board of Vehicle Manufacturers, Dealers and Salespersons and to a manufacturer or dealer of a type not licensed by the Board, if the manufacturer or dealer registers with the Department under subsection (b).

(2) Miscellaneous motor vehicle business plates will be issued to a miscellaneous motor vehicle business which registers with the Department under subsection (b).

(b) *Application for plates.* Application for plates shall be made in the following manner:

(1) Manufacturers, dealers and miscellaneous motor vehicle businesses may apply for registration plates by providing the Department with the following:

- (i) A properly executed application furnished by the Department.
- (ii) A copy of the deed or lease to the applicant's place of business and photos of the exterior and the interior.
- (iii) A certificate of insurance or a statement from an insurance carrier authorized to do business in this Commonwealth—on its letterhead—that the applicant has sufficient liability insurance to cover as many vehicles as the number of plates applied for.
- (iv) A remittance payable to the Department in the proper amount for the number of plates desired.
- (v) A listing of outstanding liabilities due and owing to the Commonwealth, if any.
- (vi) In the case of a transporter, a copy of an active contract with a registered dealer to regularly transport the dealer's vehicles. A copy of the contract shall also be included with each application for renewal of the registration plates.

(2) The Department will examine and determine the genuineness, regularity and legality of the application. The Department may investigate the applicant with regard to the following:

- (i) Condition of the premises.
- (ii) Departmental and other Commonwealth records pertaining to the applicant or an owner or officer.
- (iii) Personal history of an owner or officer.
- (iv) Unsatisfied judgments against the applicant, owner or officer.
- (v) Credit rating of the business and its owners and officers.

(vi) Assets and liabilities of the applicant.

(3) For dealers and manufacturers licensed by the State Board of Vehicle Manufacturers, Dealers and Salespersons, a separate Department investigation will not be required.

(4) The Department may deny an application for registration plates on the basis of information revealed in the investigation or if the applicant fails to disclose material information required or has made a materially false statement on the application. If the Department denies an application, the Department will provide the applicant with an opportunity to show cause why the application should not be denied.

(5) In the case of dealers who are not required to be licensed by the Department of State, the Department may approve an application for dealer registration on a temporary basis for a period of 1 year. At the end of this period, the condition of the business will be evaluated by the Department and a determination will be made as to whether permanent approval will be given to the application for dealer registration. Factors which will be considered in making this determination shall include, but not be limited to, the physical condition of the business and the number of vehicles sold by the business.

(c) *Registration renewals.* Dealer plates and miscellaneous motor vehicle business plates shall be renewed annually.

Source

The provisions of this § 53.3 adopted May 25, 1984, effective June 12, 1984, 14 Pa.B. 1809; readopted May 26, 1989, effective May 27, 1989, 19 Pa.B. 2252. Immediately preceding text appears at serial pages (95333) to (95334).

Cross References

This section cited in 67 Pa. Code § 43.2 (relating to definitions); and 67 Pa. Code § 53.2 (relating to definitions).

§ 53.4. Use of plates.

(a) *Dealer plates.*

(1) Dealer plates may be used on vehicles owned or in possession of a dealer or manufacturer and operated by the dealer or manufacturer or its employees only when the vehicle is used for one of the following purposes:

(i) In the business of the registrant as a dealer or manufacturer. If a dealer or manufacturer is engaged in a business other than the business of motor vehicle dealer or manufacturer, dealer plates may not be used on vehicles used in the other business, nor on vehicles used in both businesses.

(ii) For the personal pleasure or use of the dealer or members of the dealer's immediate family, or when the dealer is a corporation, for the personal pleasure or use of the officers or members of their immediate families, or for the personal use of the regular employees of the dealer.

(iii) For teaching students enrolled in an approved driver education course how to operate a vehicle and for taking an examination for a driver's license by the new driver.

(iv) For testing vehicles in the possession of the dealer or manufacturer.

(v) For demonstrating vehicles in the possession of the dealer or manufacturer.

(vi) For loaning to customers whose vehicles are being repaired.

