Pennsylvania Association of Notaries

HERE'S HOW TO USE THE CONTENTS OF

PAN'S FULL AGENT 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 complete your PennDOT Full Agent contract application.	
	Date
A full agent is a person other than a manufacturer or dealer authorized by the Department of Transportation to issue temporary registration cards and plates. • You must be a commissioned notary public or have a notary available during business hours. • You must have an office with a desk, telephone service, fax machine, paper shredder, copy machine and secure storage for temporary registration cards and plates. • You must have an active e-mail address that you check regularly.	
Read PennDOT's Agent Services Application and Handbook • Read the application beginning on Page 5 and the checklist beginning on Page 17. • Read the handbook to help you understand agent services requirements and the execution of the application.	
Complete a PennDOT-certified Agent Services Training Course • You must attach proof of education to your full agent application.	
Order a PA State Police Criminal Record Check. • **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. **—OR—** **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 application.	

Pennsylvania Association of Notaries
One Gateway Center, Suite 401
420 Fort Duquesne Boulevard
Pittsburgh, PA 15222-1498
800-944-8790 — www.notary.org

	Date
Order a $30,000 full agent bond. • Complete the Universal Surety of America Application for Bonds from PAN's insurance broker, E. R. Munro and Company. **Note:** If you have ever filed for personal or business bankruptcy, our underwriting requirements prohibit us from providing your bond. • Make a check payable to E. R. Munro and Company for $135 for one year, or $337.50 for three years. • Return the bond application and payment to E. R. Munro and Company. Munro will send you the completed bond, Form MV-375, that you will need to send to PennDOT with your application.	
Read and understand the following laws: • Pa.C.S. Title 75 Vehicles, Chapters 11, 13, 23, 75 • Pa.C.S. Title 75 Vehicles, Section 6114 • Pa. Code Title 67 Transportation, Chapter 43	
Complete PennDOT's Full Agent Application • Choose the appropriate application (New or Existing/Renewal) • Type or print legibly. • Follow the instructions for each section. Incomplete applications will be returned.	
Send the contract application and supporting materials to PennDOT: Email Address: RA_PDAGENTCONTRACTS@PA.GOV Postal Mail Address: Bureau of Motor Vehicles Contracts Division 1101 South Front Street Harrisburg, PA 17104	
Allow a minimum of sixty (60) days for processing. **If your application is approved, you will receive a contract to sign in the mail.** • You must sign and return the contract to PennDOT to receive your certificate of authorization. • You must display the authorization prominently in your place of business.	
Visit PennDOT's Authorized Agents and Messengers page. • https://www.pa.gov/agencies/dmv/resources/business-partners/authorized-agents-messengers.html	

Thank you for choosing PAN.

Pennsylvania Association of Notaries
One Gateway Center, Suite 401
420 Fort Duquesne Boulevard
Pittsburgh, PA 15222-1498
800-944-8790 — www.notary.org

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) _____

Is this record check request for a PennDOT contract? ☐ Yes ☐ No

Cost is $32 ($22 State Police Fee and $10 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

SP 4-164 (12-2020)

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.

TRY OUR WEBSITE FOR A QUICKER RESPONSE
https://epatch.pa.gov

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

◯ 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

◯ 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

◯ 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.*

FEES 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►►►►►►

◯ **INTERNATIONAL ADOPTION - INTERNATIONAL ADOPTION MUST BE NOTARIZED AND MAILED IN. ($27.00 FOR REQUEST)**

◯ **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.

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

E. R. MUNRO & COMPANY
bonds and insurance

One Gateway Center, Suite. 400 • 420 Fort Duquesne Boulevard • Pittsburgh, PA 15222-1460
Phone: 877.376.8676 • Fax: 412.281.6195 • E-mail: info@ermunro.com • Web site: www.ermunro.com

$30,000 FULL AGENT BOND

Thank you for your inquiry regarding a new $30,000 full agent bond.

Enclosed is an application. Please complete it in detail and sign as indicated. Be sure to include social security numbers. **List the name exactly as it is, or will be, on your full agent contract. PLEASE NOTE THAT THE BONDING COMPANY DOES NOT ALLOW FOR A BOND TO BE ISSUED IN A FICTITIOUS NAME ONLY. All bonds must be written in the name of the legal business entity name (sole proprietor, partnership, corporation or LLC) and any DBA name that may apply.**

Please follow the signature instructions as shown on page 2 of the application for your type of business entity; for example, sole proprietor, partnership, corporation or LLC. Spouses must sign even if they are not involved in the business.

The cost of the bond is $135 for one year or $337.50 for 3 years. Send us the application and your check payable to E. R. Munro and Company. **Approval of the bond is dependant upon the results of a credit review.**

To expedite your application, you may send it by fax to (412) 281-6195 or email to bonds@ermunro.com. Once the bond is approved, we can accept credit and debit card payments by phone. Or, you may also request an invoice by email or fax to submit payment using our online payment system.

If you have any questions, please give us a call. It is a pleasure to be of service.

Sincerely,

E. R. MUNRO AND COMPANY

Bond Department CSR

Universal Surety of America – Application for Bonds

Agency: E R Munro and Company Agent's Code: 03-01327 Phone: 877-376-8676 Fax: 412-281-6195
One Gateway Center, Suite 400, 420 Fort Duquesne Blvd Pittsburgh, PA 15222-1460

Business/Corporate Name As it Should Appear on Bond (including any DBA name): _____

Business Address: _____ **County:** _____

Mailing Address: _____ **County:** _____

Telephone #: _____ **Fax #:** _____ **Email:** _____

Type of Bond (Choose One):

- ☐ $20,000 Dealer Only
- ☐ $30,000 Full Agent Only
- ☐ $30,000 Dealer & Full Agent

Length of Bond Term (Choose One):

☐ **1 Year** ☐ **3 Years**

$90.00 - $20,000 Bond - $225.00
$135.00 - $30,000 Bond - $337.50

Bond Effective Date: _____

Is this a new business? ☐ Yes ☐ No

If no, complete:

Number of Years in Business: _____
Number of Years Licensed: _____
BMV/DIN License Number: _____

Business Type: (Choose One)

- ☐ Individual
- ☐ Partnership
- ☐ Corporation
- ☐ LLC
- ☐ LLP

Applicant(s): Individual, partners, or corporate owner(s). List principal owner first. Attach additional applications and cross reference if more than three owners. **EACH OWNER AND SPOUSE MUST SIGN AT BOTTOM RIGHT.**

1. **Name:** _____ **Percent Ownership:** _____
   Residence Address: _____ **Telephone #:** _____
   Social Security Number:_____ **Does applicant own real estate:** ☐ Yes ☐ No
   ☐ **Single** ☐ **Married** (If married, spouse must sign application as indemnitor).

2. **Name:** _____ **Percent Ownership:** _____
   Residence Address: _____ **Telephone #:** _____
   Social Security Number:_____ **Does applicant own real estate:** ☐ Yes ☐ No
   ☐ **Single** ☐ **Married** (If married, spouse must sign application as indemnitor).

3. **Name:** _____ **Percent Ownership:** _____
   Residence Address: _____ **Telephone #:** _____
   Social Security Number:_____ **Does applicant own real estate:** ☐ Yes ☐ No
   ☐ **Single** ☐ **Married** (If married, spouse must sign application as indemnitor).

Has the business, or any other owner/applicant: (If any answers are yes, must provide details).

a. Ever been convicted of a crime? ☐ Yes ☐ No
b. Ever had their license suspended, revoked, or denied? ☐ Yes ☐ No
c. Ever been party to a surety bond claim? ☐ Yes ☐ No

INDEMNITY

The undersigned applicant and indemnitors hereby request Western Surety Company, Universal Surety of America, Surety Bonding Company of America and any affiliated company, their successors or assigns (with such company/companies referred to herein as the "Company") to become their surety. The undersigned hereby certify the truth of all statements in the application, authorize the Company to verify this information at the time of application and as needed, on an ongoing basis and to obtain additional information from any source, including obtaining credit reports at the time of application, in any review or renewal, at the time of any potential or actual claim, or for any other legitimate purposes as determined by the Company in its reasonable discretion, and jointly and severally agree:

(1) To pay premiums, including renewal premiums and any other charges, to the Company or its agents, when due.
(2) **To completely INDEMNIFY the Company from and against any liability, loss, cost, attorneys' fees and expenses whatsoever which the Company shall at any time sustain as surety or by reason of having been surety on this bond or any other bond issued for any applicant and or indemnitor, or for the enforcement of this agreement, or in obtaining a release or evidence of termination under such bonds, regardless of whether such liability, loss, costs, damages, attorneys' fees and expenses are caused, or alleged to be caused, by the negligence of the Company.**
(3) To furnish the Company with satisfactory and conclusive termination evidence that there is no further liability on this bond issued for applicant.
(4) Upon demand by the Company for any reason whatsoever, to deposit current funds with the Company in an amount sufficient to satisfy any claim against the Company by reason of such surety ship.
(5) That the Company shall have the right to handle or settle any claim or suit in good faith and the Company's decision shall be binding and conclusive on the undersigned. An itemized statement of loss and expense incurred by the Company, shall be prim a facie evidence of the fact and extent of the liability of the undersigned to the Company.
(6) That the Company may decline to become surety on any bond and may cancel or amend any bond without cause and without any liability which might arise therefrom.
(7) That the Company shall, without notice, have the right to alter the penalty, terms and conditions of any bond issued for undersigned, and this agreement shall apply to any such altered bond. The liability for the undersigned shall not be affected by the failure of the undersigned to sign any bond, nor any claim that other indemnity or security was obtained, nor by the release of any indemnity, nor the return or exchange of any collateral obtained and if any party signing this agreement is not bound for any reason, this agreement will still be binding on each and every other party.
(8) That if a contract or performance bond is issued hereunder, the undersigned hereby assign to the Company any monies now due or hereafter becoming due under the contract, including all deferred payments and retained percentage, supplies, tools, plants, equipment and materials due or used on the contract.
(9) At the Company's discretion, this indemnity agreement shall be governed in all respects by the laws of the State of South Dakota and the undersigned applicant and indemnitors consent to the jurisdiction of the courts of the State of South Dakota and the United States District Court for the District of South Dakota in all actions or proceedings arising from or relating to this Indemnity agreement.
(10) That this indemnity may be terminated by the undersigned, or any one or more parties so designated, upon written notice sent registered mail to the office of the Company at Sioux Falls, South Dakota 57104, of not less than twenty (20) days. In no event, shall any termination notice operate to modify, bar, discharge, limit, affect, or impair the liability of any party hereto, for any bonds, undertakings, and obligations executed prior to the date or the Company's receipt and notice of such termination.
(11) In the event of any payment by the Company, to pay the Company interest on such amounts at the highest legal rate from the date such payments are made.

Signed this _____ day of _____, _____.

_____
_____ **"Indemnitor"**
_____ **"Indemnitor"**
_____ **"Indemnitor"**
_____ **"Indemnitor"**

NOTE: Personal indemnitors should sign their names before the word "indemnitor". See Guidelines on additional page.

Entity requiring this bond (and address):
Commonwealth of Pennsylvania, Bureau of Motor Vehicles, Dealer Agent Services
1101 South Front St., Harrisburg, PA 17104

Agent's recommendation/additional comments:
_____
_____

Guidelines for Signing an Easy Application for Bonds

We have examples showing five ways to sign an application.

1. Individual or Sole Proprietorship.

Signed this 4th day of September, 2003

Signature & Business/Corporate Title

John Doe "Indemnitor"

Jane Doe "Indemnitor"

"Indemnitor"

NOTE: Personal indemnitors should sign their names before the word "indemnitor".

The individual or sole owner and spouse should sign at the bottom of the application before the word "Indemnitor".

2. Partnership.

Signed this 4th day of September, 2003

Signature & Business/Corporate Title

John Doe "Indemnitor"

James Doe "Indemnitor"

Jane Doe "Indemnitor"

Ann Doe, Indemnitor

NOTE: Personal indemnitors should sign their names before the word "indemnitor".

Each partner and his or her spouse should sign at the bottom of the application before the word "Indemnitor". If additional personal indemnity is required, the individual may sign their name and write the word "Indemnitor" after their name in their own handwriting.

3. Corporation.

Signed this 4th day of September, 2003

John Doe, President

Signature & Business/Corporate Title

John Doe "Indemnitor"

James Doe "Indemnitor"

* Jane Doe "Indemnitor"

* Ann Doe, Indemnitor

NOTE: Personal indemnitors should sign their names before the word "indemnitor".

* In most cases, the owners' spouses may also need to sign.

An officer should first sign on behalf of the corporation (indicating his/her corporate title) and then sign a second time as a personal indemnitor, before the word "Indemnitor". All other owners should also sign as personal indemnitors before the word "Indemnitor" on each line. In most cases, the owners' spouses also need to sign. If additional personal indemnity is required, the individual may sign their name and write the word "Indemnitor" after their name in their own handwriting.

4. Limited Liability Company or Partnership.

Signed this 4th day of September, 2003

John Doe, Manager

Signature & Business/Corporate Title

John Doe "Indemnitor"

James Doe "Indemnitor"

* Jane Doe "Indemnitor"

* Ann Doe, Indemnitor

NOTE: Personal indemnitors should sign their names before the word "indemnitor".

* In most cases, the members'/owners'/partners' spouses may also need to sign.

An authorized manager, member, or partner should first sign on behalf of the Limited Liability Company or Partnership (indicating his/her company/partnership title) and then sign a second time as a personal indemnitor, before the word "Indemnitor". All other members/owners/partners should also sign as personal indemnitors before the word "Indemnitor" on each line. In most cases the members'/ owners'/partners' spouses also need to sign. If additional personal indemnity is required, the individual may sign their name and write the word "Indemnitor" after their name in their own handwriting.

5. Outside Indemnity (Relatives, Friends).

Signed this 4th day of September, 2003

Signature & Business/Corporate Title

John Doe "Indemnitor"

Jane Doe "Indemnitor"

John Henry "Indemnitor"

Joseph Smith, Indemnitor

NOTE: Personal indemnitors should sign their names before the word "indemnitor".

When outside indemnity is required, the proposed indemnitors should sign at the bottom of the application below the applicants' signatures before the word "Indemnitor". If additional personal indemnity is required, the individual may sign their name and write the word "Indemnitor" after their name in their own handwriting.

Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

FULL AGENT SERVICES CONTRACT APPLICATION

INCOMPLETE APPLICATIONS WILL BE RETURNED
ALLOW 60 DAYS FOR PROCESSING
Type or Print Legibly

SECTION 1 – TYPE OF APPLICATION

Please select the applicable box below as either a New Agent Services applicant or a current Agent Services participant seeking to renew their Agent Services Contract. **New Applicants must include a check or money order for $60.00 made out to: Motor Vehicle Transaction Recovery Fund.**

☐ **New Application**

ALLOW A MINIMUM 60 DAYS FOR PROCESSING

SECTION 2 – COMPANY INFORMATION

DIN/Agent# _____(If Applicable)

Federal Identification Number (EIN) _____

Company Legal Name _____

DBA_____

Type of Entity: ☐ Sole Proprietorship ☐ Corporation ☐ Partnership ☐ Other _____

Address _____

City _____County_____ State _____ Zip_____

Company Phone Number (_____) _____-_____ Company Fax Number (_____)_____-_____

Email Address _____

Is this location: _____Owned _____Leased

Drivers Liscense Data Verification (DLDV) Integrator:_____

SECTION 3 – OWNER/PARTNER/OFFICER INFORMATION

Owner/Partner/Officer Name_____

Position/Title_____

Responsibilities within the Service_____

Date of Birth:_____DL State:_____DL/ID Number:_____

Authorized to Pick up: _____Yes _____No

Address _____

City _____County_____ State _____ Zip_____

Business Telephone Number_____ Business Fax_____

Email Address _____

Last Training Date_____Training Type_____

Trainer Organization/Name_____

Owner/Partner/Officer Name_____

Position/Title_____

Responsibilities within the Service_____

Date of Birth:_____DL State:_____DL/ID Number:_____

Authorized to Pick up: _____Yes _____No

Address _____

City _____County_____ State _____ Zip_____

Business Telephone Number_____Business Fax_____

Email Address _____

Last Training Date_____Training Type_____

Trainer Organization/Name_____

SECTION 3 – OWNER/PARTNER/OFFICER INFORMATION- CONTINUED

Owner/Partner/Officer Name_____

Position/Title_____

Responsibilities within the Service_____

Date of Birth:_____DL State:_____DL/ID Number:_____

Authorized to Pick up: _____Yes _____No

Address _____

City _____County_____ State _____ Zip_____

Business Telephone_____Business Fax _____

Email Address _____

Last Training Date_____Training Type_____

Trainer Organization/Name_____

If you have additional Owner, Partner or Officer information to be reported please continue the list, in the same format as above, on an additional piece of paper, with the header **SECTION 3 – OWNER/PARTNER/OFFICER INFORMATION Continued** and attach it to this application with your submission.

SECTION 4 – SUPPORT STAFF INFORMATION

Name _____Position/Title _____

Home Address _____

City _____County_____State _____Zip _____

DOB_____DL/ID State_____DL/ID Number_____

Phone Number_____

Email Address_____Authorized to Pick up_____Y/N

Last Training Date_____Training Type_____

Trainer Organization/Name_____

Responsibilities within the Service _____

SECTION 4 – SUPPORT STAFF INFORMATION Continued

PLEASE MAKE ADDITIONAL COPIES OF THIS PAGE AS NECESSARY

Name _____ Position/Title _____

Home Address _____

City _____ County _____ State _____ Zip _____

DOB _____ DL/ID State _____ DL/ID Number _____

Phone Number _____

Email Address _____ Authorized to Pick up _____ Y/N

Last Training Date _____ Training Type _____

Trainer Organization/Name _____

Responsibilities within the Service _____

_____

Name _____ Position/Title _____

Home Address _____

City _____ County _____ State _____ Zip _____

DOB _____ DL/ID State _____ DL/ID Number _____

Phone Number _____

Email Address _____ Authorized to Pick up _____ Y/N

Last Training Date _____ Training Type _____

Trainer Organization/Name _____

Responsibilities within the Service _____

_____

If you have additional Support Staff to be reported please continue the list, in the same format as above, on an additional piece of paper, with the header **SECTION 4 – SUPPORT STAFF INFORMATION Continued** and attach it to this application with your submission.

SECTION 5 – QUESTIONNAIRE

Please complete the below Questionnaire details.

1) Have any owners, partners, or corporate officers of this business ever remitted uncollectible checks payable to any agency of the Commonwealth of Pennsylvania?

- o **Yes**
- o **No**

If yes, explain_____

2) Have any owners, partners, or corporate officers filed bankruptcy within the past seven years?

- o **Yes**
- o **No**

If yes, explain_____

3) Does your business location meet all local zoning and land use ordinances and building codes?

- o **Yes**
- o **No**

4) Does your business meet ADA accessibility requirements?

- o **Yes**
- o **No**

5) Have all owners, partners, and officers read and understood Title 67, Chapter 53(Manufacturer, Dealer, and Motor Vehicle Business Registration Plates) and Chapters 11, 13, and 23 of Title 75 of the Vehicle Code?

- o **Yes**
- o **No**

6) Was the location previously a vehicle dealership?

- o **Yes**
- o **No**

If yes, please list the name of the dealership and Dealer Identification Number(s) if known.

_____

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

- o **Yes**
- o **No**

If yes, list name(s), location(s), and Dealer/Agent/Messenger Identification Number(s).

_____

_____

8) 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 or any other states or jurisdictions, including but not limited to taxes, fees, monetary penalties, or outstanding registration plates or paperwork?

- o **Yes**
- o **No**

If yes, explain.

_____

_____

_____

9) Have any owners, partners, or corporate officers of this business ever been convicted or administratively sanctions for violations of Department regulations, Title 18 of the Pennsylvania Crimes Code, or Chapters 11, 13, or 23 of Title 75 of the Pennsylvania Vehicle Code?

- o **Yes**
- o **No**

If yes, explain.

_____

_____

_____

10) Have any owners, partners, or corporate officers of this business ever been convicted of a felony or misdemeanor?

- o **Yes**
- o **No**

If yes, explain.

_____

_____

_____

11) Have any owners, partners, 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?

- o **Yes**
- o **No**

If yes, explain.

_____

_____

_____

SECTION 6 – NOTARIZED STATEMENT OF UNDERSTANDING TITLE 67 Pa. Code Chapter 43

This page must be completed for **EACH** Owner/Partner/Officer/Employee.

I _____ , certify that I have read and understand Title 67 Pa. Code Chapter 43
(Print Name of Applicant)

TEMPORARY REGISTRATION CARD AND PLATES, in its entirety.

_____ _____
(Signature of Applicant) (Date Signed)

Notary:

Witnessed before me on _____ of _____ in the year _____.
(Day) (Month) (Year)

_____
(Signature of Notary)

Place Notary Stamp in Box Above

If you have additional Owners/Partners/Officers/Employees to be reported please make a copy of this page with the header **SECTION 6 – NOTARIZED STATEMENT OF UNDERSTANDING TITLE 67 Pa Code Chapter 43 Continued**, and attach it to this application for submission.

SECTION 7 – NOTARIZED STATEMENT REGARDING MONIES OWED TO THE COMMONWEALTH

I _____, certify that neither I nor any of _____,
(Print Name of Applicant) (Print Company Name)
Owners or Officers have any outstanding liabilities or monies owed or due to the Commonwealth of Pennsylvania.

_____ _____
(Signature of Applicant) (Date Signed)

Notary:

Witnessed before me on _____of _____in the year _____.
(Day) (Month) (Year)

_____
(Signature of Notary)

Place Notary Stamp in Box Above

**** THIS PAGE MUST BE SIGNED BY THE APPLICANT AND NOTARIZED****

SECTION 8 – EMPLOYEE NOTARY REQUIREMENTS

This page must be **completed for EACH Notary** employed during the hours of operation of the agent service; attach this completed page to **a copy of the Notary Commission**.

PLEASE MAKE ADDITIONAL COPIES OF THIS PAGE AS NECESSARY

If verification in lieu of notarization is used, then a notary is not required for agents with an 85, 86 or 87 Dealer ID Number **but Provider MUST submit a written statement** that this process will be used and provide the stamp indicating the dealer name and dealer ID number. Please use the header, **SECTION 8 – DEALER VERIFICATION.**

NOTARY INFORMATION

(Print Legibly)

Notary Name_____

Notary Address _____

City _____State _____Zip Code _____

_____ _____

Notary Signature Date

Place Notary Stamp in Box Below

ATTACH A COPY OF THE NOTARY COMMISSION TO THIS DOCUMENT

If you have additional Notary employees to be reported please make a copy of this page and their Notary Commission, with the header **SECTION 8 – EMPLOYEE NOTARY REQUIREMENTS Continued**, and attach it to this application for submission.

SECTION 9 – APPLICANT CERTIFICATION

I _____, certify that neither I, nor any of the Owners, Managers, Officers or
(Print Name of Applicant)

Employees of _____ have been convicted of a crime under Title 18 of
(Print Company Name)
The Pennsylvania Consolidated Statues, Annotated, or the criminal laws of the United States. Nor are any under sanction nor ever have been under sanction or investigation by The Pennsylvania Department of Transportation for violations under of the Vehicle Code (75 Pa. C.S. 101 et seq.), Department Regulations, nor any existing agreement with The Pennsylvania Department of Transportation.

_____ _____
(Signature of Applicant) (Date Signed)

SECTION 10 – ZONING AND BUILDING CODE COMPLIANCE STATEMENT

I _____, attest that the business identified in Section 2 of this application
(Print Name of Applicant)
meets all local zoning ordinances and building codes.

_____ _____
(Signature of Applicant) (Date Signed)

SECTION 11 – PENNSYLVANIA STATE POLICE CRIMINAL BACKGROUND CHECK

ALL Applicant(s), Owner(s), Corporate Officer(s) and Employee(s) are required to provide the results received from a Pennsylvania State Police background check with their Agent Services Contract Application packet.

Please read the Agent Service Application Instructions for additional guidance on how to obtain, complete and submit a Request for Criminal History Record Information to the Pennsylvania State Police.

Please Note: If a conviction exists, the issuing agent service must furnish the facts of the offense **AND** secure Department approval **BEFORE** hiring or retaining an employee.

SECTION 12 – SECURITY PLAN

In the area provided below, please explain the Issuing Agent Service's proposal for the method of security, which it intends to use for safeguarding all supplies, products and applications both during and after business hours i.e. description of the designated secured area for storage, door design, locks, wall and ceiling construction . If you need additional space please continue your narrative on a separate sheet of paper with the header **SECTION 12 – SECURITY PLAN Continued,** and attach it to this application for submission. **PLEASE TYPE OR PRINT LEGIBLY.**

_____

_____

_____

_____

_____

SECTION 13 – BOND INFORMATION

Business Name on Bond _____

Business Address _____

Bond Company Name _____

Bond Number _____ Bond Amount _____

Bond Effective Date _____

Are there additional locations covered by this bond? (Check the applicable box)

- ☐ Yes. If yes, how many locations? _____ *See below for additional instructions.
- ☐ No

Do you have any Riders to the Bond listed above? (Check the applicable box)

- ☐ Yes. If yes, please describe _____
- ☐ No

*If you have multiple business locations to be reported please continue the list, in the same format as above, on an additional piece of paper, with the header **SECTION 12 – BOND INFORMATION Continued**, and attach it to this application with your submission.

Attach your MV-375, Power of Attorney and any applicable Riders to the bond, to this application for submission.

Please read the Agent Service Application Instructions for additional guidance on how to complete this section of the application and how to obtain an MV-375.

SECTION 14 – BANK LETTER OF REFERENCE

Attach your letter of reference from a bank or financial institution, **on their business stationery**, to this application for submission. The letter must state the business is in good standing and contain a signature and date from the provider.

SECTION 15 – THREE (3) LETTERS OF REFERENCE

Attach <u>THREE</u> (**3**) letters of reference from business concerns, **on their business stationery**, attesting to the character of the applicant, to this application for submission. The letters must contain a signature from the provider and the date. Three references are required for each Owner/Partner/Officer listed on this application.

SECTION 16 – TRAINING CERTIFICATES

Attach copies of the required Training Certificates for **"Agent Services Basic Title and Registration Training,"** and **"Advance Agent Service Training"** when applicable, for each Owner/Partner/Officer/ Employee processing title applications.

SECTION 17 – REQUIRED SITE PHOTOGRAPHS

If your photos are smaller than an 8 $^{1/2}$ x 11 sheet of paper please secure them to a plain sheet of paper. Under the photo provide the location and what the photo is documenting for easy reference. Each site is required to provide photos for the following:

- ☐ Business Office Work Area including main entrance and outside signage (business sign)
- ☐ Posted Business Hours
- ☐ Completed Schedule of fees listing Department, Agent and total fees charged (Agent)
- ☐ Phone and Desk area including shredder
- ☐ Secure Area for storage of Pennsylvania Motor Vehicle and Driver Licensing products and forms
- ☐ Full Picture of solid door construction with secure hinges, ceiling, walls and dead bolt lock
- ☐ Exterior Signs
- ☐ Fraud Hotline Notice posted within the business
- ☐ Locking file cabinet or safe
- ☐ Photo copy of Driver License or State issued ID for each Owner/Partner/Officer/Staff included in this application.

SECTION 18 – CERTIFICATION

The Owner, Officer or Applicant of the applying business must sign this document below.

I certify that the information provided herein is true, accurate and complete to the best of my knowledge and belief. I have read and reviewed **BOTH** this **Agent Services Application** and **Pub 457: Agent Services Handbook,** and understand the requirements of being an Agent Services Provider.

Company Name _____

Name and Title _____

Signature _____ Date _____
(Original signature is required)

Please submit One (1) copy of the completed Checklist, Application, Photographs and All Attachments to:

Mail:

Bureau of Support Service
Contract Administration Unit
1101 South Front Street
4th Floor
Harrisburg, Pennsylvania 17104

Email:

RA-PDAGENTCONTRACTS@PA.GOV

FULL AGENT SERVICES FOR EXISTING AGENTS CONTRACT APPLICATION

INCOMPLETE APPLICATIONS WILL BE RETURNED
ALLOW 60 DAYS FOR PROCESSING
Type or Print Legibly

SECTION 1 – TYPE OF APPLICATION

Please select the applicable box below as either a New Agent Services applicant or a current Agent Services participant seeking to renew their Agent Services Contract.

☐ Existing Agent/ Renewal Application

ALLOW A MINIMUM 60 DAYS FOR PROCESSING

SECTION 2 – COMPANY INFORMATION

DIN/Agent# _____

Federal Identification Number (EIN) _____

Company Legal Name _____

DBA _____

Type of Entity: ☐ Sole Proprietorship ☐ Corporation ☐ Partnership ☐ Other _____

Address _____

City _____ County _____ State _____ Zip _____

Company Phone Number (_____) _____-_____ Company Fax Number (_____)_____-_____

Email Address _____

Is this location: _____Owned _____Leased

Drivers Liscense Data Verification (DLDV) Integrator:_____

All third party service must be approved by the Department. Does your agent service use Document Scanning and Imaging Provider that was provided in the previous ASA per Exhibit B, Document Imaging System Requirements and Document Imaging Supplemental Business Requirements? Yes/No.

If yes, please provide the following for review.
Document Imaging Provider Name: _____
Address:_____
Website:_____
Phone number: _____

SECTION 3 – OWNER/PARTNER/OFFICER INFORMATION

Owner/Partner/Officer Name_____

Position/Title_____

Responsibilities within the Service_____

Date of Birth:_____DL State:_____DL/ID Number:_____

Authorized to Pick up: _____Yes _____No

Address _____

City _____County_____ State _____ Zip_____

Business Telephone Number_____ Business Fax_____

Email Address _____

Last Training Date_____Training Type_____

Trainer Organization/Name_____

Owner/Partner/Officer Name_____

Position/Title_____

Responsibilities within the Service_____

Date of Birth:_____DL State:_____DL/ID Number:_____

Authorized to Pick up: _____Yes _____No

Address _____

City _____County_____ State _____ Zip_____

Business Telephone Number_____Business Fax_____

Email Address _____

Last Training Date_____Training Type_____

Trainer Organization/Name_____

SECTION 3 – OWNER/PARTNER/OFFICER INFORMATION- CONTINUED

Owner/Partner/Officer Name_____

Position/Title_____

Responsibilities within the Service_____

Date of Birth:_____DL State:_____DL/ID Number:_____

Authorized to Pick up: _____Yes _____No

Address _____

City _____County_____ State _____ Zip_____

Business Telephone_____Business Fax _____

Email Address _____

Last Training Date_____Training Type_____

Trainer Organization/Name_____

_____

If you have additional Owner, Partner or Officer information to be reported please continue the list, in the same format as above, on an additional piece of paper, with the header **SECTION 3 – OWNER/PARTNER/OFFICER INFORMATION Continued** and attach it to this application with your submission.

SECTION 4 – SUPPORT STAFF INFORMATION

Name _____Position/Title _____

Home Address _____

City _____County_____State _____Zip _____

DOB_____DL/ID State_____DL/ID Number_____

Phone Number_____

Email Address_____Authorized to Pick up_____Y/N

Last Training Date_____Training Type_____

Trainer Organization/Name_____

Responsibilities within the Service _____

SECTION 4 – SUPPORT STAFF INFORMATION Continued

PLEASE MAKE ADDITIONAL COPIES OF THIS PAGE AS NECESSARY

Name _____ Position/Title _____

Home Address _____

City _____ County _____ State _____ Zip _____

DOB _____ DL/ID State _____ DL/ID Number _____

Phone Number _____

Email Address _____ Authorized to Pick up _____ Y/N

Last Training Date _____ Training Type _____

Trainer Organization/Name _____

Responsibilities within the Service _____

_____

Name _____ Position/Title _____

Home Address _____

City _____ County _____ State _____ Zip _____

DOB _____ DL/ID State _____ DL/ID Number _____

Phone Number _____

Email Address _____ Authorized to Pick up _____ Y/N

Last Training Date _____ Training Type _____

Trainer Organization/Name _____

Responsibilities within the Service _____

_____

If you have additional Support Staff to be reported please continue the list, in the same format as above, on an additional piece of paper, with the header **SECTION 4 – SUPPORT STAFF INFORMATION Continued** and attach it to this application with your submission.

SECTION 5 – QUESTIONNAIRE

Please complete the below Questionnaire details.

1) Have any owners, partners, or corporate officers of this business ever remitted uncollectible checks payable to any agency of the Commonwealth of Pennsylvania?

- o **Yes**
- o **No**

If yes, explain_____

2) Have any owners, partners, or corporate officers filed bankruptcy within the past seven years?

- o **Yes**
- o **No**

If yes, explain_____

3) Does your business location meet all local zoning and land use ordinances and building codes?

- o **Yes**
- o **No**

4) Does your business meet ADA accessibility requirements?

- o **Yes**
- o **No**

5) Have all owners, partners, and officers read and understood Title 67, Chapter 53(Manufacturer, Dealer, and Motor Vehicle Business Registration Plates) and Chapters 11, 13, and 23 of Title 75 of the Vehicle Code?

- o **Yes**
- o **No**

6) Was the location previously a vehicle dealership?

- o **Yes**
- o **No**

If yes, please list the name of the dealership and Dealer Identification Number(s) if known.

_____

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

- o **Yes**
- o **No**

If yes, list name(s), location(s), and Dealer/Agent/Messenger Identification Number(s).

_____

_____

8) 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 or any other states or jurisdictions, including but not limited to taxes, fees, monetary penalties, or outstanding registration plates or paperwork?

- o **Yes**
- o **No**

If yes, explain.

_____

_____

_____

9) Have any owners, partners, or corporate officers of this business ever been convicted or administratively sanctions for violations of Department regulations, Title 18 of the Pennsylvania Crimes Code, or Chapters 11, 13, or 23 of Title 75 of the Pennsylvania Vehicle Code?

- o **Yes**
- o **No**

If yes, explain.

_____

_____

_____

10) Have any owners, partners, or corporate officers of this business ever been convicted of a felony or misdemeanor?

- o **Yes**
- o **No**

If yes, explain.

_____

_____

_____

11) Have any owners, partners, 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?

- o **Yes**
- o **No**

If yes, explain.

_____

_____

_____

SECTION 6 – NOTARIZED STATEMENT OF UNDERSTANDING TITLE 67 Pa. Code Chapter 43

This page must be completed for **EACH** Owner/Partner/Officer/Employee.

I _____ , certify that I have read and understand Title 67 Pa. Code Chapter 43
(Print Name of Applicant)

TEMPORARY REGISTRATION CARD AND PLATES, in its entirety.

_____ _____
(Signature of Applicant) (Date Signed)

Notary:

Witnessed before me on _____of _____in the year _____.
(Day) (Month) (Year)

_____
(Signature of Notary)

Place Notary Stamp in Box Above

If you have additional Owners/Partners/Officers/Employees to be reported please make a copy of this page with the header **SECTION 6 – NOTARIZED STATEMENT OF UNDERSTANDING TITLE 67 Pa Code Chapter 43 Continued**, and attach it to this application for submission.

SECTION 7 – NOTARIZED STATEMENT REGARDING MONIES OWED TO THE COMMONWEALTH

I _____, certify that neither I nor any of _____,
(Print Name of Applicant) (Print Company Name)
Owners or Officers have any outstanding liabilities or monies owed or due to the Commonwealth of Pennsylvania.

_____ _____
(Signature of Applicant) (Date Signed)

Notary:

Witnessed before me on _____ of _____ in the year _____.
(Day) (Month) (Year)

_____
(Signature of Notary)

Place Notary Stamp in Box Above

**** THIS PAGE MUST BE SIGNED BY THE APPLICANT AND NOTARIZED****

SECTION 8 – EMPLOYEE NOTARY REQUIREMENTS

This page must be **completed for EACH Notary** employed during the hours of operation of the agent service; attach this completed page to **a copy of the Notary Commission**.