(vii) For loaning to prospective purchasers for a period not exceeding 5 days for the purpose of demonstrating vehicles.

(2) Limited use of certain types of dealer plate shall be as follows:

(i) A motor driven cycle or motorized pedalcycle dealer plate shall be used only on motor driven cycles and motorized pedalcycles.

(ii) A motorcycle dealer plate shall be regularly used only on motorcycles, motor driven cycles and motorized pedalcycles. A motorcycle dealer plate may be used on other vehicles owned or in the possession of the motorcycle dealer only when the vehicle is being demonstrated for a prospective customer.

(iii) Other dealer plates may be used on any type of vehicle.

(3) See 75 Pa.C.S. § 1336(b) (relating to use of dealer registration plates). Permits for the use of manufacturer and dealer registration plates in the manner provided in paragraph (1)(iii), (vi) and (vii), shall be issued and records of their issuance shall be retained as follows:

(i) The dealer or manufacturer shall complete in ink or by typing, in duplicate, a dealer registration plate permit (form MV-355) for each use, including the name and address of the authorized user; the dealer registration plate number; the make and vehicle identification number of the vehicle; the date of issuance of the permit; the dealer or manufacturer's name, address and dealer identification number (DIN); and the purpose for which use of the vehicle was authorized. The form shall be signed by both the authorized user and the dealer or manufacturer.

(ii) The original copy of the dealer registration plate permit shall be given to the authorized user and shall be in the possession of the driver whenever the vehicle is being driven on a highway. The dealer registration card issued for the dealer registration plate attached to the vehicle shall also be in possession of the authorized user when the vehicle is being driven.

(iii) The duplicate copy of the dealer registration plate permit shall be retained at the dealer's or manufacturer's place of business for at least 6 months for inspection by police and authorized representatives of the Commonwealth.

(b) *Miscellaneous motor vehicle business plates.*

(1) Miscellaneous motor vehicle business plates may be used only when the vehicle is used for one of the following purposes:

(i) In the conduct of the miscellaneous motor vehicle business. If the owner of the miscellaneous motor vehicle business is engaged in another business, the miscellaneous motor vehicle business plates may not be used on vehicles used in the other business, nor on vehicles used in both businesses.

(ii) For the personal pleasure or use of the owner of the miscellaneous motor vehicle business or members of the owner's immediate family, or when the business is a corporation, for the pleasure or use of not more than three officers or members of their families, or for the personal use of the regular employes of the business when operated by the employe.

(2) Miscellaneous motor vehicle business plates shall be used by transporters only on motor vehicles which are hauling loads no greater than 1,000 pounds. The plates may not be used by transporters on truck tractors towing mobile homes or loaded trailers, or on loaded trailers.

Source

The provisions of this § 53.4 adopted May 25, 1984, effective June 12, 1984, 14 Pa.B. 1809; readopted May 26, 1989, effective May 27, 1989, 19 Pa.B. 2252. Immediately preceding text appears at serial pages (95334) and (90230) to (90231).

Cross References

This section cited in 67 Pa. Code § 53.9 (relating to sanctions for violations by dealer, manufacturer or miscellaneous motor vehicle business registrants).

§ 53.5. Registration cards for manufacturers, dealers and miscellaneous motor vehicle businesses.

(a) *General rule.* The Department, upon issuing manufacturer, dealer or miscellaneous motor vehicle business registration plates, will issue cards which will include the name and address of the registrant, the identification number assigned to the registrant, the expiration date of the registration and the number of the registration plates assigned.

(b) *Types of cards.* Registrants will be furnished two types of registration cards:

(1) A separate, original card for each registration plate, containing the name and address of the registrant, the identification number assigned to the registrant, the expiration date of the registration and the number of the plate.

(2) A summary card in the form of a computer printout, containing the name and address of the registrant, the identification number assigned to the registrant, the registration plate number for each plate assigned to the registrant, and the expiration date of the registration. The registrant may make photocopies of this type of card which shall have the same force as the original card and may be exhibited, when required, in lieu of the original card.

(c) *Signature.* Upon receiving the registration card or a duplicate thereof, the registrant shall sign his name in ink in the space provided.

(d) *Exhibition of card.* One of the two types of registration cards for the registration plate being displayed on a vehicle shall be, at all times while the vehicle is being operated upon the highway, in the possession of the person driving or in control of the vehicle or carried in the vehicle and exhibited upon demand of a police officer.

Source

The provisions of this § 53.5 adopted May 25, 1984, effective June 12, 1984, 14 Pa.B. 1809; readopted May 26, 1989, effective May 27, 1989, 19 Pa.B. 2252. Immediately preceding text appears at serial pages (90231) to (90232).

§ 53.6. Responsibilities of dealer, manufacturer and miscellaneous motor vehicle business registrants.

(a) *Change of ownership.* The registrant shall notify the Department on the prescribed form within 5 days of any change of ownership. The following are regarded as changes of ownership:

- (1) Whenever the owner takes a new partner.
- (2) Whenever the owner sells the business.
- (3) Incorporation of a business.
- (4) Sale of controlling interest in a corporation.

(b) *Change of address.* The registrant shall notify the Department before changing its place of business or before opening any branch office, and shall notify the Department immediately of any change in its post office address.

(c) *Lost or stolen plate.* The registrant shall notify the Department within 2 days of discovering the loss or theft when any registration plate is lost or stolen. The requirement of this section is in addition to the requirement to notify police of loss or theft of a registration plate under 75 Pa.C.S. § 1333(a) (relating to lost, stolen, damaged or illegible registration plates).

Source

The provisions of this § 53.6 adopted May 25, 1984, effective June 12, 1984, 14 Pa.B. 1809; readopted May 26, 1989, effective May 27, 1989, 19 Pa.B. 2252. Immediately preceding text appears at serial page (90232).

§ 53.7. Return of dealer, manufacturer and miscellaneous motor vehicle business registration plates.

(a) Registration plates shall be returned to the Department immediately, if one of the following occur:

- (1) The registration has been revoked or suspended by the Department.
- (2) The State Board of Vehicle Manufacturers, Dealers and Salespersons has suspended, revoked or not renewed the license of the registered manufacturer or dealer.

(b) Registration plates shall be returned to the Department within 5 days if one of the following occur:

(1) A change in the nature of the registrant's business so that the registrant is no longer a dealer, manufacturer or miscellaneous motor vehicle business.

(2) The discontinuation of business as a dealer, manufacturer or miscellaneous motor vehicle business by the registrant.

Source

The provisions of this § 53.7 adopted May 25, 1984, effective June 12, 1984, 14 Pa.B. 1809; readopted May 26, 1989, effective May 27, 1989, 19 Pa.B. 2252. Immediately preceding text appears at serial pages (90232) to (90233).

§ 53.8. Certified checks.

The Department may, in its discretion, require certified checks, postal or other money orders or cash from any registrant after a default in the payment of checks or drafts of the registrant.

Source

The provisions of this § 53.8 adopted May 25, 1984, effective June 12, 1984, 14 Pa.B. 1809; readopted May 26, 1989, effective May 27, 1989, 19 Pa.B. 2252. Immediately preceding text appears at serial page (90233).

§ 53.9. Sanctions for violations by dealer, manufacturer or miscellaneous motor vehicle business registrants.

(a) *Schedule.* After providing an opportunity for a hearing, the Department may impose suspensions on a registrant according to the following schedule of violations by the registrant, when the Department finds upon sufficient evidence that:

	<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>	<i>4th and Subsequent Offense</i>
(1) The registrant has failed to report a change of business address before the change.	Written warning	3 months	6 months	Revocation
(2) The registrant has operated a branch office without notifying the Department.	Written warning	3 months	Revocation	
(3) The registrant has made or permitted to be made an unlawful use of the vehicle, registration plates or registration cards or permitted the use by a person not entitled thereto.	1 month	3 months	Revocation	
(4) The registrant has knowingly made a false statement or knowingly concealed a material fact or otherwise committed a fraud in an application submitted to the Department.	1 month	3 months	Revocation	