PLEASE MAKE ADDITIONAL COPIES OF THIS PAGE AS NECESSARY

If verification in lieu of notarization is used, then a notary is not required for agents with an 85, 86 or 87 Dealer ID Number **but Provider MUST submit a written statement** that this process will be used and provide the stamp indicating the dealer name and dealer ID number. Please use the header, **SECTION 8 – DEALER VERIFICATION.**

NOTARY INFORMATION

(Print Legibly)

Notary Name_____

Notary Address _____

City _____ State _____ Zip Code _____

_____ _____

Notary Signature Date

Place Notary Stamp in Box Below

ATTACH A COPY OF THE NOTARY COMMISSION TO THIS DOCUMENT

If you have additional Notary employees to be reported please make a copy of this page and their Notary Commission, with the header **SECTION 8 – EMPLOYEE NOTARY REQUIREMENTS Continued**, and attach it to this application for submission.

SECTION 9 – APPLICANT CERTIFICATION

I _____, certify that neither I, nor any of the Owners, Managers, Officers or
(Print Name of Applicant)

Employees of _____ have been convicted of a crime under Title 18 of
(Print Company Name)
The Pennsylvania Consolidated Statues, Annotated, or the criminal laws of the United States. Nor are any under sanction nor ever have been under sanction or investigation by The Pennsylvania Department of Transportation for violations under of the Vehicle Code (75 Pa. C.S. 101 et seq.), Department Regulations, nor any existing agreement with The Pennsylvania Department of Transportation.

_____ _____
(Signature of Applicant) (Date Signed)

SECTION 10 – ZONING AND BUILDING CODE COMPLIANCE STATEMENT

I _____, attest that the business identified in Section 2 of this application
(Print Name of Applicant)

meets all local zoning ordinances and building codes.

_____ _____
(Signature of Applicant) (Date Signed)

SECTION 11 – PENNSYLVANIA STATE POLICE CRIMINAL BACKGROUND CHECK

ALL Applicant(s), Owner(s), Corporate Officer(s) and Employee(s) are <u>required</u> to provide the results received from a Pennsylvania State Police background check with their Agent Services Contract Application packet.

Please read the Agent Service Application Instructions for additional guidance on how to obtain, complete and submit a Request for Criminal History Record Information to the Pennsylvania State Police.

Please Note: If a conviction exists, the issuing agent service must furnish the facts of the offense **AND** secure Department approval **BEFORE** hiring or retaining an employee.

SECTION 12 – UPDATED SECURITY PLAN

In the area provided below, please explain the Issuing Agent Service's proposal for the method of security, which it intends to use for safeguarding all supplies, products and applications both during and after business hours i.e. description of the designated secured area for storage, door design, locks, wall and ceiling construction . If you need additional space please continue your narrative on a separate sheet of paper with the header **SECTION 12 – SECURITY PLAN Continued,** and attach it to this application for submission. **PLEASE TYPE OR PRINT LEGIBLY.**

_____

_____

_____

_____

_____

SECTION 13 – BOND INFORMATION

Business Name on Bond _____

Business Address _____

Bond Company Name _____

Bond Number _____ Bond Amount _____

Bond Effective Date _____

Are there additional locations covered by this bond? (Check the applicable box)

- ☐ Yes. If yes, how many locations? _____ *See below for additional instructions.
- ☐ No

Do you have any Riders to the Bond listed above? (Check the applicable box)

- ☐ Yes. If yes, please describe _____
- ☐ No

*If you have multiple business locations to be reported please continue the list, in the same format as above, on an additional piece of paper, with the header **SECTION 12 – BOND INFORMATION Continued**, and attach it to this application with your submission.

Attach your MV-375, Power of Attorney and any applicable Riders to the bond, to this application for submission.

Please read the Agent Service Application Instructions for additional guidance on how to complete this section of the application and how to obtain an MV-375.

SECTION 14 – TRAINING CERTIFICATES

Attach copies of the required Training Certificates for **"Agent Services Basic Title and Registration Training,"** and **"Advance Agent Service Training"** when applicable, for each Owner/Partner/Officer/ Employee processing title applications.

SECTION 15 – REQUIRED SITE PHOTOGRAPHS

If your photos are smaller than an 8 $^{1/2}$ x 11 sheet of paper, please secure them to a plain sheet of paper. Under the photo provide the location and what the photo is documenting for easy reference. Each site is required to provide photos for the following:

- ☐ Secure Area for storage of Pennsylvania Motor Vehicle and Driver Licensing products and forms
- ☐ Full Picture of solid door construction with secure hinges, ceiling, walls, and dead bolt lock
- ☐ If applicable pictures of the safe that is secured to the wall or floor

SECTION 16 – CERTIFICATION

The Owner, Officer or Applicant of the applying business must sign this document below.

I certify that the information provided herein is true, accurate and complete to the best of my knowledge and belief. I have read and reviewed **BOTH** this **Agent Services Application** and **Pub 457: Agent Services Handbook,** and understand the requirements of being an Agent Services Provider.

Company Name _____

Name and Title _____

Signature _____ Date _____
(Original signature is required)

Please submit One (1) copy of the completed Checklist, Application, and All Attachments to:

Mail:

Bureau of Motor Vehicles
Contracts Division
1101 South Front Street
Harrisburg, Pennsylvania 17104

Email:

RA-PDAGENTCONTRACTS@PA.GOV

ALLOW A MINIMUM 60 DAYS FOR PROCESSING

PENNSYLVANIA DEPARTMENT OF STATE
BUREAU OF CORPORATIONS AND CHARITABLE ORGANIZATIONS

☐ **Return document by mail to:**	Registration of Fictitious Name DSCB:54-311 (rev. 2/2017)
Name Address City State Zip Code ☐ **Return document by email to:** _____	311

Read all instructions prior to completing. This form may be submitted online at https://www.corporations.pa.gov/.

Fee: $70 ☐ I qualify for a veteran/reservist-owned small business fee exemption (see instructions)

In compliance with the requirements of 54 Pa.C.S. § 311 (relating to registration), the undersigned entity(ies) desiring to register a fictitious name under 54 Pa.C.S. Ch. 3 (relating to fictitious names), hereby state(s) that:

1. The fictitious name is:

_____

2. A brief statement of the character or nature of the business or other activity to be carried on under or through the fictitious name is:

_____

3. The address, including number and street, if any, of the principal place of business (P.O. Box alone is **not** acceptable):

_____
Number and street City State Zip County

4. The name and address, including number and street, if any, of each individual interested in the business is:

Name Number and Street City State Zip

_____

_____

_____

_____

5. Each entity, other than an individual, interested in such business is (are):

Name	Form of Organization	Organizing Jurisdiction
Principal Office Address		
PA Registered Office, if any		
Name	Form of Organization	Organizing Jurisdiction
Principal Office Address		
PA Registered Office, if any		

6. The applicant is familiar with the provisions of 54 Pa.C.S. § 332 (relating to effect of registration) and understands that filing under the Fictitious Names Act does not create any exclusive or other right in the fictitious name.

7. (Optional): The name(s) of the agent(s), if any, any one of whom is authorized to execute amendments to, withdrawals from or cancellation of this registration in behalf of all then existing parties to the registration, is (are):

IN TESTIMONY WHEREOF, the undersigned have caused this Application for Registration of Fictitious Name to be executed this

_____ day of _____, _____.

_____ Individual Signature	_____ Individual Signature
_____ Individual Signature	_____ Individual Signature
_____ Entity Name	_____ Entity Name
_____ Signature	_____ Signature
_____ Title	_____ Title

Pennsylvania Department of State
Bureau of Corporations and Charitable Organizations
P.O. Box 8722
Harrisburg, PA 17105-8722
(717) 787-1057
Website: www.dos.pa.gov/corps

Instructions for Completion of Form:

A. Typewritten is preferred. If handwritten, the form shall be legible and completed in black or blue-black ink in order to permit reproduction. The nonrefundable filing fee for this form is $70 made payable to the Department of State. Checks must contain a commercially pre-printed name and address. Filers requesting a veteran/reservist-owned small business fee exemption should attach proof of the veteran's or reservist's status to the Registration of Fictitious Name form when submitted. For more information on the fee exemption, see Fees and Payments.

Enter the name and mailing address to which any correspondence regarding this filing should be sent. This field must be completed for the Bureau to return the filing. If the filing is to be returned by email, an email address must be provided. An email will be sent to address provided, containing a link and instructions on how a copy of the filed document or correspondence may be downloaded. Any email or mailing addresses provided on this form will become part of the filed document and therefore public record.

B. Under 15 Pa.C.S. § 135(c) (relating to addresses) an actual street or rural route box number must be used as an address, and the Department of State is required to refuse to receive or file any document that sets forth only a post office box address.

C. The following, in addition to the filing fee, shall accompany this form:
   (1) Any necessary copies of form DSCB:19-17.2 (Consent to Appropriation of Name).
   (2) Any necessary governmental approvals.

D. For general instructions relating to fictitious name registration see 19 Pa. Code Subch. 17C (relating to fictitious names). These instructions relate to such matters as voluntary and mandatory registration, general restrictions on name availability, use of corporate designators, agent for effecting amendments, etc., execution, official advertising when an individual is a party to the registration, and effect of registration and non-registration.

E. The name of a commercial registered office provider may not be used in Paragraph 3 in lieu of an address.

F. Insert in Paragraph 5 for each entity which is not an individual the following information: (i) the name of the entity and a statement of its form of organization, e.g., corporation, general partnership, limited partnership, business trust, (ii) the name of the jurisdiction under the laws of which it is organized, (iii) the address, including street and number, if any, of its principal office under the laws of its domiciliary jurisdiction and (iv) the address, including street and number, if any, of its registered office, if any, in this Commonwealth. If any of the entities has an association which has designated the name of a commercial registered office provider in lieu of a registered office address as permitted by 15 Pa.C.S. § 109, the name of the provider and the venue county should be inserted in the last column.

G. Every individual whose name appears in Paragraph 4 of the form **must sign** the form exactly as the name is set forth in Paragraph 4. The name of every other entity listed in Paragraph 5 shall be signed on its behalf by an officer, trustee or other authorized person. See 19 Pa. Code § 13.8(b) (relating to execution), which permits execution pursuant to power of attorney. A copy of the underlying power of attorney or other authorization should not be submitted to, and will not be received by or filed in, the Department.

H. An entity (which includes an individual) that registers a fictitious name is required by 54 Pa.C.S. § 311(g) to advertise its intention to file or the filing of an application for registration of fictitious name. Proofs of publication of such advertising should not be submitted to the Department, and will not be received by or filed in the Department, but should be kept with the permanent records of the business.

I. This form and all accompanying documents shall be mailed to the address stated above.

Form **SS-4**
(Rev. December 2023)
Department of the Treasury
Internal Revenue Service

Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)
See separate instructions for each line. Keep a copy for your records.
Go to *www.irs.gov/FormSS4* for instructions and the latest information.

OMB No. 1545-0003

EIN

Type or print clearly.

1 Legal name of entity (or individual) for whom the EIN is being requested

2 Trade name of business (if different from name on line 1)

3 Executor, administrator, trustee, "care of" name

4a Mailing address (room, apt., suite no. and street, or P.O. box)

5a Street address (if different) (Don't enter a P.O. box.)

4b City, state, and ZIP code (if foreign, see instructions)

5b City, state, and ZIP code (if foreign, see instructions)

6 County and state where principal business is located

7a Name of responsible party

7b SSN, ITIN, or EIN

8a Is this application for a limited liability company (LLC) (or a foreign equivalent)? . . . . . ☐ Yes ☐ No

8b If 8a is "Yes," enter the number of LLC members . . . . . .

8c If 8a is "Yes," was the LLC organized in the United States? . . . . . ☐ Yes ☐ No

9a **Type of entity** (check only one box). **Caution:** If 8a is "Yes," see the instructions for the correct box to check.

- ☐ Sole proprietor (SSN) _____
- ☐ Partnership
- ☐ Corporation (enter form number to be filed) _____
- ☐ Personal service corporation
- ☐ Church or church-controlled organization
- ☐ Other nonprofit organization (specify) _____
- ☐ Other (specify)
- ☐ Estate (SSN of decedent) _____
- ☐ Plan administrator (TIN) _____
- ☐ Trust (TIN of grantor) _____
- ☐ Military/National Guard ☐ State/local government
- ☐ Farmers' cooperative ☐ Federal government
- ☐ REMIC ☐ Indian tribal governments/enterprises

Group Exemption Number (GEN) if any

9b If a corporation, name the state or foreign country (if applicable) where incorporated — State — Foreign country

10 **Reason for applying** (check only one box)

- ☐ Started new business (specify type) _____
- ☐ Hired employees (Check the box and see line 13.)
- ☐ Compliance with IRS withholding regulations
- ☐ Other (specify)
- ☐ Banking purpose (specify purpose) _____
- ☐ Changed type of organization (specify new type) _____
- ☐ Purchased going business
- ☐ Created a trust (specify type) _____
- ☐ Created a pension plan (specify type) _____

11 Date business started or acquired (month, day, year). See instructions.

12 Closing month of accounting year

13 Highest number of employees expected in the next 12 months (enter -0- if none). If no employees expected, skip line 14.

Agricultural	Household	Other

14 If you expect your employment tax liability to be $1,000 or less in a full calendar year **and** want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability will generally be $1,000 or less if you expect to pay $5,000 or less, $6,536 or less if you're in a U.S. territory, in total wages.) If you don't check this box, you must file Form 941 for every quarter. ☐

15 First date wages or annuities were paid (month, day, year). **Note:** If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year) . . . . . .

16 Check **one** box that best describes the principal activity of your business.

☐ Construction ☐ Rental & leasing ☐ Transportation & warehousing ☐ Health care & social assistance ☐ Accommodation & food service ☐ Wholesale—agent/broker ☐ Wholesale—other ☐ Retail
☐ Real estate ☐ Manufacturing ☐ Finance & insurance ☐ Other (specify)

17 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.

18 Has the applicant entity shown on line 1 ever applied for and received an EIN? ☐ Yes ☐ No

If "Yes," write previous EIN here

Third Party Designee

Complete this section **only** if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.

Designee's name — Designee's telephone number (include area code)

Address and ZIP code — Designee's fax number (include area code)

Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Name and title (type or print clearly) — Applicant's telephone number (include area code)

Signature — Date — Applicant's fax number (include area code)

Do I Need an EIN?

File Form SS-4 if the applicant entity doesn't already have an EIN but is required to show an EIN on any return, statement, or other document.[1] See also the separate instructions for each line on Form SS-4.

IF the applicant...	AND...	THEN...
started a new business	doesn't currently have (nor expect to have) employees	complete lines 1, 2, 4a–8a, 8b–c (if applicable), 9a, 9b (if applicable), 10–14, and 16–18.
hired (or will hire) employees, including household employees	doesn't already have an EIN	complete lines 1, 2, 4a–6, 7a–b, 8a, 8b–c (if applicable), 9a, 9b (if applicable), and 10–18.
opened a bank account	needs an EIN for banking purposes only	complete lines 1–5b, 7a–b, 8a, 8b–c (if applicable), 9a, 9b (if applicable), 10, and 18.
changed type of organization	either the legal character of the organization or its ownership changed (for example, you incorporate a sole proprietorship or form a partnership)[2]	complete lines 1–18 (as applicable).
purchased a going business[3]	doesn't already have an EIN	complete lines 1–18 (as applicable).
created a trust	the trust is other than a grantor trust or an IRA trust[4]	complete lines 1–18 (as applicable).
created a pension plan as a plan administrator[5]	needs an EIN for reporting purposes	complete lines 1, 3, 4a–5b, 7a–b, 9a, 10, and 18.
is a foreign person needing an EIN to comply with IRS withholding regulations	needs an EIN to complete a Form W-8 (other than Form W-8ECI), avoid withholding on portfolio assets, or claim tax treaty benefits[6]	complete lines 1–5b, 7a–b (SSN or ITIN as applicable), 8a, 8b–c (if applicable), 9a, 9b (if applicable), 10, and 18.
is administering an estate	needs an EIN to report estate income on Form 1041	complete lines 1–7b, 9a, 10–12, 13–17 (if applicable), and 18.
is a withholding agent for taxes on nonwage income paid to an alien (that is, individual, corporation, or partnership, etc.)	is an agent, broker, fiduciary, manager, tenant, or spouse who is required to file Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons	complete lines 1, 2, 3 (if applicable), 4a–5b, 7a–b, 8a, 8b–c (if applicable), 9a, 9b (if applicable), 10, and 18.
is a state or local agency	serves as a tax reporting agent for public assistance recipients under Rev. Proc. 80-4, 1980-1 C.B. 581[7]	complete lines 1, 2, 4a–5b, 7a–b, 9a, 10, and 18.
is a single-member LLC (or similar single-member entity)	needs an EIN to file Form 8832, Entity Classification Election, for filing employment tax returns and excise tax returns, or for state reporting purposes[8], or is a foreign-owned U.S. disregarded entity and needs an EIN to file Form 5472, Information Return of a 25% Foreign-Owned U.S. Corporation or a Foreign Corporation Engaged in a U.S. Trade or Business	complete lines 1–18 (as applicable).
is an S corporation	needs an EIN to file Form 2553, Election by a Small Business Corporation[9]	complete lines 1–18 (as applicable).

[1] For example, a sole proprietorship or self-employed farmer who establishes a qualified retirement plan, or is required to file excise, employment, alcohol, tobacco, or firearms returns, must have an EIN. A partnership, corporation, REMIC (real estate mortgage investment conduit), nonprofit organization (church, club, etc.), or farmers' cooperative must use an EIN for any tax-related purpose even if the entity doesn't have employees.

[2] However, don't apply for a new EIN if the existing entity only (a) changed its business name, (b) elected on Form 8832 to change the way it is taxed (or is covered by the default rules), or (c) terminated its partnership status because at least 50% of the total interests in partnership capital and profits were sold or exchanged within a 12-month period. The EIN of the terminated partnership should continue to be used. See Regulations section 301.6109-1(d)(2)(iii).

[3] Don't use the EIN of the prior business unless you became the "owner" of a corporation by acquiring its stock.

[4] However, grantor trusts that don't file using Optional Method 1 and IRA trusts that are required to file Form 990-T, Exempt Organization Business Income Tax Return, must have an EIN. For more information on grantor trusts, see the Instructions for Form 1041.

[5] A plan administrator is the person or group of persons specified as the administrator by the instrument under which the plan is operated.