	<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>	<i>4th and Subsequent Offense</i>
(5) The registrant has failed to notify the Department of a change of ownership.	Written warning	3 months	6 months	Revocation
(6) The registrant has submitted documents to the Department which have been accompanied by uncollectible checks drawn on the account of the registrant.	Until all uncollectible checks, protest fees, and collection charges under the Vehicle Code are paid.	Until all uncollectible checks, protest fees, and collection charges under the Vehicle Code are paid, plus 1 month.	Until all uncollectible checks, protest fees, and collection charges under the Vehicle Code are paid, plus 6 months.	Revocation
(7) The registrant has used or has allowed the use of a motor-driven cycle or motorized pedalcycle dealer plate on a vehicle other than a motor-driven cycle or a motorized pedalcycle.	Written warning	1 month	6 months	Revocation
(8) The registrant has used or has allowed the use of a motorcycle dealer plate on a vehicle other than a motorcycle, motor-driven cycle or motorized pedalcycle, except for purposes of demonstration.	Written warning	1 month	6 months	Revocation
(9) The registrant has failed to allow inspection of the records prescribed in § 53.4 (relating to use of plates) by authorized Commonwealth employees.	1 month	3 months	Revocation	
(10) The registrant has failed to properly issue or maintain records of the issuance of a dealer registration plate permit, as prescribed in § 53.4 when loaning a vehicle with a dealer plate.	Written warning	1 month	3 months	6 months
(11) The registrant has offered or paid money, gifts or other rewards to Commonwealth employees.	6 months	Revocation		
(12) The registrant has failed to deliver to a lawfully entitled transferee or to the Department, when and as required by law, a properly assigned certificate of title.	Written warning	1 month	6 months	Revocation

	<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>	<i>4th and Subsequent Offense</i>
(13) The registrant has repeatedly violated the Vehicle Code (75 Pa.C.S. §§ 101—9909) or this chapter.	1 month	6 months	Revocation	
(14) The registrant has failed to provide information regarding the location and use of all registration plates issued to the registrant to an authorized Commonwealth employe.	1 month	6 months	Revocation	

(b) *Warning.* The Department may, in its discretion, permit the registrant to consent to the acceptance of a warning in lieu of the first violation suspension outlined in subsection (a)(3), if no owner or officer had knowledge of the violation. The consent warning shall only be issued to registrants which have had no suspendable violations for 3 years prior to the date of the violation which is being considered. The registrant bears the burden of proving that they provided proper supervision of the employe who committed the violation but that the supervision could not have prevented the violation. Consent warnings replace the first violation suspension, and a second violation will be considered a second violation.

(c) *Second and subsequent violations.* Second and subsequent violations will be determined on the basis of previous violations of the same nature committed within a 3 year period. If a third or subsequent violation occurs within 3 years of the last previous violation, it will be deemed a third or subsequent violation regardless of when other previous violations occurred.

(d) *Multiple violations.* In the case of multiple violations considered at one time, the Department will impose separate penalties for each violation as required by the schedule. The Department may, in its discretion, direct that a suspension imposed be served concurrently or consecutively.

(e) *Suspension authority reserved.* The descriptions of reasons for suspension in subsection (a) are of a general nature, and should not be deemed to limit the suspension authority of the Department granted by 75 Pa.C.S. § 1374 (relating to suspension of vehicle business registration plates).

(f) *Revocation.* Upon revocation of registration, the dealer, manufacturer or miscellaneous motor vehicle business shall be barred from reapplying for a new registration for 1 year. The dealer, manufacturer or miscellaneous motor vehicle business shall immediately return all the registration cards and plates in its possession to the Department.

Source

The provisions of this § 53.9 adopted May 25, 1984, effective June 12, 1984, 14 Pa.B. 1809; readopted May 26, 1989, effective May 27, 1989, 19 Pa.B. 2252; corrected October 21, 1994, effective January 1, 1994, 24 Pa.B. 5314. Immediately preceding text appears at serial pages (182545) to (182547).

Notes of Decisions

The Court's final order reinstating a car dealer's registration plates and authority to issue temporary registration plate suspended for bad check violations was determined to be a final nonappealable order. The failure by the car dealer to raise any issues before the Commonwealth Court will result in the waiver of such issues. *Department of Transportation v. Kosak*, 639 A.2d 1252 (Pa. Cmwlth. 1994).

The Department did not abuse its discretion in suspending an auto dealer's registration plates and authorization to issue temporary registration plates for submitting an uncollectable check to the Department. *Saia's Used Cars v. Commonwealth*, 596 A.2d 1212 (Pa. Cmwlth. 1991).

Department was not required to hold a hearing prior to issuance of a warning to dealership for violation of 75 Pa.C.S. § 1103(d) (relating to application for certificate of title). Subsequent suspension of a license to issue temporary plates was properly invalidated in that no subsequent citation was issued against dealership. *Department of Transportation v. Magarity Chevrolet, Inc.*, 576 A.2d 1159 (Pa. Cmwlth. 1990).

It is not a violation of due process for the Department of Transportation to issue a warning of a violation without the opportunity for notice or a hearing as long as a suspension or sanction is not imposed. *Ernest Sunday Chrysler Plymouth, Inc. v. Department of Transportation*, 558 A.2d 921 (Pa. Cmwlth. 1989); appeal denied 575 A.2d 118 (Pa. 1990).

The Department need not prove fraud nor financial loss to the agency to impose a suspension for dealer who inadvertently submitted uncollectible checks twice within a 3 year period. *Department of Transportation v. Foxwood R. V. Center and Campground*, 547 A.2d 504 (Pa. Cmwlth. 1988).

The decision by the Department to suspend a registered automobile dealer's authorization to issue temporary registration plates was proper as a violation of this section because of the dealer's two instances of submitting uncollectible checks to the agency. *Department of Transportation v. Foxwood R. V. Center and Campground*, 547 A.2d 504 (Pa. Cmwlth. 1988).

Where trial court agreed with Department of Transportation's finding that car dealer violated this section, it was manifest abuse of discretion to substitute its determination of appropriate penalty for that imposed by Department, absent new findings of fact and conclusions of law. *Department of Transportation v. Ede Motor Co.*, 527 A.2d 632 (Pa. Cmwlth. 1987).

[Next page is 55-1.]

53-12

(337684) No. 408 Nov. 08

Copyright © 2008 Commonwealth of Pennsylvania

TITLE 75
VEHICLES

Chapter 13. Registration of Vehicles
Subchapter B. Registration Plates

§ 1335. Registration plates for manufacturers and dealers.

(a) **General rule.**--Upon posting of a bond in the amount of \$20,000 and approval of an application in accordance with departmental regulations, the department shall issue to dealers and manufacturers who are licensed by the State Board of Vehicle Manufacturers, Dealers and Salespersons and to other dealers designated by departmental regulations, special registration plates which may be displayed on vehicles in lieu of registering each vehicle individually.

(a.1) **Bond already on file.**--An authorized dealer or manufacturer who has filed a bond with the Commonwealth shall not be required to file a separate bond under this section if the bond already on file with the Commonwealth is in the name of the Commonwealth and in an amount and coverage at least equal to that required under this section.

(a.2) **Exemption.**--The following types of dealers and manufacturers are exempt from posting of the bond specified in subsection (a):

- (1) Farm equipment dealers.
- (2) Mobile home dealers and manufacturers.
- (3) Modular housing manufacturers.

(b) **Application for plates.**--Application for dealer registration plates shall be made by the dealer or manufacturer on a form provided by the department together with a copy of his license from the State Board of Motor Vehicle Manufacturers, Dealers and Salesmen.

(c) **Exemption from individual registration.**--Vehicles displaying dealer registration plates may be operated on the highway without registering each vehicle individually, provided that the plates are used in accordance with the limitations of sections 1336 (relating to use of dealer registration plates) and 1336.1 (relating to use of multipurpose dealer registration plates).