[6] Entities applying to be a Qualified Intermediary (QI) need a QI-EIN even if they already have an EIN. See Rev. Proc. 2000-12.

[7] See also *Household employer agent* in the instructions. **Note:** State or local agencies may need an EIN for other reasons, for example, hired employees.

[8] See *Disregarded entities* in the instructions for details on completing Form SS-4 for an LLC.

[9] An existing corporation that is electing or revoking S corporation status should use its previously assigned EIN.

Instructions for Form SS-4

(Rev. December 2023)

Application for Employer Identification Number (EIN)

Department of the Treasury
Internal Revenue Service

Section references are to the Internal Revenue Code unless otherwise noted.

General Instructions

Use these instructions to complete Form SS-4, Application for Employer Identification Number (EIN). Also, see *Do I Need an EIN?* on page 2 of Form SS-4.

Future Developments

For the latest information related to Form SS-4 and its instructions, such as legislation enacted after they were published, go to *IRS.gov/FormSS4*.

What's New

Line 14. Form SS-4, line 14, now reflects the ceiling for wages paid by employers in U.S. territories electing to file Form 944. This information has been available in the instructions for *Line 14*.

Indian tribal governments/enterprises. We added guidance to *Line 1* and *Line 9a*, later, for Indian tribal governments, and for certain tribal enterprises that are not recognized as separate entities for federal tax purposes, under Regulations section 301.7701-1(a)(3).

Forms SS-4 and SS-4(sp) absorb Form SS-4PR. Form SS-4PR, Solicitud de Número de Identificación Patronal, will no longer be available after 2023. Instead, if you are an employer in Puerto Rico, you will file Form SS-4. If you prefer your form and instructions in Spanish, you can file new Form SS-4 (sp), Solicitud de Número de Identificación del Empleador (EIN).

Pub. 51 and Pub. 80 rolled into Pub. 15, plus new Pub. 15(sp). Pub. 51, Agricultural Employer's Tax Guide, and Pub. 80, Federal Tax Guide for Employers in the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands, will no longer be available after 2023. Instead, information specific to agricultural employers and employers in the U.S. territories will be included in Pub. 15, Employer's Tax Guide, beginning with the Pub. 15 for use in 2024. Beginning in 2024, there will be a new Pub. 15 (sp) that is a Spanish-language version of Pub. 15.

Purpose of Form

Use Form SS-4 to apply for an EIN. An EIN is a 9-digit number (for example, 12-3456789) assigned to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes. The information you provide on this form will establish your business tax account.

TIP *See Form SS-4SP (Spanish) for the Spanish-language version of Form SS-4.*

CAUTION *An EIN is for use in connection with your business activities only. Don't use your EIN in place of your social security number (SSN) or individual taxpayer identification number (ITIN).*

Reminders

Apply for an EIN online. For applicants in the U.S. or U.S. territories, you can apply for and receive an EIN free of charge on IRS.gov. See *How To Apply for an EIN*, later.

Keep Form SS-4 information current. Use Form 8822-B to report changes to your responsible party, address or location. Changes in responsible parties must be reported to the IRS within 60 days.

File only one Form SS-4. Generally, a sole proprietor should file only one Form SS-4 and needs only one EIN, regardless of the number of businesses operated as a sole proprietorship or trade names under which a business operates. However, if a sole proprietorship incorporates or enters into a partnership, a new EIN is required. Also, each corporation in an affiliated group must have its own EIN.

EIN applied for, but not received. If you don't have an EIN by the time a return is due, write "Applied For" and the date you applied in the space shown for the number. Don't show your SSN as an EIN on returns. If you don't have an EIN by the time a tax deposit is due, send your payment to the Internal Revenue Service Center for your filing area as shown in the instructions for the form that you are filing. Make your check or money order payable to the "United States Treasury" and show your name (as shown on Form SS-4), address, type of tax, period covered, and date you applied for an EIN.

TIP *For information about EINs and federal tax deposits, see Pub. 15.*

CAUTION *To ensure fair and equitable treatment for all taxpayers, EIN issuances are limited to one per responsible party, per day. For trusts, the limitation is applied to the grantor, owner, or trustor. For estates, the limitation is applied to the decedent (decedent estate) or the debtor (bankruptcy estate). This limitation is applicable to all requests for EINs whether online, telephone, fax, or mail.*

How To Apply for an EIN

You can apply for an EIN online (only for applicants in the U.S. or U.S. territories), by telephone (only for applicants outside of the U.S. or U.S. territories), by fax, or by mail, depending on how soon you need to use the EIN. Use only one method for each entity so you don't receive more than one EIN for an entity.

Apply for an EIN online. If you have a legal residence, principal place of business, or principal office or agency in the U.S. or U.S. territories, you can receive an EIN online and use it immediately to file a return or make a payment. Go to the IRS website at *IRS.gov/EIN*.

The principal officer, general partner, grantor, owner, trustor, etc., must have a valid taxpayer identification number (SSN, EIN, or ITIN) in order to use the online application. Taxpayers who apply online have an option to view, print, and save their EIN assignment notice at the end of the session. Authorized third-party designees, see *Line 18*, later.

CAUTION *If you have NO legal residence, principal place of business, or principal office or agency in the U.S. or U.S. territories, you can't use the online application to obtain an EIN. Please use one of the other methods to apply.*

Apply by telephone—option available to international applicants only. If you have NO legal residence, principal place of business, or principal office or agency in the U.S. or U.S. territories, you may call 267-941-1099 (not a toll-free number), 6:00 a.m. to 11:00 p.m. (Eastern time), Monday through Friday, to obtain an EIN.

The person making the call must be authorized to receive the EIN and answer questions concerning Form SS-4. Complete the Third Party Designee section only if you want to authorize the named

individual to receive the entity's EIN and answer questions about the completion of Form SS-4. The designee's authority terminates at the time the EIN is assigned and released to the designee. You must complete the signature area for the authorization to be valid.

Note. It will be helpful to complete Form SS-4 before contacting the IRS. An IRS representative will use the information from Form SS-4 to establish your account and assign you an EIN. Write the number you're given on the upper right corner of the form and sign and date it. Keep this copy for your records.

If requested by an IRS representative, mail or fax the signed Form SS-4 (including any third-party designee authorization) within 24 hours to the IRS address provided by the IRS representative.

CAUTION *The IRS no longer issues EINs by telephone for domestic taxpayers. Only international applicants can receive an EIN by telephone.*

Apply by fax. Under the Fax-TIN program, you can receive your EIN by fax generally within 4 business days. Complete and fax Form SS-4 to the IRS using the appropriate fax number listed in *Where To File or Fax*, later. A long-distance charge to callers outside of the local calling area will apply. Fax-TIN numbers can only be used to apply for an EIN. The numbers may change without notice. Fax-TIN is available 24 hours a day, 7 days a week.

Be sure to provide your fax number so the IRS can fax the EIN back to you.

Apply by mail. Complete Form SS-4 at least 4 to 5 weeks before you will need an EIN. Sign and date the application and mail it to the appropriate address listed in *Where To File or Fax*, later. You will receive your EIN in the mail in approximately 4 weeks. Also, see *Third-Party Designee*, later.

Call 800-829-4933 to verify a number or to ask about the status of an application by mail.

TIP *Form SS-4 downloaded from IRS.gov is a fillable form and, when completed, is suitable for faxing or mailing to the IRS.*

Where To File or Fax

If you have a principal place of business, office or agency, or legal residence in the case of an individual, located in:	File or fax to:
One of the 50 states or the District of Columbia	Internal Revenue Service Attn: EIN Operation Cincinnati, OH 45999 Fax: 855-641-6935
If you have no legal residence, principal office, or principal agency in any state or the District of Columbia (international/U.S. territories)	Internal Revenue Service Attn: EIN International Operation Cincinnati, OH 45999 Fax: 855-215-1627 (within the U.S.) Fax: 304-707-9471 (outside the U.S.)

How To Get Tax Help, Forms, and Publications

TIP *Tax help for your business is available at IRS.gov/Businesses.*

You can download or print all of the forms and publications you may need on *IRS.gov/FormsPubs*. Otherwise, you can go to *IRS.gov/OrderForms* to place an order and have forms mailed to you. You should receive your order within 15 business days if the items are available.

Related Forms and Publications

The following forms and instructions may be useful to filers of Form SS-4.

- Form 11-C, Occupational Tax and Registration Return for Wagering.
- Form 637, Application for Registration (For Certain Excise Tax Activities).
- Form 720, Quarterly Federal Excise Tax Return.
- Form 730, Monthly Tax Return for Wagers.
- Form 941, Employer's QUARTERLY Federal Tax Return.
- Form 944, Employer's ANNUAL Federal Tax Return.
- Form 990-T, Exempt Organization Business Income Tax Return (and Proxy Tax Under Section 6033(e)).
- Instructions for Form 990-T, Exempt Organization Business Income Tax Return.
- Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.
- Form 1024, Application for Recognition of Exemption Under Section 501(a).
- Schedule C (Form 1040), Profit or Loss From Business (Sole Proprietorship).
- Schedule F (Form 1040), Profit or Loss From Farming.
- Instructions for Form 1041 and Schedules A, B, G, J, and K-1, U.S. Income Tax Return for Estates and Trusts.
- Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons.
- Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding.
- Instructions for Form 1065, U.S. Return of Partnership Income.
- Instructions for Form 1066, U.S. Real Estate Mortgage Investment Conduit (REMIC) Income Tax Return.
- Instructions for Form 1120, U.S. Corporation Income Tax Return.
- Form 1120-S, U.S. Income Tax Return for an S Corporation.
- Form 2290, Heavy Highway Vehicle Use Tax Return.
- Form 2553, Election by a Small Business Corporation.
- Form 2848, Power of Attorney and Declaration of Representative.
- Form 8821, Tax Information Authorization.
- Form 8822-B, Change of Address or Responsible Party — Business.
- Form 8832, Entity Classification Election.
- Form 8849, Claim for Refund of Excise Taxes.

For more information about filing Form SS-4 and related issues, see:

- Pub. 15, Employer's Tax Guide.
- Pub. 538, Accounting Periods and Methods.
- Pub. 542, Corporations.
- Pub. 557, Tax-Exempt Status for Your Organization.
- Pub. 583, Starting a Business and Keeping Records.
- Pub. 966, Electronic Choices to Pay All Your Federal Taxes.
- Pub. 1635, Understanding Your EIN.

Specific Instructions

Follow the instructions for each line to expedite processing and to avoid unnecessary IRS requests for additional information. Generally, enter "N/A" on the lines that don't apply.

Line 1. Legal name of entity (or individual) for whom the EIN is being requested. Enter the legal name of the entity (or individual) applying for the EIN exactly as it appears on the social security card, charter, or other applicable legal document. An entry is required.

Individuals. Enter your first name, middle initial, and last name. If you're a sole proprietor, enter your individual name, not your business name. Enter your business name on line 2. Don't use abbreviations or nicknames on line 1.

Trusts. Enter the name of the trust as it appears on the trust instrument.

Estate of a decedent. Enter the name of the estate. For an estate that has no legal name, enter the name of the decedent followed by "Estate."

Partnerships. Enter the legal name of the partnership as it appears in the partnership agreement.

Corporations. Enter the corporate name as it appears in the corporate charter or other legal document creating it.

Plan administrators. Enter the name of the plan administrator. A plan administrator who already has an EIN should use that number.

Indian tribal governments/enterprises. Enter the legal name of the Indian tribal government or tribal enterprise applying for the EIN.

Line 2. Trade name of business. Enter the trade name of the business if different from the legal name. The trade name is the "doing business as" (DBA) name.



Use the full legal name shown on line 1 on all tax returns filed for the entity. (However, if you enter a trade name on line 2 and choose to use the trade name instead of the legal name, enter the trade name on all returns you file.) To prevent processing delays and errors, use only the legal name (or the trade name) on all tax returns.

Line 3. Executor, administrator, trustee, "care of" name. For trusts, enter the name of the trustee. For estates, enter the name of the executor, administrator, personal representative, or other fiduciary. If the entity applying has a designated person to receive tax information, enter that person's name as the "care of" person. Enter the individual's first name, middle initial, and last name.

Lines 4a–4b. Mailing address. Enter the mailing address for the entity's correspondence. If the entity's address is outside the United States or its territories, you must enter the city, province or state, postal code, and the name of the country. Don't abbreviate the country name. If line 3 is completed, enter the address for the executor, trustee, or "care of" person. Generally, this address will be used on all tax returns.

If the entity is filing Form SS-4 only to obtain an EIN for Form 8832, use the same address where you would like to have the acceptance or nonacceptance letter sent.



File Form 8822-B to report any subsequent changes to the entity's mailing address.

Lines 5a–5b. Street address. Provide the entity's physical address only if different from its mailing address shown on lines 4a–4b. Don't enter a P.O. box number here. If the entity's address is outside the United States or its territories, you must enter the city, province or state, postal code, and the name of the country. Don't abbreviate the country name.

Line 6. County and state where principal business is located. Enter the entity's primary physical location.

Lines 7a–7b. Name of responsible party. Enter the full name (first name, middle initial, last name, if applicable) and SSN, ITIN, or EIN of the entity's responsible party.

Responsible party defined. The "responsible party" is the person who ultimately owns or controls the entity or who exercises ultimate effective control over the entity. The person identified as the responsible party should have a level of control over, or entitlement to, the funds or assets in the entity that, as a practical matter, enables the person, directly or indirectly, to control, manage, or direct the entity and the disposition of its funds and assets. **Unless the applicant is a government entity, the responsible party must be an individual (that is, a natural person), not an entity**.

- For entities with shares or interests traded on a public exchange, or which are registered with the Securities and Exchange Commission, "responsible party" is (a) the principal officer, if the entity is a corporation; or (b) a general partner, if a partnership. The general requirement that the responsible party be an individual applies to these entities. For example, if a corporation is the general partner of a publicly traded partnership for which Form SS-4 is filed, then the responsible party of the partnership is the principal officer of the corporation.
- For tax-exempt organizations, the responsible party is generally the same as the "principal officer" as defined in the Form 990 instructions.
- For government entities, the responsible party is generally the agency or agency representative in a position to legally bind the particular government entity.
- For trusts, the responsible party is a grantor, owner, or trustor.
- For decedent estates, the responsible party is the executor, administrator, personal representative, or other fiduciary.



File Form 8822-B to report any subsequent changes to responsible party information.

If you're applying for an EIN for a government entity, you may enter an EIN for the responsible party on line 7b. Otherwise, you must enter an SSN or ITIN on line 7b. But, leave line 7b blank or enter "N/A," "foreign," or similar language, if the responsible party doesn't have and is ineligible to obtain an SSN or ITIN.

Lines 8a–8c. Limited liability company (LLC) information. An LLC is an entity organized under the laws of a state or foreign country as a limited liability company. For federal tax purposes, an LLC may be treated as a partnership or corporation or be disregarded as an entity separate from its owner.

By default, a domestic LLC with only one member is disregarded as an entity separate from its owner and must include all of its income and expenses on the owner's tax return (for example, Schedule C (Form 1040)). For more information on single-member LLCs, see *Disregarded entities*, later.

Also, by default, a domestic LLC with two or more members is treated as a partnership. A domestic LLC may file Form 8832 to avoid either default classification and elect to be classified as an association taxable as a corporation. For more information on entity classifications (including the rules for foreign entities), see Form 8832 and its instructions.

If the answer to line 8a is "Yes," enter the number of LLC members. If the LLC is owned solely by an individual and his or her spouse in a community property state and they choose to treat the entity as a disregarded entity, enter "1" on line 8b.



Don't file Form 8832 if the LLC accepts the default classifications above. If the LLC timely files Form 2553, it will be treated as a corporation as of the effective date of the S corporation election as long as it meets all other requirements to qualify as an S corporation. The LLC doesn't need to file Form 8832 in addition to Form 2553. See the Instructions for Form 2553.

Line 9a. Type of entity. Check the box that best describes the type of entity applying for the EIN. If you're an alien individual with an ITIN previously assigned to you, enter the ITIN in place of a requested SSN.



This isn't an election for a tax classification of an entity. See Disregarded entities*, later.*

Sole proprietor. Check this box if you file Schedule C or Schedule F (Form 1040) and have a qualified plan, or are required to file excise, employment, alcohol, tobacco, or firearms returns, or are a payer of gambling winnings. Enter your SSN or ITIN in the space provided. If you're a nonresident alien with no effectively connected income from sources within the United States, enter "N/A." You don't need to enter an SSN or ITIN.

Corporation. This box is for any corporation other than a personal service corporation. If you check this box, enter the income tax form number to be filed by the entity in the space provided.



Unless you are a church, or church-controlled organization, if you are a corporation that is a nonprofit entity, check the "other nonprofit organization" box, and specify the purpose. See Other nonprofit organization*, later.*



If you entered "1120-S" after the Corporation *checkbox, the corporation must file Form 2553 no later than the 15th day of the 3rd month of the tax year the election is to take effect. Until Form 2553 has been received and approved, you will be considered a Form 1120 filer. See the Instructions for Form 2553.*

Personal service corporation. Check this box if the entity is a personal service corporation. An entity is a personal service corporation for a tax year only if:

- The principal activity of the entity during the testing period (generally the prior tax year) for the tax year is the performance of personal services substantially by employee-owners, and
- The employee-owners own at least 10% of the fair market value of the outstanding stock in the entity on the last day of the testing period.

Personal services include performance of services in such fields as accounting, actuarial science, architecture, consulting, engineering, health (including veterinary services), law, and the performing arts. For more information about personal service corporations, see the Instructions for Form 1120 and Pub. 542.



If the corporation is recently formed, the testing period begins on the first day of its tax year and ends on the earlier of the last day of its tax year, or the last day of the calendar year in which its tax year begins.

Other nonprofit organization. Check the *Other nonprofit organization* box if the nonprofit organization is other than a church or church-controlled organization and specify the type of nonprofit organization (for example, an educational organization).



If the organization also seeks tax-exempt status, you must file either Form 1023 (or Form 1023-EZ) or Form 1024. See Pub. 557 for more information.

If the organization is covered by a group exemption letter, enter the four-digit group exemption number (GEN) in the last entry. (Don't confuse the GEN with the 9-digit EIN.) If you don't know the GEN, contact the parent organization. See Pub. 557 for more information about group exemption letters.