(d) **Modular housing manufacturers.**--For the purposes of this section, no modular housing manufacturer shall be required to be licensed by the State Board of Motor Vehicle Manufacturers, Dealers and Salesmen of the Department of State in order to receive registration plates.
(July 20, 1979, P.L.168, No.55, eff. imd.; Mar. 7, 1982, P.L.152, No.49, eff. imd.; July 10, 1984, P.L.679, No.146, eff. 60 days; July 10, 1990, P.L.356, No.83, eff. 30 days; Aug. 5, 1991, P.L.238, No.26; Dec. 7, 1994, P.L.820, No.115, eff. 60 days)

1994 Amendment. Act 115 amended subsec. (a).

1991 Amendment. Act 26 amended subsec. (c) and added subsec. (a.2), effective immediately as to subsec. (a.2) and 120 days as to subsec. (c).

References in Text. The State Board of Motor Vehicle Manufacturers, Dealers and Salesmen, referred to in this section, was changed to the State Board of Vehicle Manufacturers, Dealers and Salespersons by the act of December 22, 1983 (P.L.306, No.84).

§ 1336. Use of dealer registration plates.

(a) **General rule.**--Dealer registration plates may be displayed on any vehicle which is owned or in the possession of a dealer or manufacturer and such a vehicle may be operated upon the highway, but only if the vehicle is being held for sale and is being used for any of the following purposes:

(1) For teaching students enrolled in an approved driver education course, how to operate a vehicle and for the new driver to take an examination for a driver's license.

(2) For testing, for safety inspection, repairing or transporting to or from a repair facility vehicles in the possession of the dealer within a radius of 25 miles of the place of business of the dealer. Vehicles in the possession of the manufacturer may be tested within a radius of 50 miles of the place of business of the manufacturer.

(3) For demonstrating vehicles in the possession of the dealer or manufacturer at no cost to a prospective purchaser.

(4) For loaning to customers whose vehicles are being repaired if the loan period does not exceed 30 days.

(5) For loaning to a prospective purchaser for a period not exceeding five days for the purpose of demonstrating the vehicles.

(6) For loaning to charitable organizations as defined by departmental regulations for use in charitable activities authorized by departmental regulations.

(7) For transit to or from a dealer, show, exhibit or auction where the vehicle is purchased by the dealer or offered for sale to prospective purchasers.

(8) For delivery to or from a second-stage manufacturer for or upon completion. Vehicles operated pursuant to this paragraph must be unladen.

(9) For transit to or from a prospective purchaser or customer for the purpose of demonstrating or loaning as permitted by subsection (a).

(10) For use in the conduct of the dealer's administrative functions, such as attending meetings or events, transporting department-required paperwork or transporting financial paperwork.

(11) For a trailer being held for sale hauling other trailers being held for sale as long as the combined weight of all trailers does not exceed 3,000 pounds.

(b) Personal use.--A vehicle displaying dealer registration plates which is owned by a dealer or manufacturer, is held for sale and does not exceed a gross vehicle weight rating of 7,500 pounds may be operated upon the highways of this Commonwealth for the personal use of the following:

(1) The dealer or members of his or her immediate family when the dealer is a sole proprietorship.

(2) The officers, partners or members of their immediate families when the dealer is a corporation or partnership.

(3) The regular employees of the dealer.

(c) Commercial use prohibited.--Except as specifically authorized by subsections (a) and (b), dealer registration plates shall not be used on vehicles for a commercial purpose, including parts or delivery vehicles, courtesy shuttle vehicles, wreckers, roll backs, truck tractors and trucks.

(d) Limited use.--Limited use of certain types of dealer plates shall be as follows:

(1) A motor driven cycle or motorized pedalcycle dealer plate shall be used only on motor driven cycles and motorized pedalcycles.