If the organization is a section 527 political organization, check the *Other nonprofit organization* box and specify "Section 527 organization" in the space to the right. To be recognized as exempt from tax, a section 527 political organization must electronically file Form 8871, Political Organization Notice of Section 527 Status, within 24 hours of the date on which the organization was established. The organization may also have to file Form 8872, Political Organization Report of Contributions and Expenditures. Form 8872 must be filed electronically. Go to *IRS.gov/PolOrgs* for more information.

Estate. An estate is a legal entity created as a result of a person's death. Enter the SSN or ITIN of the deceased person in the space provided.

Plan administrator. If the plan administrator is an individual, enter the plan administrator's taxpayer identification number (TIN) in the space provided.

REMIC. Check this box if the entity has elected to be treated as a real estate mortgage investment conduit (REMIC). See the Instructions for Form 1066 for more information.

State/local government. State and local governments generally have the characteristics of a government, such as powers of taxation, law enforcement, and civil authority. If you're unsure whether or not your organization is a government, search "What are government entities?" at IRS.gov for clarification.

Federal government. The federal government is made up of the Executive, Legislative, and Judicial branches, as well as independent federal agencies. Unions, Veterans of Foreign Wars (VFW) organizations, and political organizations aren't federal agencies.

Indian tribal government/enterprise. Check the box for Indian tribal governments/enterprises for a governing body of any tribe, band, community, village, or group of Indians, or (if applicable) Alaska Natives, but only if the Secretary of the Treasury (after consultation with the Secretary of the Interior) determines that the governing body exercises governmental functions.

Similarly, check this box if you are requesting an EIN for a tribal enterprise that is not recognized as a separate entity for federal income tax purposes, for example, a corporation under Section 17 of the Indian Reorganization Act of 1934, or Section 3 of the Oklahoma Indian Welfare Act.

For more information, see Regulations section 301.7701-1(a)(3), Rev. Rul. 94-16, 1994-1 C.B. 19, available at *IRS.gov/pub/irs-tege/rr94_16.pdf*, and Rev. Rul. 94-65, 1994-2 C.B. 14, available at *IRS.gov/pub/irs-tege/rr94_65.pdf*.

Other. If not specifically listed, check the *Other* box and enter the type of entity and the type of return, if any, that will be filed (for example, "Common trust fund, Form 1065" or "Created a pension plan"). Don't enter "N/A." If you're an alien individual applying for an EIN, see *Lines 7a-7b*, earlier.

- **Household employer.** If you're an individual that will employ someone to provide services in your household, check the *Other* box and enter "Household employer" and your SSN. If you're a trust that qualifies as a household employer, you don't need a separate EIN for reporting tax information relating to household employees; use the EIN of the trust.
- **Household employer agent.** If you're an agent of a household employer that is a disabled individual or other welfare recipient receiving home care services through a state or local program, check the *Other* box and enter "Household employer agent." For more information, see Rev. Proc. 84-33 and Rev. Proc. 2013-39. If you're a state or local government, also check the state/local government box.
- **QSub.** For a qualified subchapter S subsidiary (QSub) check the *Other* box and specify "QSub." See Rev. Rul. 2008-18, 2008-13 I.R.B. 674, if the QSub election is made pursuant to a reorganization under section 368(a)(1)(F), and *Disregarded entities* below.
- **Withholding agent.** If you're a withholding agent required to file Form 1042, check the *Other* box and enter "Withholding agent."

Disregarded entities. A disregarded entity is an eligible entity that is treated as an entity not separate from its single owner for income tax purposes. Disregarded entities include single-member limited liability companies (LLCs) and certain qualified foreign entities. See the instructions for Forms 8832 and 8869, and Regulations section 301.7701-3 for more information on domestic and foreign disregarded entities.

The disregarded entity is required to use its name and EIN for reporting and payment of employment taxes; to register for excise tax activities on Form 637; to pay and report excise taxes reported on Forms 720, 730, 2290, and 11-C; to claim any refunds, credits, and payments on Form 8849; and where a U.S. disregarded entity is wholly owned by a foreign person, to file information returns on Form 5472. See the instructions for the employment and excise tax returns and Form 5472 for more information.

Complete Form SS-4 for disregarded entities as follows.

- If a disregarded entity is filing Form SS-4 to obtain an EIN because it is required to report and pay employment and excise taxes, or for non-federal purposes such as a state requirement, check the *Other* box for line 9a and write "Disregarded entity" (or "Disregarded entity-sole proprietorship" if the owner of the disregarded entity is an individual).
- If the disregarded entity is requesting an EIN for purposes of filing Form 5472, as required under section 6038A for a U.S. disregarded entity that is wholly owned by a foreign person, check the *Other* box for line 9a and write "Foreign-owned U.S. disregarded entity-Form 5472."
- If the disregarded entity is requesting an EIN for purposes of filing Form 8832 to elect classification as an association taxable as a corporation, or Form 2553 to elect S corporation status, check the *Corporation* box for line 9a and write "Single-member" and the form number of the return that will be filed (Form 1120 or 1120-S).
- If the disregarded entity is requesting an EIN because it has acquired one or more additional owners and its classification has changed to partnership under the default rules of Regulations section 301.7701-3(f), check the *Partnership* box for line 9a.
- If a foreign eligible entity is requesting an EIN for purposes of filing Form 8832 to elect classification as a disregarded entity, check the *Other* box for line 9a and write "foreign disregarded entity."

Line 10. Reason for applying. Check only one box. Don't enter "N/A." A selection is required.

Started new business. Check this box if you're starting a new business that requires an EIN. If you check this box, enter the type of business being started. Don't apply if you already have an EIN and are only adding another place of business.

Hired employees. Check this box if the existing business is requesting an EIN because it has hired or is hiring employees and is therefore required to file employment tax returns. Don't apply if you already have an EIN and are only hiring employees. For information on employment taxes (for example, for family members), see Pub. 15.



You must make electronic deposits of all depository taxes (such as employment tax, excise tax, and corporate income tax) using EFTPS. See Pub. 15 and Pub. 966.

Banking purpose. Check this box if you're requesting an EIN for banking purposes only, and enter the banking purpose (for example, a bowling league for depositing dues or an investment club for dividend and interest reporting).

Changed type of organization. Check this box if the business is changing its type of organization. For example, the business was a sole proprietorship and has been incorporated or has become a partnership. If you check this box, specify in the space provided (including available space immediately below) the type of change made. For example, "From sole proprietorship to partnership."

Purchased going business. Check this box if you purchased an existing business. Don't use the former owner's EIN unless you became the "owner" of a corporation by acquiring its stock.

Created a trust. Check this box if you created a trust, and enter the type of trust created. For example, indicate if the trust is a nonexempt charitable trust or a split-interest trust.

Exception. Don't file this form for certain grantor-type trusts. The trustee doesn't need an EIN for the trust if the trustee furnishes the name and TIN of the grantor/owner and the address of the trust to all payers. However, grantor trusts that don't file using Optional Method 1 and IRA trusts that are required to file Form 990-T must have an EIN. For more information on grantor trusts, see the Instructions for Form 1041.



Don't check this box if you're applying for a trust EIN when a new pension plan is established. Check the Created a pension plan *box.*

Created a pension plan. Check this box if you have created a pension plan and need an EIN for reporting purposes. Also, enter the type of plan in the space provided. For more information about pension plans, visit IRS.gov and enter "Types of retirement plans" in the search box.



Check this box if you're applying for a trust EIN when a new pension plan is established. In addition, check the Other *box on line 9a and write "Created a pension plan" in the space provided.*

Other. Check this box if you're requesting an EIN for any other reason, and enter the reason. For example, a newly formed state government entity should enter "Newly formed state government entity" in the space provided. A foreign-owned U.S. disregarded entity required to file Form 5472 should enter "Foreign-owned U.S. disregarded entity filing Form 5472" in the space provided.

Line 11. Date business started or acquired. If you're starting a new business, enter the starting date of the business. If the business you acquired is already operating, enter the date you acquired the business. For foreign applicants, this is the date you began or acquired a business in the United States. If you're changing the form of ownership of your business, enter the date the new ownership entity began. Trusts should enter the date the trust was funded or the date that the trust was required to obtain an EIN under Regulations section 301.6109-1(a)(2). Estates should enter the date of death of the decedent whose name appears on line 1 or the date when the estate was legally funded.

Line 12. Closing month of accounting year. Enter the last month of your accounting year or tax year. An accounting or tax year is usually 12 consecutive months, either a calendar year or a fiscal year (including a period of 52 or 53 weeks). A calendar year is 12 consecutive months ending on December 31. A fiscal year is either 12 consecutive months ending on the last day of any month other than December or a 52-53 week year. For more information on accounting periods, see Pub. 538.

Individuals. Your tax year will generally be a calendar year.

Partnerships. Partnerships must adopt one of the following tax years.

- The tax year of the majority of its partners.
- The tax year common to all of its principal partners.
- The tax year that results in the least aggregate deferral of income.
- In certain cases, some other tax year.

See the Instructions for Form 1065 for more information.

REMICs. REMICs must have a calendar year as their tax year.

Personal service corporations. A personal service corporation must generally adopt a calendar year unless it meets one of the following requirements.

- It can establish a business purpose for having a different tax year.
- It elects under section 444 to have a tax year other than a calendar year.

Trusts. Generally, a trust must adopt a calendar year except for the following trusts.

- Tax-exempt trusts.
- Charitable trusts.
- Grantor-owned trusts.

Line 13. Highest number of employees expected in the next 12 months. Complete each box by entering the number (including zero (-0-)) of *Agricultural*, *Household*, or *Other* employees expected by the applicant in the next 12 months.

If no employees are expected, skip line 14.

Line 14. Do you want to file Form 944? If you expect your employment tax liability to be $1,000 or less in a full calendar year, you're eligible to file Form 944 annually (once each year) instead of filing Form 941 quarterly (every 3 months). Your employment tax liability will generally be $1,000 or less if you expect to pay $5,000 or less in total wages subject to social security and Medicare taxes and federal income tax withholding. For employers in the U.S. territories, generally, if you pay $6,536 or less in wages subject to social security and Medicare taxes, you're likely to pay $1,000 or less in employment taxes. If you qualify and want to file Form 944 instead of Forms 941, check the box on line 14. If you don't check the box, then you must file Form 941 for every quarter.



Once you check the box, you must continue to file Form 944, regardless of the amount of tax shown on your return, until the IRS instructs you to file Form 941.

For more information on employment taxes, see Pub. 15.

Line 15. First date wages or annuities were paid. If the business has employees, enter the date on which the business began to pay wages or annuities. For foreign applicants, this is the date you began to pay wages in the United States. If the business doesn't plan to have employees, enter "N/A."

Withholding agent. Enter the date you began or will begin to pay income (including annuities) to a nonresident alien. This also applies to individuals who are required to file Form 1042 to report alimony paid to a nonresident alien. For foreign applicants, this is the date you began or will begin to pay income (including annuities) to a nonresident alien in the United States.

Line 16. Check the one box on line 16 that best describes the principal activity of the applicant's business. Check the *Other* box (and specify the applicant's principal activity) if none of the listed boxes applies. You must check a box.

Construction. Check this box if the applicant is engaged in erecting buildings or engineering projects (for example, streets, highways, bridges, and tunnels). The term "construction" also includes special trade contractors (for example, plumbing, HVAC, electrical, carpentry, concrete, excavation, etc., contractors).

Real estate. Check this box if the applicant is engaged in renting or leasing real estate to others; managing, selling, buying, or renting

real estate for others; or providing related real estate services (for example, appraisal services). Also, check this box for mortgage real estate investment trusts (REITs). Mortgage REITs are engaged in issuing shares of funds consisting primarily of portfolios of real estate mortgage assets with gross income of the trust solely derived from interest earned.

Rental & leasing. Check this box if the applicant is engaged in providing tangible goods such as autos, computers, consumer goods, or industrial machinery and equipment to customers in return for a periodic rental or lease payment. Also, check this box for equity real estate investment trusts (REITs). Equity REITs are engaged in issuing shares of funds consisting primarily of portfolios of real estate assets with gross income of the trust derived from renting real property.

Manufacturing. Check this box if the applicant is engaged in the mechanical, physical, or chemical transformation of materials, substances, or components into new products. The assembling of component parts of manufactured products is also considered to be manufacturing.

Transportation & warehousing. Check this box if the applicant provides transportation of passengers or cargo; warehousing or storage of goods; scenic or sight seeing transportation; or support activities related to transportation.

Finance & insurance. Check this box if the applicant is engaged in transactions involving the creation, liquidation, or change of ownership of financial assets and/or facilitating such financial transactions; underwriting annuities/insurance policies; facilitating such underwriting by selling insurance policies or in providing other insurance or employee-benefit related services.

Health care & social assistance. Check this box if the applicant is engaged in providing physical, medical, or psychiatric care; or in providing social assistance activities, such as youth centers, adoption agencies, individual/family services, temporary shelters, daycare, etc.

Accommodation & food services. Check this box if the applicant is engaged in providing customers with lodging, meal preparation, snacks, or beverages for immediate consumption.

Wholesale-agent/broker. Check this box if the applicant is engaged in arranging for the purchase or sale of goods owned by others or purchasing goods on a commission basis for goods traded in the wholesale market, usually between businesses.

Wholesale-other. Check this box if the applicant is engaged in selling goods in the wholesale market generally to other businesses for resale on their own account, goods used in production, or capital or durable nonconsumer goods.

Retail. Check this box if the applicant is engaged in selling merchandise to the general public from a fixed store; by direct, mail-order, or electronic sales; or by using vending machines.

Other. Check this box if the applicant is engaged in an activity not described above. Describe the applicant's principal business activity in the space provided.

Line 17. Use line 17 to describe the applicant's principal line of business in more detail. For example, if you checked the *Construction* box on line 16, enter additional detail such as "General contractor for residential buildings" on line 17. An entry is required. For mortgage REITs, indicate mortgage REIT; and for equity REITs, indicate what type of real property is the principal type (residential REIT, nonresidential REIT, miniwarehouse REIT, etc.).

Line 18. Check the applicable box to indicate whether or not the applicant entity applying for an EIN was issued one previously.

Third-Party Designee. Complete this section only if you want to authorize the named individual to answer questions about the completion of Form SS-4 and receive the entity's newly assigned EIN. You must complete the signature area for the authorization to be valid. The designee's authority terminates at the time the EIN is assigned and released to the designee. EINs are released to authorized third-party designees by the method they used to obtain the EIN (online, telephone, or fax); however, the EIN notice will be mailed to the taxpayer.



If the third-party designee's address or telephone number matches the address or telephone number of the taxpayer, the application must be mailed or faxed.

Signature. When required, the application must be signed by (a) the individual, if the applicant is an individual; (b) the president, vice president, or other principal officer, if the applicant is a corporation; (c) a responsible and duly authorized member or officer having knowledge of its affairs, if the applicant is a partnership, government entity, or other unincorporated organization; or (d) the fiduciary, if the applicant is a trust or an estate. Foreign applicants may have any duly authorized person (for example, division manager) sign Form SS-4.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. We need it to comply with section 6109 and the regulations thereunder, which generally require the inclusion of an employer identification number (EIN) on certain returns, statements, or other documents filed with the Internal Revenue Service. If your entity is required to obtain an EIN, you're required to provide all of the information requested on this form. Information on this form may be used to determine which federal tax returns you're required to file and to provide you with related forms and publications.

We disclose this form to the Social Security Administration (SSA) for their use in determining compliance with applicable laws. We may give this information to the Department of Justice for use in civil and/or criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, and to federal law enforcement and intelligence agencies to combat terrorism.

We will be unable to issue an EIN to you unless you provide all of the requested information that applies to your entity. Providing false information could subject you to penalties.

You're not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

Recordkeeping	8 hr., 36 min.
Learning about the law or the form	42 min.
Preparing, copying, assembling, and sending the form to the IRS	52 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can send us comments at *IRS.gov/FormComments*. Or you can write to the Internal Revenue Service, Tax Forms and Publications Division, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Don't send Form SS-4 to this address. Instead, see *Where To File or Fax*, earlier.

FACT SHEET

Insurance Verification Responsibilities of an Issuing Agent

PURPOSE

This fact sheet explains Issuing Agents' responsibilities in verifying proof of vehicle insurance when issuing vehicle registration in the Commonwealth of Pennsylvania. It describes the documents that must be used by a vehicle owner to serve as acceptable proof of insurance.

REQUIREMENTS

Pennsylvania's financial responsibility law requires that one of the following items must be used to serve as acceptable proof of insurance. No other forms or receipts are acceptable as proof of insurance.

1. An insurance identification card issued by an insurance carrier or by a self-insured. The Department of Transportation issues a certificate to self-insureds who are then authorized to produce an insurance I.D. card; or,
2. The declaration page of an insurance policy or a copy thereof; or,
3. 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,
4. A valid copy of an application for insurance to the Pennsylvania Assigned Risk Plan which contains all of the information required to appear on the I.D. card, excluding the policy number, and is signed by a licensed producer (insurance agent).

NOTE: A computer generated copy of the vehicle insurance application signed by the insurance agent is acceptable when the signature of the insurance agent is an original, in lieu of the carbon copy of a valid binder of insurance or application for insurance to the Pennsylvania Assigned Risk Plan (numbers 3 and 4 above). A legible photocopy, facsimile or printout of an electronic transmission of a document listed above (numbers 1 through 4) are acceptable provided the issuing agent receives the photocopy, facsimile or printout directly from a licensed insurance company or licensed insurance agency. The photocopy, facsimile or printout must be on the letterhead of the company or the agency or with a letter written upon the insurance company's or agency's letterhead. The letterhead photocopy, facsimile or printout of the proof of insurance document or letter on company/agency letterhead document must specifically reference the proof of financial responsibility by the insured's name and address, vehicle make, model and Vehicle Identification Number (VIN) of the insured vehicle. An issuing agent may not accept a photocopy, facsimile or printout of an electronic transmission as proof of financial responsibility when the issuing agent is also acting as an insurance agent for the licensed insurance company or agency.

NOTE: Hand printed identification cards, issued by a Pennsylvania licensed insurance company or agency, are unacceptable.