(2) A motorcycle dealer plate shall be used only on motorcycles, motor driven cycles and motorized pedalcycles. In addition, a motorcycle dealer plate may be used on other vehicles owned or in possession of the motorcycle dealer only when the vehicle is being demonstrated for a prospective purchaser.

(3) A trailer dealer plate shall be used only on trailers.

(e) Records.--Records shall be kept by the dealer in a manner prescribed by the department indicating which vehicles have been used as permitted by subsection (a)(1), (4), (5) and (6). The records shall indicate the name of the person to whom the vehicle was loaned. If the vehicle was loaned to a

business or an organization with more than one driver, it is sufficient to list only the name of the business or organization. The records shall be open to inspection by representatives of the department and police officers.

(f) Penalty.--Any person who violates this section, in addition to any penalty, suspension or revocation imposed by the department, is guilty of a summary offense and shall, upon conviction, be sentenced to pay a fine of not more than \$100.

(July 10, 1990, P.L.356, No.83, eff. 30 days; Aug. 5, 1991, P.L.238, No.26, eff. 120 days; June 11, 1992, P.L.266, No.47, eff. 60 days; Dec. 7, 1994, P.L.820, No.115, eff. 60 days; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days)

1998 Amendment. Act 151 amended subsecs. (a)(2) and (7), (b) intro. par. and (e) and added subsec. (a)(8), (9), (10) and (11).

Cross References. Section 1336 is referred to in section 1335 of this title.

§ 1336.1. Use of multipurpose dealer registration plates.

(a) General rule.--Subject to the requirement that the vehicles on which multipurpose dealer registration plates are used, conform to or are lower than the weight limits for which the plates were purchased, the multipurpose dealer registration plates may be used on vehicles owned by or in possession of a dealer or manufacturer. All vehicles utilizing the multipurpose dealer registration plate shall be titled in the name of the business or family member, and sales and use tax must be paid.

(b) Exception for second-stage manufacturers.--A title in the name of the business or family member and payment of sales and use tax are not required for a vehicle which has never been titled as long as the vehicle:

(1) is in possession of a second-stage manufacturer and is being transported from a dealer or distributor for completion or delivered to a dealer or distributor upon completion; or

(2) is owned or in possession of a dealer and is being delivered to the second-stage manufacturer for completion or is being transported back to the dealer upon completion.

(Aug. 5, 1991, P.L.238, No.26, eff. 120 days; July 6, 1995, P.L.246, No.30, eff. 60 days)

Cross References. Section 1336.1 is referred to in section 1335 of this title.

§ 1336.2. Farm equipment dealer registration plates.

Upon submission of an application accompanied by the appropriate fee and information on a farm equipment dealer that a truck or truck tractor with a registered gross weight of 11,001 pounds or over is used solely in the business of the dealer, the department shall issue a farm equipment dealer registration plate for the vehicle.

(Aug. 5, 1991, P.L.238, No.26, eff. 120 days)

1991 Amendment. Act 26 added section 1336.2.

§ 1337. Use of "Miscellaneous Motor Vehicle Business" registration plates.

(a) General rule.--The department shall issue to owners of miscellaneous motor vehicle businesses with established places of business special registration plates which may be displayed on vehicles operated on highways in lieu of registering each vehicle individually. Registration plates issued under this section may be displayed upon vehicles only as provided for each of the following classes of miscellaneous motor vehicle business:

(1) For a repair or towing business:

(i) upon vehicles being used in the conduct of the repair business to retrieve, tow or deliver other vehicles or parts; and

(ii) upon vehicles being repaired.

- (2) For a vehicle salvage dealer business:
 - (i) upon vehicles being used in the conduct of the vehicle salvage dealer's business to retrieve or deliver vehicles, vehicle hulks, parts or materials; and
 - (ii) upon vehicles being transported on their own wheels for the purpose of being dismantled or recycled.
- (3) For a transporter business upon vehicles being transported on their own wheels in the conduct of the transporter business.
- (4) For a financier or collector-repossessor business:
 - (i) upon vehicles being used to pick up vehicles that are being repossessed; and
 - (ii) upon vehicles being repossessed.
- (5) For a watercraft trailer business:
 - (i) upon trailers used for the delivery of a new boat to its purchaser;
 - (ii) upon trailers used for the transport of a used boat which is to be resold by the dealer; and
 - (iii) upon trailers used for the transport of boats by a dealer to or from another boat dealer, warehouse, storage facility, boat show or repair facility or to and from a location where a boat is to be demonstrated, tested or inspected.
- (6) For all classes of miscellaneous motor vehicle businesses upon vehicles used for the personal pleasure or use of the owner of the miscellaneous motor vehicle business or members of the owner's immediate family, or when the business is a corporation, upon vehicles used for the pleasure or use of not more than three officers or members of the officer's immediate family or for the personal use of the regular employees of the business when operated by the employee.

All vehicles specified in paragraphs (1)(i), (2)(i), (4)(i) and (6) must be titled in the name of the business or family member and sales tax must be paid.

(b) Application for registration.--Application for registration in any of the "Miscellaneous Motor Vehicle Business" classes shall be made upon a form provided by the department and shall set forth the full name and business address of the applicant and such other information as the department shall require. The application shall be verified by the oath or affirmation of the applicant or, if the applicant is a partnership or a corporation, by a partner or officer.

(c) Classes of "Miscellaneous Motor Vehicle Business".--

(1) Repair or towing.--Any person regularly engaged in the business of mechanical or body repairs or towing for direct compensation of motor vehicles owned and operated by other persons.

(2) Vehicle salvage dealer.--Any person regularly engaged in the business of acquiring and dismantling used, wrecked, damaged, abandoned or salvage vehicles for the purpose of selling the usable parts and selling the remaining vehicle hulk materials for recycling or processing.

(3) Transporter.--Any person regularly engaged in the business of transporting new or used vehicles on their own wheels, owned by or in possession of a manufacturer or dealer.

(4) Financier or collector-repossessor.--Any person who is duly authorized by the Department of Banking to do business in this Commonwealth as a financier or collector-repossessor and who is regularly engaged in the business of financing sales, making loans on the security of vehicles or repossessing vehicles which are the subject of installment sales contracts as an independent contractor.

(5) Watercraft trailer dealer.--Any person regularly engaged in the business of selling watercraft and trailers used exclusively for the transport of the watercraft.
(July 20, 1979, P.L.168, No.55, eff. imd.; Feb. 10, 1994, P.L.10, No.2, eff. 60 days)

Cross References. Section 1337 is referred to in sections 1162, 7301, 7302, 7322 of this title.

§ 1337.1. Fleet owner transporter registration plate.

(a) General rule.--The department shall issue to fleet owners special registration plates which may be displayed on passenger cars, trucks, truck tractors and trailers owned or leased by the fleet owner in lieu of registering each vehicle individually.

(b) Limitations on use of plates.--

(1) A registration plate issued under this section may be displayed only on an unladen vehicle.

(2) A registration plate issued under this section may be displayed only on a vehicle type for which it was purchased, except that a plate issued for a truck or truck tractor may be displayed on an unladen passenger car or an unladen trailer. The weight limits for trucks, truck tractors and trailers must conform to the weight limit for which the registration plate was purchased.

(3) A vehicle bearing a registration plate issued under this section may be used for any of the following:

(i) For transit of the vehicle to or from the place where the vehicle is offered for sale.

(ii) For transit from the place where the vehicle was purchased.

(iii) For transit to and from a location where the vehicle is modified, completed or enhanced for a period of not more than 30 days after the date of purchase.

(iv) For testing of the vehicle for a period of not more than 30 days after the date of purchase.

(v) For repair, servicing or inspection of a vehicle which is not normally operated on a highway.

(c) Records.--Records shall be kept by the fleet owner in a manner prescribed by the department indicating the vehicles which displayed each registration plate issued under this section. The records shall be open to inspection by department representatives and any police officer.

(Dec. 18, 1992, P.L.1411, No.174, eff. 60 days)

1992 Amendment. Act 174 added section 1337.1.