Each of the documents listed above should be in the customer's name. According to the Pennsylvania Insurance Department, most policies written in Pennsylvania cover the insured person listed on the card and any immediate family members dwelling in the same household.

However, not all policies have the blanket coverage. Therefore, if the customer states that they are covered on the policy and the provided documentation is in the name of another family member, the issuing agent must request further proof of coverage such as the declaration page of the insurance policy with one exception.

When an agent is transferring a registration plate and is presented with one of the items listed on the front

page as proof of insurance in a name that differs from the name shown on the transferred vehicle's registration card, the plate may be transferred and the proof of insurance is acceptable if both the old registration card and the proof of insurance have the same vehicle identification number listed.

The Insurance Department has determined that an issuing agent may accept as proof of insurance for a newly purchased vehicle, any of the items listed on the front of this fact sheet covering a vehicle being traded or another vehicle being driven by the applicant at the time they acquire the new vehicle and the names remain the same. It is the applicant's responsibility to contact their insurance agent or broker to extend their coverage to the newly purchased vehicle. (Items may be listed with the newly purchased vehicle's description.)

Insurance identification cards must contain the words "Financial Responsibility Identification Card," name and address of the insured, vehicle make, model year and vehicle identification number. In addition, the card must contain the insurance company name, company code, policy number or self-insurance certificate number, effective and expiration dates.

Each vehicle belonging to a fleet must have an individual insurance I.D. card or an insurance I.D. card that contains a statement, such as, "insurance coverage provided on all vehicles of fleet." Fleet I.D. cards should list the name and address of the insured, insurance company name, company code number, policy number, effective and expiration dates. In addition, a separate document should be provided by the fleet owner and carried in the vehicle that specifically identifies the insured vehicles by vehicle make, model year and vehicle identification number.

The binder of insurance is an application that becomes a legitimate binder when signed and dated by the insurance agent or broker and dated. If the binder is presented as proof of insurance, check carefully for the agent or broker signature and date. A binder of insurance or an application to the Pennsylvania Assigned Risk Plan, signed and dated by a licensed producer (insurance agent), is valid until replaced by a policy.

Telephone calls to insurance agents for insurance verification purposes may not be made by issuing agents. The Vehicle Code provides that proof of financial responsibility be verified by issuing agents examining one of the acceptable items listed on the front of this fact sheet. However, issuing agents may telephone an insurance agent to request that a photocopy, facsimile or printout of an acceptable proof of insurance be provided. Photocopy, facsimile (FAX) or printout copies of an acceptable proof of insurance document may be accepted by an issuing agent when sent by the vehicle owner's insurance company or agency directly to the issuing agent's office for verification purposes. **NOTE:** Vehicle owners may not deliver the above copies to the issuing agent's office. Photocopies, facsimile (FAX) or printout copies of proof of insurance documents must be provided to the issuing agent on the letterhead of the company or agency, or with a letter written upon the company's or agency's letterhead and must specifically reference the proof of financial responsibility by the insured's name and address, the make, model and vehicle identification number (VIN) of the insured vehicle.

The Vehicle Code prohibits an issuing agent acting as an insurance agent for a licensed insurance company or agency from accepting an electronically transmitted proof of financial responsibility document.

In order for the issuing agent to show evidence that supports the agent's compliance with verifying proof of insurance documents, Department regulations require the agent to maintain copies of the documents used for insurance verification. The agent's copy of the temporary registration card (yellow copies of Form MV-1, MV-4ST an MV-120), copies of related documents and copies of the insurance documents must be retained at the place of business of the issuing agent for at least 3 years. Copies of these documents must be available for inspection by police and authorized representatives of PennDOT when conducting audits of the issuing agent's files to verify compliance with Departmental regulations.

Only an authorized online agent may issue temporary vehicle registration to transport a vehicle to another state. The authorized agent must ascertain that the applicant is an out-of-state resident by examining the applicant's out-of-state driver's license. When a person from another state has moved to Pennsylvania and is applying for a Pennsylvania Certificate of Title and registration, the issuing agent cannot accept out-of-state insurance documents as proof of insurance unless the insurance company is authorized to sell motor vehicle insurance in Pennsylvania. To determine whether or not the out-of-state insurance

company is authorized to provide vehicle insurance in Pennsylvania, the issuing agent must contact the Insurance Department at (717) 787-2317. The Insurance Department service representative will verify whether or not the insurance company is licensed to write vehicle insurance in Pennsylvania and provide the issuing agent a telephone number for the out-of-state insurance company. The issuing agent must then contact the out-of-state insurance company and request written proof that satisfactorily shows the company is licensed in Pennsylvania to sell vehicle insurance and the liability insurance coverage provided is in compliance with Pennsylvania's insurance laws and that the applicant is currently covered. The issuing agent must instruct the applicant to obtain an acceptable proof of insurance document issued by an insurance company licensed in Pennsylvania to sell vehicle insurance. **NOTE:** Handwritten insurance I.D. cards are not permitted to be issued by Pennsylvania licensed insurance companies or agents. However, if the handwritten proof of financial responsibility is acceptable proof of insurance in the state where the vehicle is to be registered, for intransit tag issuance, the issuing agent is authorized to accept a handwritten insurance card as proof, provided the issuing agent receives written confirmation from the applicable state, insurance company or insurance agency that handwritten proof is acceptable in that state.

Other insurance verification information is available to issuing agents from the Bureau. A "Proof of Insurance" poster and "Insurance Verification Responsibilities of an Issuing Agent Questions and Answers" handout are available upon request and may be obtained by sending a request to the Bureau using the address listed at the bottom of the front page of this fact sheet.

Insurance Verification Responsibilities of an Issuing Agent
Questions and Answers

Listed below are the most frequently asked questions and answers concerning proof of insurance.

Q1. What items must be used by a vehicle owner to serve as acceptable proof of insurance?

A1.

1. An insurance identification card issued by an insurance carrier or by a self-insured motorist. (PennDOT issues a self-insured certificate to motorists who are then authorized to produce an insurance ID card); or,
2. The declaration page of an insurance policy or a copy thereof; or
3. A copy of a valid binder of insurance, which contains all the information required to appear on the ID card, excluding the policy number, and is signed and dated by a licensed insurance agent or broker; or,
4. A valid copy of an application for insurance to the Pennsylvania Assigned Risk Plan, which contains all of the information required to appear on the ID card, excluding the policy number, and is signed and dated by a licensed producer (insurance agent).

NOTE: A computer generated copy of the vehicle insurance application signed by the insurance agent is acceptable when the signature of the insurance agent is an original, in lieu of the carbon copy of a valid binder of insurance or application for insurance to the Pennsylvania Assigned Risk Plan (number 3 and 4 above). A legible photocopy, facsimile (FAX) or printout of an electronic transmission of a document listed above (numbers 1 through 4) are acceptable provided the issuing agent receives the photocopy, facsimile (FAX) or printout directly from a licensed insurance company or licensed insurance agency. The photocopy, facsimile (FAX) or printout must be on the letterhead of the company or the agency or with a letter written upon the insurance company's or agency's letterhead. The letterhead photocopy, facsimile (FAX) or printout of the proof of insurance document or letter on company/agency letterhead document must specifically reference the proof of financial responsibility by the insured's name and address, vehicle make, model and vehicle identification number (VIN) of the insured vehicle. An issuing agent may not accept a photocopy, facsimile (FAX) or printout of an electronic transmission as proof of financial responsibility when the issuing agent is also acting as an insurance agent for the licensed insurance company or agency.

NOTE: Hand-printed identification cards, issued by a Pennsylvania licensed insurance company or agency, are unacceptable.

Q2. What is required to be printed on a financial responsibility (insurance) ID card?

A2. The Pennsylvania Vehicle Code, Section 1782(d) and Insurance Department Regulations, Chapter 67.21, require insurers to issue financial responsibility (insurance) ID cards containing the following:

NOTE: Vehicle owners may not deliver the faxed copies to an issuing agent's office.

1. Title of card, "Financial Responsibility Identification Card."
2. NAIC number of the insurer or self-insurance certificate number.
3. Name of the insurer or self-insurer.

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4. Name and address of the named insured or motor vehicle registrant when the vehicle is self-insured.
5. Description of Vehicle - Year, make and vehicle identification number (VIN). The model of the vehicle may be used as the make. All digits of the VIN must appear on the ID card.
6. Policy number where applicable.
7. Effective date - month, day and year of the policy must be shown.
8. Policy expiration date or the following inscription below the effective date: "Not valid for more than one year from effective date."

NOTE: When a policy holder or self-insurer has five or more vehicles registered in the Commonwealth of Pennsylvania, the insurer or self-insurer may use the statement "all owned vehicles" or "all owned and leased vehicles" instead of a specific vehicle description on each ID card. However, each vehicle must have an ID card issued for it. In addition, a separate document should be provided by a fleet owner and carried in the vehicle that specifically identifies the insured vehicles by vehicle identification number, make and body style.

Q3. May verification of insurance information be made by telephoning the applicant's insurance agent?

A3. No. The Pennsylvania Vehicle Code requires that proof of financial responsibility be verified by issuing agents examining one of the acceptable items listed under Question #1. Therefore, telephone calls to insurance agents for insurance verification purposes may not be made by issuing agents. However, issuing agents may telephone an insurance agent to request that a photocopy, facsimile (FAX) or printout of an acceptable proof of insurance document be provided.

Q4. May an agent accept a valid identification card on a customer's electronic device (i.e., cell phone)?

A4. Yes, Act 132 of 2013 allows for electronic proof of financial responsibility. It amends Section 1782(d) of the Pennsylvania Vehicle Code to allow insurers to issue the identification card solely in electronic format if both the insured and the insurer agree to that format.

It does not change PennDOT procedural requirements with respect to an agent's responsibility to retain copies of supporting documents for vehicle transactions. An agent service may accept and verify the electronic financial responsibility identification card as proof of insurance for the purpose of registering a motor vehicle in Pennsylvania. However, agent services are still required by Chapter 43 of Department regulations to keep a file copy of the proof of financial responsibility for a minimum of three years.

If the insured is unable to provide a screen print or email of the valid insurance identification card, the customer must provide:

- A paper financial responsibility identification card received from their insurance company; or,
- The agent must receive a legible photocopy, facsimile or printout of acceptable proof of financial responsibility directly from an insurance company or insurance agent before registration may be issued.

Q5. How do I as an agent obtain a copy of the verified identification card?

A5. After the agent has verified the valid identification card on the insured's electronic device, the agent may do one of the following to obtain a copy of the verified identification card:

- request the insured to email the agent a screen print of the identification card from the insured's electronic device; or,
- request the insured to email the agent a copy of their insurance identification card from their insurance company's website. (**NOTE**: Customers may do this from their

electronic device while in your place of business or you may offer customers use of a computer in your place of business if you so choose.)

The agent must receive and print the electronic copy of the identification card they verified, to retain in their files or submit to PennDOT if PennDOT is issuing the registration plate, prior to completing the application.

Q6. May photocopy, facsimile (FAX) or printout copies of insurance documents be accepted as proof of insurance?

A6. Photocopy, facsimile (FAX) or printout copies of an acceptable proof of insurance document may be accepted by an issuing agent when sent by the vehicle owner's insurance company or agency directly to the issuing agent's office for verification purposes. **NOTE**: Vehicle owners may not deliver the above copies to the issuing agent's office.

Q7. Why aren't photocopies, facsimile (FAX) or printout copies of insurance documents allowed to be delivered to the issuing agent by the vehicle owner?

A7. The Pennsylvania Vehicle Code requires the information listed on photocopies, facsimile (FAX) or printout copies to be delivered directly from the licensed insurance company or licensed insurance agency to the issuing agent.

Q8. How must photocopies, facsimile (FAX) or printout copies of proof of insurance documents be presented to the issuing agent?

A8. Photocopies, facsimile (FAX) or printout copies of proof of insurance documents must be provided to the issuing agent on the letterhead of the company or agency, or with a letter written upon the company's or agency's letterhead and must specifically reference the proof of financial responsibility by the insured's name and address, the make, model and vehicle identification number (VIN) of the insured vehicle.

Q9. May an issuing agent acting as an insurance agent for the licensed insurance company or licensed insurance agency accept a photocopy, facsimile (FAX) or printout of an electronic transmission as proof of financial responsibility for an insured?

A9. No. The Pennsylvania Vehicle Code prohibits an issuing agent acting as an insurance agent for a licensed insurance company or agency from accepting an electronically transmitted proof of financial responsibility document.

Q10. Are "Auto Binder Receipt" or "Auto Policy Status" forms acceptable as proof of insurance?

A10. No. Pennsylvania’s financial responsibility law requires that only those items listed under Question #1 be used to serve as acceptable proof of insurance.

Q11. Are “Temporary Financial Responsibility Cards” acceptable as proof of insurance?

A11. Yes. On the expiration date of the ID cards, a letter is generated and mailed to the vehicle owner requesting verification of a permanent ID card.

Q12. Are hand typed insurance I.D. cards acceptable as proof of insurance?

A12. Yes, as long as the issuing agent has no reason to believe the information provided is fraudulent or the insurance agent or vehicle owner falsified the information listed on the ID card. If an issuing agent has reason to believe the information provided is false or fraudulent, the issuing agent may ask the vehicle owner to provide further proof of insurance by asking to see the declaration page of the insurance policy or the binder accompanied by a letter on the licensed insurance company or agency letterhead issued by the insurance agent.

Q13. Are handwritten insurance ID cards acceptable as proof of insurance?

A13. According to the Pennsylvania Insurance Department, handwritten insurance ID cards are not permitted to be issued by Pennsylvania licensed insurance companies or agents. However, if the handwritten proof of financial responsibility is acceptable proof of insurance in the state where the vehicle is to be registered, for intransit tag issuance, the issuing agent is authorized to accept a handwritten insurance card as proof, provided the issuing agent receives written confirmation from the applicable state, insurance company or insurance agency that handwritten proof is acceptable in that state.

Q14. Are all insurance binders valid for only 30 days?

A14. No. As a general rule, a binder is valid until an insurance policy is issued. However, some binders stipulate when it expires, i.e., 15 days, 30 days, 45 days, etc.

Q15. If an applicant brings an expired insurance ID card in error to an issuing agent, must the applicant be sent home to get their current card or can the issuing agent telephone the insurance agent?

A15. The issuing agent may telephone the applicant's insurance agent to request the insurance agent to provide a photocopy, facsimile (FAX) or printout copy of an acceptable proof of insurance document accompanied by a letter on the insurance company or agency letterhead to the issuing agent's office for verification purposes. Issuing agents may not telephone insurance agents to verify an applicant's insurance information in lieu of examining an acceptable proof of insurance document.

Q16. Must every insurance ID card list all the names covered by an insurance policy before an issuing agent can issue a temporary plate or complete a transfer of registration plates?

A16. No. The issuing agent may ask the applicant to provide the declaration page of the insurance policy to verify if an applicant is covered by a policy.

Q17. Can an issuing agent accept an insurance ID card on May 29, 20XX with an expiration date of May 31, 20XX to issue a temporary plate or transfer a registration plate?

A17. Yes. The proof of insurance document verified by the issuing agent was valid on the date the temporary plate was issued or the registration plate was transferred.

Q18. May a vehicle owner present an insurance card in a company's name to use as proof of insurance for a vehicle that is being titled in the individual owner's name?

A18. NO. The issuing agent must request written documentation from the insurance company that states the individual owner's vehicle is covered by the business policy. The written documentation, in addition to the insurance ID card, declaration page or binder would be acceptable as proof of insurance.

Q19. Must the issuing agent maintain copies of the proof of insurance document used for insurance verification?

A19. Yes. The issuing agent is required to maintain legible copies of the documents used for insurance verification for at least three years. These copies must be kept at the issuing agent's established place of business.

Q20. Is an insurance ID card issued to an individual acceptable as proof of insurance to title and issue a temporary registration plate in the name of a company?

A20. No. The insurance ID card is unacceptable as proof of insurance. If the individual is the sole owner of the company, the issuing agent must see the declaration page of the applicant's insurance policy. If upon review of the policy, the issuing agent determines that other vehicles titled in the company name are covered by that policy, a temporary registration plate may be

issued. If no other company vehicles are listed on the applicant's declaration page, temporary registration plates may not be issued using that document as proof of insurance. If the individual is not the sole owner of the company, written documentation from the company and the applicant's insurance agent is required in addition to the document submitted as proof of insurance.

Q21. When a vehicle is "titled only" in excess of 14 days and the vehicle owner now wants to obtain a registration plate, may the vehicle owner present a proof of insurance document for another vehicle currently in the registrant's name?

A21. No. Insurance policies state that a vehicle owner has 14 days from purchase of a vehicle to report additional/substitute vehicles to an existing policy. The vehicle owner is required to obtain a binder for the vehicle before the issuing agent can issue a temporary plate.

Q22. May an issuing agent accept proof of insurance in a husband's name only for a vehicle being titled and registered in a wife's name only?

A22. Yes. As long as the wife currently is in possession of a vehicle and the registration card and the proof of insurance have the same vehicle identification number (VIN) listed. Otherwise, the issuing agent must request the applicant to present the declaration page of the existing insurance policy to verify coverage for the wife. If the wife's name is not listed on the declaration policy, a binder of insurance in the wife's name would be required.

Q23. If a vehicle is being titled in both a husband and wife's names, can an issuing agent accept the current insurance ID card in one name and issue a temporary registration plate or complete a temporary transfer of plate?

A23. Yes. It would be the responsibility of the insured to report the purchase of the new vehicle and any other changes to the existing insurance policy to the insurance agent.

Q24. When a vehicle owner has died and the vehicle is being transferred to the surviving spouse, may the insurance ID card in only the deceased spouse's name be used as proof of insurance to transfer the registration plate?

A24. No. The insurance ID card would be unacceptable as proof of insurance. The issuing agent must request the surviving spouse to present the declaration page of the existing insurance policy or obtain a copy of a binder of insurance in their name. The declaration page of the existing policy may have the surviving spouse's name listed, wherein the issuing agent could transfer the plate. The surviving spouse must contact the insurance agent and make the appropriate changes to the policy.

Q25. If a vehicle is being titled in two unrelated individual names, must an issuing agent see both names on the insurance ID card as proof of insurance?

A25. No. A valid insurance ID card in one of the co-owner's names is acceptable as proof of insurance.

Q26. If a vehicle is being titled in two names and one of the co-owners is a non-driver, must an issuing agent see both names on the insurance ID card as proof of insurance?

A26. No. As long as one of the co-owner's names appears on the ID card, it is acceptable.

Q27. When an issuing agent is transferring a registration plate and is presented with one of the acceptable proof of insurance items in a name that differs from the name shown on the transferred vehicle's registration card, may the plate be transferred?

A27. The plate may be transferred and the proof of insurance is acceptable if the old registration card and proof of insurance have the same vehicle identification number (VIN) listed.

Q28. Must a 16 year old son who wants to register a vehicle in his name have his own policy or may he be a driver listed on his parent's policy?

A28. The son may own a vehicle and be covered by a parent's policy if the son's name is listed on the declaration page of the parent's policy, and the son's vehicle identification number (VIN) is shown on the policy. The son may also have a policy for the vehicle issued in his own name.

Q29. A vehicle is titled in the father's name only. The father is transferring ownership to his son. The son presents a declaration page from his father's policy. The son does not have his own policy. May an issuing agent accept the declaration page from his father's policy as proof of insurance and issue a temporary plate?

A29. Yes. The son's name must be listed on the declaration page of the parent's policy and the son's vehicle identification number (VIN) must be shown on the policy.

Q30. May an issuing agent accept a proof of insurance document, which lists information for a passenger vehicle, to issue a registration plate to a motorcycle?

A30. Yes. The issuing agent may accept proof of insurance, which lists information for another vehicle that an individual owns as proof to issue a temporary plate on a motorcycle as long as the individual's insurance agent or broker provides documentation that coverage from the original policy will be extended to the recently purchased motorcycle. If the coverage cannot be extended, the individual must get a new binder for the motorcycle from the insurance agent/broker prior to the issuing agent issuing a motorcycle registration plate.

Q31. Is a valid insurance ID card issued by an insurance company located in another state acceptable as proof of insurance to issue temporary registration plates when an applicant has moved to Pennsylvania?

A31. Approximately 500 insurance companies are currently licensed to provide vehicle insurance in Pennsylvania. Some of these companies are located outside the Commonwealth of Pennsylvania. An ID card issued from an authorized insurance company located outside of Pennsylvania would be acceptable proof of insurance. To determine whether the out-of-state insurance company is authorized to provide vehicle insurance in Pennsylvania, the issuing agent must contact the Insurance Department at (717) 787-2317. The Insurance Department service representative will verify whether or not the insurance company is licensed to write vehicle insurance in Pennsylvania and provide the issuing agent a telephone number for the out-of-state insurance company. The issuing agent must then contact the out-of-state insurance company and request written proof that satisfactorily shows the company is licensed in Pennsylvania to sell vehicle insurance, the liability insurance coverage provided is in compliance with Pennsylvania's insurance laws and that the applicant is currently covered.

Q32. Is other insurance verification information available to issuing agents from the Bureau of Motor Vehicles?

A32. Yes. Pennsylvania offers a fact sheet titled, "Insurance Verification Responsibilities of an Issuing Agent" and a "Proof of Insurance" posted on its Driver and Vehicle Services Web site at www.dmv.pa.gov.

Please Note: Authorized agents are under contract to PennDOT and may charge a market driven service (delivery) fee; these are in addition to any PennDOT statutory fees for temporary, or in some cases, permanent motor vehicle registration plates and cards or other related products and services offered by the agent. The agent's service (delivery) fees are market driven, and vary by agent. To compare service (delivery) fees, you are encouraged to contact the authorized agents in your area for the applicable service (delivery) fees charged.

FACT SHEET

Verification of Signature in Lieu of Notarization Procedures

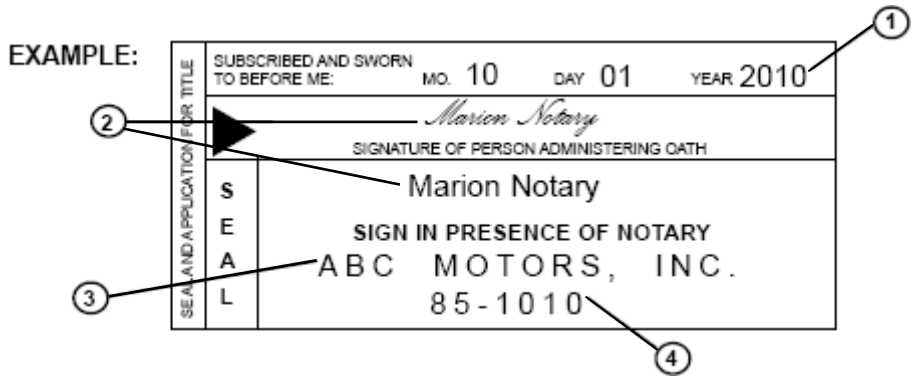
PURPOSE

This fact sheet explains the procedures for issuing agents who are also dealers licensed by the State Board of Vehicle Manufacturers, Dealers and Salespersons, or its employees, for verification of a person's signature in lieu of notarization on any documents required to be submitted with the application for certificate of title.

GENERAL INFORMATION

Section 1103.1 (g.1) of the Pennsylvania Vehicle Code permits a wholesale vehicle auction that is licensed by the State Board of Vehicle Manufacturers, Dealers and Salespersons or its employee or an issuing agent who is licensed by the State Board of Vehicle Manufacturers, Dealers and Salespersons or their employee, to verify a person's signature on any documents required to be submitted to PennDOT with an application for certificate of title. An "issuing agent" is "a full agent or card agent, or a dealer or manufacturer, who has been authorized by PennDOT to issue temporary registration cards and plates" (67 Pa. Code §43.2). Additionally, a "licensed dealer" is "a dealer licensed by the State Board of Vehicle Manufacturers, Dealers or Salespersons" (67 Pa. Code §53.2). Therefore, only an issuing agent who is licensed as a dealer and who, is authorized to issue temporary registration plates and who complies with the above definitions is permitted to verify signatures in lieu of notarization on documents required to be submitted to PennDOT with an application for certificate of title. **(NOTE: Motor vehicle auctions that are authorized to issue temporary registration plates are also included in the above definition.)** The issuing agent/licensed dealer or the issuing agent/licensed dealer's employee must neatly and legibly list the following information in the space provided for notarization:

- Date of verification. (The date may be listed in the spaces provided for the date in the notarization block.)
- The signature and printed name of the issuing agent or the issuing agent's employee.
- The name of the issuing agent/licensed dealership.
- The issuing agent's Dealer Identification Number (DIN).



The signature of the issuing agent/licensed dealer or the issuing agent/licensed dealer's employee may not be stamped or reproduced, but must be written legibly. **NOTE: AN ISSUING AGENT OR THE ISSUING AGENT'S EMPLOYEE IS NOT PERMITTED TO VERIFY THEIR OWN SIGNATURE.** This procedure is permitted for private, wholesale and retail certificate of title applications done by a qualified issuing agent/licensed dealer as described above. Private individuals may have an issuing

Pennsylvania Department of Transportation

agent/licensed dealer complete title applications for vehicles that the issuing agent/licensed dealer did not sell.

This procedure applies to any documents required to be submitted with the application for certificate of title. Certificate of title applications that are being assigned to persons for titling in another jurisdiction may still require notarization of signatures.

The issuing agent or their employee shall verify a person's identity by using at least one form of government-issued photo identification. A copy of the form of identification used shall be maintained by the issuing agent for a period of three years from the date of the verification.

Issuing agents/licensed dealers may include a charge for the verification of signatures as long as it remains within the acceptable documentary fees charged to the customer. In addition, issuing agents/licensed dealers may continue to notarize certificate of title applications if they choose to do so.

REMEMBER: VERIFICATION IN LIEU OF NOTARIZATION MAY ONLY BE USED BY ISSUING AGENTS, NOTARIZE LICENSED AS A DEALER AND WHO ARE AUTHORIZED TO ISSUE TEMPORARY REGISTRATION PLATES. ALL OTHER ISSUING AGENTS MUST CONTINUE TO NOTARIZE DOCUMENTS.

PENALTIES

Any person who falsely verifies a signature or verifies a signature without being authorized commits a summary offense punishable by a fine of $300. If an issuing agent licensed as a dealer or its employee falsely verifies a person's signature, PennDOT shall suspend the issuing agent/licensed dealer's authority to issue temporary registration plates and cards for not less than 30 days.

FACT SHEET

Agent Service Training

PURPOSE

This fact sheet explains the requirement for all authorized agent services and card agents to enter into contract with PennDOT. These contracts require certain personnel to attend a PennDOT-certified Agent Services Training Course. The purpose of this fact sheet is to provide specifics as to training requirements for agent services and card agents and any business or association interested in being certified to provide training.

WHO NEEDS TRAINING

DEFINITION:

- **Agent Service -** Any person who primarily is involved in completing motor vehicle transactions (Forms MV-1, MV-4ST and MV-120) and is responsible for accuracy of motor vehicle applications.
- **Card agent** - A notary public, commissioned by the Department of State, Bureau of Legislation, Commissions and Elections, who is approved by PennDOT to issue temporary registration cards in conjunction with applications for transfer of registration plates. A notary public from another state may also serve as a card agent and may issue a temporary registration card to a commonwealth registrant who has purchased a vehicle in the state and who wishes to apply for transfer of a commonwealth registration plate. The notary shall be commissioned or licensed as a notary by a governmental agency of the state.

Persons required to attend a PennDOT-certified Agent Services Training Course are determined by the agent service or card agent and include, but are not limited to, business owners, corporate officers, title clerks, finance and insurance personnel and office managers. Through the course of any routine audit or investigation, should PennDOT determine an employee of an agent service falls within the definition above, PennDOT will require the agent service or card agent to obtain the requested training for that individual within an established time period.

Any agent service or card agent found out of compliance with any portion of their contract may be directed to send any or all of their employees to attend a PennDOT-certified Agent Services Training Course.

ENFORCEMENT OF TRAINING REQUIREMENT

During an audit or investigation, commonwealth personnel may request proof that employees who require training based on the definition above have attended a PennDOT-certified Agent Services Training course. The request for proof of completion of a PennDOT-certified Agent Services Training Course may also be made at any time when an agent service or card agent is not in full compliance with their contract.

Pennsylvania
Department of Transportation
Bureau of Motor Vehicles
www.pa.gov/dmv

ATTENDANCE/RECOGNITION

Attendees must provide government-issued photo identification to enter a PennDOT-certified Agent Services Training Course. Upon completion of any PennDOT-certified Agent Services Training Course, certified trainers must present each attendee with a document or certificate, which must include the individual's name, the name of the training class, the certified training business or association's name, and the date and location of the training class. This information must be provided to PennDOT and retained electronically by the certified trainer for a period of three years.

The original document or certificate should be retained by the attendee. The agent service or card agent employer must retain a copy on file at the place of business for audit purposes.

TIMEFRAME FOR TRAINING

Applicants for an Agent Services or Card Agent Agreement shall complete and ensure that each employee involved in providing agent services completes the PennDOT-certified Agent Services Basic Title and Registration Training Course prior to the applicant or it's employee's involvement in provisions of service.

Agent service or card agent employees with more than one year of experience as an employee of an agent service or card agent, whose direct responsibilities fall within the definition of those requiring training, and who have no history of sanctions or contractual non-compliance are required to take a PennDOT-certified Agent Services Training Course not more than one year from entering into a contract or date of hire. This PennDOT-certified Agent Service Training Course may be either the Basic Title and Registration Training Course or the Advanced Refresher Agent Services Training Course.

All employees are required to attend a PennDOT-certified Advanced Refresher Agent Services Training Course at least every two years.

WEB TRAINING

PennDOT acknowledges and agrees that the use of PennDOT-certified web-based training will be recognized as an acceptable means to administer training. While the training content will be identical to that of classroom courses, the web-based course must be reviewed and approved by PennDOT prior to the course being offered to agent services and card agents.

BECOMING A PENNDOT CERTIFIED AGENT SERVICES TRAINER

Any business or association interested in providing a PennDOT-certified Agent Services Training Course should contact PennDOT for additional information. Inquiries should be directed to:

Bureau of Motor Vehicles
Attn: BMV Training Coordinator
Research and Support Operations Section, Third Floor
1101 S. Front Street
Harrisburg, PA 17104

A list of PennDOT-certified Agent Services Training Course businesses and associations can be obtained on PennDOT's Driver and Vehicle Services website, www.pa.gov/dmv, by clicking the Business Partners link in the left-hand navigation bar and selecting the Certified Trainers for Messenger and Agent Seminars link.

Please Note: Authorized agents are under contract to PennDOT and may charge a market driven service (delivery) fee; these are in addition to any PennDOT statutory fees for temporary, or in some cases, permanent motor vehicle registration plates and cards or other related products and services offered by the agent. The agent's service (delivery) fees are market driven, and vary by agent. To compare service (delivery) fees, you are encouraged to contact the authorized agents in your area for the applicable service (delivery) fees charged.

MV-511B (2-25)

DATE: _____
For Department Use Only

Pennsylvania
Department of Transportation

REQUISITION FOR MOTOR VEHICLE FORMS

Bureau of Motor Vehicles • 1101 South Front Street • Harrisburg, PA 17104

1. List quantity for each form/pub needed. Please assess your form needs carefully. Over ordering results in increased costs to the commonwealth.
2. To obtain Forms MV-1, MV-4ST & MV-120, authorized agents are required to place their Dealer/Business Partner/Agent Identification Number, authorized agents notary stamp and signature or verification information in the space provided on this form. (**NOTE:** Verification information is only valid for dealers that are authorized to issue temporary registration plates. All other authorized agents must place a notary stamp and signature where indicated.) **AN AUTHORIZED AGENT IS AN AGENT UNDER CONTRACT WITH PENNDOT. To obtain Form MV-355, dealers are required to list their Dealer/Business Partner/Agent Identification Number.**
3. Print or type name and address to which forms are to be mailed in the space provided. Be certain that the address is clear and complete.
   NOTE: You must have a street address. P.O. Box only addresses are not accepted.

MOTOR VEHICLE FORMS

FORM NO.	FORM TITLE	QUANTITY	UNIT OF ISSUE
MV-1	Application for Certificate of Title **(Only An Authorized Agent May Obtain)**		PACK (200) **2 Pack Limit**
MV-4ST	Vehicle Sales and Use Tax Return/Application for Registration **(Only An Authorized Agent May Obtain)**		PACK (200) **2 Pack Limit**
MV-120	Temporary Registration Plate or Temporary Registration Transfer Card **(Only An Authorized Agent May Obtain)**		PACK (200) **2 Pack Limit**
MV-355	Dealer Registration Permit		PACK (200) **2 Pack Limit**
Total Packs of Forms Ordered			

NOTE: Orders for Forms MV-1, MV-4ST, and MV-120 will not be filled without Dealer/Business Partner/Agent Identification Number, authorized agents notary stamp and signature or verification information.

NOTE: Orders for Form MV-355 will not be filled without Dealer/Business Partner/Agent Identification Number.

PLACE NOTARY STAMP HERE

MAILING ADDRESS AND AGENT VERIFICATION INFORMATION

DEALER/BUS. PARTNER/AGENT ID# TELEPHONE NUMBER

BUSINESS NAME

ADDRESS

ADDRESS

CITY STATE ZIP

SIGNATURE PRINTED NAME

SHIPPING AND HANDLING FEE INFORMATION

Shipping and handling fees are required. Fees are calculated per pack of forms ordered and mailed. If the order will be carried through and picked up by a messenger service, no shipping and handling fee is due.

Up to 2 total packs ordered = $ 5
3 to 4 total packs ordered = $10
5 or more total packs ordered = $15

Please be sure to include the shipping and handling fee with your request. If no fee is included, your request will not be filled.

Total Packs Ordered: _____

Amt. of Check Enclosed: $ _____

Visit us at www.pa.gov/dmv or call us at 717-412-5300. TTY callers — please dial 711 to reach us.

AGENT SERVICES APPLICATION

Pennsylvania
Department of Transportation

PUB 457A (9-26)

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INTRODUCTION

This Publication is designed to help you apply for an agent services agreement and assist you in the execution of the applications. Please take the time to read and review each section carefully. We are interested in providing you with the information needed to successfully establish your business of issuing temporary registration plates.

We, at PennDOT, are striving to improve our service to you and the citizens of the Commonwealth. We have improved our turnaround time on processing applications, reduced our error rate, improved our call center, clarified and simplified regulations and revised forms. Changes and improvements are occurring daily. We are pleased to share our progress with you as you become an agent of PennDOT.

At the end of this publication, you will find the forms and requirements you will need to submit to obtain authorization as an Agent Service.

Thank you for your cooperation, and we look forward to working with you in the near future.

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Enclosed is the requirements packet to enter into contract for all agent services.

The packet includes information, samples and frequently asked questions.
Once these requirements are met, a contract between you and PennDOT will be executed.

Contract requirements can be mailed to:

Bureau of Support Services
Contract Administration Unit
1101 S. Front Street
Harrisburg, PA 17104

Fax: 717-705-5900

You may also apply for an Agent Services Agreement online through the Dealer Agent Services (DAS) system. The DAS system allows a new business partner to apply for an Agent Service, Dealer Registration Plate and Misc. Motor Vehicle Business Registration Plates online. The DAS system allows both PennDOT and business partners to operate in a streamlined, efficient, and cost-effective manner.

The first step for new Motor Vehicle Business Partners is to register for user access. You would go to www.dealers.penndot.pa.gov, click on **"REGISTER"** button and follow the instructions on the screen. Once completed and approved, you will receive **two emails** at the email address you provided during registration (please check your spam folder too):

One email with your **b-username**

A second email with your **temporary password**

NOTE: For step- by-step instruction for the registration process, please follow the link Dealers and Agent Service (DAS) Login Instructions.

After you receive both emails with your username and temporary password, you can then go back in and access DAS at: http://www.dealers.penndot.pa.gov/. After logging into the DAS system, your **Business Partner Home Page** will appear. From this page, you can:

Submit a new application for:

Agent Services Agreement

Dealership

Miscellaneous Motor Vehicle Businesses.

Should you have any questions regarding this process, please call the
Business Partner Programs at (717) 705-1101
or write to the address listed above.

FULL AGENT SERVICES AGREEMENT APPLICATION

INCOMPLETE APPLICATIONS WILL BE RETURNED

ALLOW 60 DAYS FOR PROCESSING

Type or Print Legibly

SECTION 1 – TYPE OF APPLICATION

Please check the box as a New Applicant for an Agent Services Agreement (ASA):

☐ **New Applicant –** *New applicants must include a check or money order for $60.00 made payable to the "Commonwealth of Pennsylvania" or "PennDOT".*

*Turnkey Date (If applicable):*_____

**A minimum of two-week notice prior to the turnkey date is necessary to ensure timely processing of this application and execution of the ASA.*

SECTION 2 – COMPANY INFORMATION

Federal ID Number (EIN) _____ Dealer ID Number (DIN) _____
(Enter DIN if applicable)

Company Legal Name _____

Doing Business As (DBA) _____

Entity Type: ☐ **Corporation** ☐ **Sole Proprietorship** ☐ **Partnership**
☐ **Limited Partnership** ☐ **Limited Liability Company** ☐ **Other** _____

Address _____

City _____ County _____ State _____ Zip _____

Company Phone Number _____ Alternate Phone Number _____

Company Email Address _____ Business Fax Number _____

Please select the appropriate box if this location is ☐ **Owned** or ☐ **Leased**

Driver's License Data Verification (DLDV) Integrator: _____

SECTION 3 – OWNER/PARTNER/OFFICER INFORMATION

Owner/Partner/Officer Name _____Position/Title _____

Responsibilities within the Service _____

Date of Birth _____Driver License/ID State _____Driver License/ID Number _____

Authorized to pick up? Yes ☐ No ☐

Address _____

City _____ County _____ State _____ Zip _____

Business Phone Number _____ Business Fax Number _____

Email Address _____

Last Training Date _____ Training Type _____

Trainer Organization/Name _____

Owner/Partner/Officer Name _____Position/Title _____

Responsibilities within the Service _____

Date of Birth _____Driver License/ID State _____Driver License/ID Number _____

Authorized to pick up? Yes ☐ No ☐

Address _____

City _____ County _____ State _____ Zip _____

Business Phone Number _____ Business Fax Number _____

Email Address _____

Last Training Date _____ Training Type _____

Trainer Organization/Name _____

Make additional copies of **SECTION 3 – OWNER/PARTNER/OFFICER INFORMATION** if there is more information to report and attach it to this application with your submission.

SECTION 4 – SUPPORT STAFF INFORMATION

Name _____ Position/Title _____

Home Address _____

City _____ County _____ State _____ Zip _____

Date of Birth _____ Driver License/ID State _____ Driver License/ID Number _____

Phone Number _____ Email Address _____

Last Training Date _____ Training Type _____

Trainer Organization/Name _____

Responsibilities within Service _____

_____

Authorized to pick up? Yes ☐ No ☐

Name _____ Position/Title _____

Home Address _____

City _____ County _____ State _____ Zip _____

Date of Birth _____ Driver License/ID State _____ Driver License/ID Number _____

Phone Number _____ Email Address _____

Last Training Date _____ Training Type _____

Trainer Organization/Name _____

Responsibilities within Service _____

_____

Authorized to pick up? Yes ☐ No ☐

Make additional copies of **SECTION 4 – SUPPORT STAFF INFORMATION** if there is more information to report and attach it to this application with your submission.

SECTION 5 – QUESTIONNAIRE

Please complete the questionnaire below.

1. 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._____

2. Have any owners, partners, or corporate officers filed bankruptcy within the past seven years?
   - ☐ **Yes**
   - ☐ **No**

   If yes, explain._____

3. Does your business location meet all local zoning, land use ordinances, and building codes?
   - ☐ **Yes**
   - ☐ **No**

4. Does your business meet ADA accessibility requirements?
   - ☐ **Yes**
   - ☐ **No**

5. Have all owners, partners, and officers read and understood 67 Pa. Code Ch. 53. Manufacturers, Dealers and Miscellaneous Motor Vehicle Businesses Registration Plates, and 75 Pa. C.S. Ch. 11, 13, and 23 (Vehicle Code)?
   - ☐ **Yes**
   - ☐ **No**

6. Was the location previously a vehicle dealership?
   - ☐ **Yes**
   - ☐ **No**

   If yes, please list the name of the dealership and DIN(s), if known.

   _____

7. Has this business or the owners, partners, or 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 Dealer/Agent/Messenger ID number(s).

   _____

   _____

8. 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 or any other states or jurisdictions, including but not limited to taxes, fees, monetary penalties, or outstanding registration plates or paperwork?

☐ **Yes**

☐ **No**

If yes, explain. _____

_____

_____

9. Have any owners, partners, or corporate officers of this business ever been convicted or administratively sanctioned for violations of the Department's regulations, 18 Pa C.S. (Crimes Code), or 75 Pa. C.S. Ch. 11, 13, or 23 (Vehicle Code)?

☐ **Yes**

☐ **No**

If yes, explain. _____

_____

_____

10. Have any owners, partners, or corporate officers of this business ever been convicted of a felony or misdemeanor?

☐ **Yes**

☐ **No**

If yes, explain. _____

_____

_____

11. Have any owners, partners, 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. _____

_____

_____

SECTION 6 – NOTARIZED STATEMENT OF UNDERSTANDING OF TITLE 67 Pa. Code Ch. 43.

This page must be completed for **EACH** Owner/Partner/Officer/Employee.

I _____, certify that I have read and understand Title 67 Pa. Code Chapter 43
(Print Name of Applicant)

TEMPORARY REGISTRATION CARD AND PLATES, in its entirety.

_____ _____
(Signature of Applicant) (Date Signed)

Notary:

Witnessed before me on _____ of _____ in the year _____.
(Day) (Month) (Year)

_____
(Signature of Notary)

Place Notary Stamp in Box Above

Make additional copies of **SECTION 6 – NOTARIZED STATEMENT OF UNDERSTANDING OF TITLE 67 Pa. Code Ch. 43** if there is more information to report and attach it to this application with your submission.

SECTION 7 – NOTARIZED STATEMENT REGARDING MONIES OWED TO THE COMMONWEALTH

I _____, certify neither I nor any of _____
(Print Name of Applicant) (Print Company Name)

Owners or Officers have any outstanding liabilities or monies owed or due to the Commonwealth of Pennsylvania.

_____ _____
(Signature of Applicant) (Date Signed)

Notary:

Witnessed before me on _____ of _____ in the year _____.
(Day) (Month) (Year)

_____
(Signature of Notary)

Place Notary Stamp in Box Above

**** THIS PAGE MUST BE SIGNED BY THE APPLICANT AND NOTARIZED****

SECTION 8 – EMPLOYEE NOTARY REQUIREMENTS

This page must be **completed for EACH Notary** employed during the hours of operation of the agent service; attach this completed page to **a copy of the Notary Commission**.

****PLEASE MAKE ADDITIONAL COPIES OF THIS PAGE AS NECESSARY****

Verification in lieu of notarization – notaries are not required for issuing agents who are licensed as a vehicle dealer by the State Board of Vehicle Manufacturers, Dealers and Salespersons. However, the applicant **MUST submit a written statement** explaining how verification in lieu of notarization will be used and provide the stamp indicating the dealer's name and dealer identification number. Please use the header, **SECTION 8 – DEALER VERIFICATION on the written statement.**

NOTARY INFORMATION

(Print Legibly)

Notary Name _____

Notary Address _____

City _____ State _____ Zip Code _____

_____ _____

Notary Date

Place Notary Stamp in Box

ATTACH A COPY OF THE NOTARY COMMISSION TO THIS DOCUMENT

Make additional copies of **SECTION 8 – EMPLOYEE NOTARY REQUIREMENTS** if there is more information to report and attach it to this application with your submission.

SECTION 9 – APPLICANT CERTIFICATION

I_____, certify that neither I, nor any of the Owners,
(Print Name of Applicant)

Managers, Officers, or Employees of _____ have
(Print Company Name)

been convicted of a crime under Title 18 of the Pennsylvania Consolidated Statues, Annotated, or the criminal laws of the United States. Nor are any under sanction nor ever have been under sanction or investigation by the Pennsylvania Department of Transportation for violations under the Vehicle Code (75 Pa.C.S. 101 et seq.), Department regulations, nor any existing agreement with the Pennsylvania Department of Transportation.

_____ _____
(Signature of Applicant) (Date Signed)

SECTION 10 – ZONING AND BUILDING CODE COMPLIANCE STATEMENT

I_____, attest that the business identified in
(Print Name of Applicant)

Section 2 of this application meets all local zoning ordinances and building codes.

_____ _____
(Signature of Applicant) (Date Signed)

SECTION 11 – PENNSYLVANIA STATE POLICE CRIMINAL BACKGROUND CHECK

ALL Applicant(s), Owner(s), Corporate Officer(s), and Employee(s) are required to provide the results received from a Pennsylvania State Police background check with their application packet.

Please read the Agent Service Program Requirements (Exhibit B) for further details and visit the Pennsylvania State Police website to a Request a Criminal History Background Check.

Please Note: If a conviction exists, the issuing agent service must furnish the facts of the offense **AND** secure the Department's approval **BEFORE** hiring or retaining an employee.

SECTION 12 – SECURITY PLAN

In the area provided below, please explain the Issuing Agent Service's proposal for the method of security, which it intends to use for safeguarding all supplies, products and applications both during and after business hours i.e. description of the designated secured area for storage, door design, locks, wall and ceiling construction. If you need additional space, please continue your narrative on a separate page with the header **SECTION 12 – SECURITY PLAN Continued,** and attach it to this application for submission. **PLEASE TYPE OR PRINT LEGIBLY.**

_____

_____

_____

_____

_____

SECTION 13 – BOND INFORMATION

Business Name on Bond _____

Business Address _____

Bond Company _____

Bond Number _____ Bond Amount _____

Are there additional locations covered by this bond? (Check the applicable box.)

☐ **Yes.** If yes, how many locations? *See below for additional instructions

☐ **No**

Do you have any Riders to the Bond listed above? (Check the applicable box.)

☐ **Yes.** If yes, please describe_____

☐ **No**

Attach your MV-375, Power of Attorney and any applicable Riders to the bond, to this application for submission.

*If you have multiple business locations to be reported please continue the list, in the same format as above, on an additional page, with the header **SECTION 13 – BOND INFORMATION Continued**, and attach it to this application with your submission.

SECTION 14 – BANK LETTER OF REFER-

Attach your letter of reference from a bank or financial institution, **on their business stationery**, to this application for submission. The letter must state the business is in good standing and contain a signature and date from the provider.

SECTION 15 – THREE (3) REFERENCES

Attach THREE (3) letters of reference from business concerns, **on their business stationery**, attesting to the character of the applicant, to this application for submission. The letters must contain a signature from the provider and the date. Three references are required for each Owner/Partner/Officer listed on this application.

SECTION 16 – TRAINING CERTIFICATES

Attach copies of the required Training Certificates for **"Agent Services Basic Title and Registration Training,"** and **"Advance Agent Service Training"** when applicable, for each Owner/Partner/Officer/ Employee processing title applications.

SECTION 17 – REQUIRED SITE PHOTOGRAPHS

If your photos are smaller than an $8^{1}/_{2}$ x 11 sheet of paper, please secure them to a plain sheet of paper. Under the photo, provide the location and what the photo is documenting for easy reference.

Each site is required to provide interior and exterior photos of the proposed place of business, including the following:

- ☐ Business office work area, including main entrance and outside signage (business sign)
- ☐ Posted business hours
- ☐ Completed schedule of fees listing Department, Agent and total fees charged (Agent)
- ☐ Phone and desk area (include computer location/orientation), including shredder
- ☐ Secure storage facility adequate to store all documents to be submitted to the Department and all product stock. Full Picture of solid door construction with secure hinges, secured ceiling and walls, cabinets and deadbolt lock and interior construction adequate to store all documents and product stock.
- ☐ Full picture of solid door construction with secure hinges, secured ceiling and walls, and deadbolt lock
- ☐ Exterior signs
- ☐ Fraud Hotline Notice posted within the business
- ☐ Photocopy of Driver License or State issued ID for each Owner/Partner/Officer/Staff included in this application.
- ☐ Customer counter
- ☐ Customer waiting area

SECTION 18 – CERTIFICATION

The Owner, Officer, or Authorized Signatory of the applying business shall sign this document below.

I certify, as an Owner, Officer, or Authorized Signatory, that the information provided herein is true, accurate and complete to the best of my knowledge and belief. I have read and reviewed the **Requirements Document**, **Application**, and the **Agreement**.

Company Name _____

Name & Title _____

Signature _____ Date _____

Please submit one copy of the completed **application**, **photographs**, and **all other relevant attachments** via:

Email (preferred): **RA-PDAGENTCONTRACTS@PA.GOV**

OR

MAIL: **PennDOT**
Bureau of Support Services
Contracts Administration Unit
1101 South Front Street, 4th Floor
Harrisburg, PA 17104

AGENT SERVICES CHECKLIST

Business Name: _____

Federal ID # (FEIN): _____

DIN # (If already assigned): _____

***Please note, items that are bold, italicized and underlined are new requirements for the new 5- year contract.**

YES

_____ Do you have two copies of the requirements attached?

_____ Is your business name and address listed on the requirements?

_____ If you are an existing agent, is the agent number listed on the requirements?

_____ Do you have a list of all owners/corporate officers attached?

_____ Do you have a list of all employees and job titles attached?

_____ Do you have job descriptions attached for each owner/employee?

_____ Is the home address listed for each owner/employee?

_____ Do you have your phone number listed?

_____ Do you have your fax number listed?

_____ Do you have your email address listed? (Please check if email still valid)

_____ Do you have a notary seal and/or stamp, signed/dated, on the application for each person issuing tags?

_____ Do you have a copy the Notary Commission certificate(s) attached?

_____ Do you have a statement of no prior violations for all owners/corporate officers and employees issuing tags attached?

_____ Do you have a criminal record check for all owners/corporate officers and employees issuing tags attached?

_____ Do you have a security plan written/typed and attached?

_____ Do you have your $30,000 bond in place and original attached?

_____ Do you have $60.00 recovery fund fee attached? (Waived for existing agents and dealers)

_____ Do you have a notarized statement of no monies owed to the Commonwealth for each owner and corporate officer attached?

_____ Do you have a credit reference from the bank attached?

_____ Do you have THREE letters of character reference for each owner/corporate officer attached?

_____ Proof of DLDV Contract with an approved Integrator (Copy of Contract or completed MV-750)

DID YOU PROVIDE (2) PHOTOGRAPHS OF THE FOLLOWING:

YES

_____ Business office work area, including main entrance and outside signage (business sign)

_____ Posted business hours

_____ Completed schedule of fees listing Department, Agent and total fees changed (Agent)

_____ Phone and desk area (include computer location/orientation) including shredder

_____ Secure storage facility adequate to store all documents to be submitted to the Department and all product stock. Full Picture of solid door construction with secure hinges, secured ceiling and walls, cabinets and deadbolt lock and interior construction adequate to store all documents and product stock.

_____ Exterior signs

_____ Fraud Hotline Notice posted within the business

_____ Photocopy of Driver License or State issued ID for each Owner/Partner/Officer/Staff included in this application

_____ Customer counter

_____ Customer waiting area

Upon providing all the requirements and having the application approved, please allow a minimum of 30 days to fully execute the contract.

SAMPLE DOCUMENT

Cover Page of Requirement Packet

John Q. Customers Issuing Agent Service, Inc
1101 S. Front Street
Harrisburg, PA 17104
Agent # 00000000
(717) 999-9999
Fax #: (717)111-1111
Email address: johnqcustomer@xxx.com
Federal ID #: 123456789

Requirements

Experience

John Q. Customers Issuing Agent Service, Inc. located at 1101 S. Front Street has been an issuing agent for the past five years.

The owner of the corporation is John Q. Customer, Vice President is Joan A. Customer, Secretary is Mary B. Customer and Treasurer is Joe C. Customer.

The support staff consists of (place name of each employee who will be involved in the agent service and indicate their responsibilities within the service).

Neither John Q. Customer Agent Service, nor any of its employees are under sanction or have ever been sanctioned by PennDOT for violations under 75 Pa.C.S. or Departmental regulations.

Attach your letter of reference from a bank or financial institution. Please make sure that your letter indicates that accounts are handled in a satisfactory manner that is consistent with standard banking practices.

Attach three letters of reference from business concerns, on business stationery, attesting to the character of the applicant.

Attach a notarized statement that no monies are due and owing to the Commonwealth by the applicant business or by the owners and officers of the business.

Facilities

Attach photographs of the interior and exterior of the place of business. The photographs of the exterior must show the entranceway, signs and business hours. The interior photographs must show the desk, phone, secure area for storage of products and forms, and a complete schedule of fees and charges for Motor Vehicle/Driver Licensing and the Contractor fees.

Notary Requirements

Attach the name, address, signature and impression of the notary stamp of all notaries who will be employed during the hours of operation of the agent service. The owner of the agent service may be the notary. If verification of signature in lieu of notarization is used, then a notary is not required for an Issuing Agent who is licensed as a vehicle dealer by the State Board of Vehicle Manufacturers, Dealers and Salespersons or its employee. This means a new or pre-owned vehicle dealer and a motorcycle dealer who is authorized to perform agent services (issue temporary registration plates). All other issuing agents must continue to notarize documents. If verification in lieu of notarization is used, please state this process is used.

Criminal Background Check

Attach a criminal background check, obtained from the Pennsylvania State Police for each owner or corporate officer and every employee engaged in the issuing agent service. If a conviction exists, the issuing agent service must furnish the facts of the offense, and secure Department approval before hiring or retaining an employee.

Security Plan

Attach the Issuing Agent Service's proposal for the method of security, which it intends to use for safeguarding all supplies, products and applications.

Bond

Attach your bond information (MV-375 or Rider to the bond). Each Issuing Agent Service must file and maintain a bond in the amount of $30,000 for each approved issuing agent service.

PENNSYLVANIA AGENT ADA CHECKLIST
AMERICANS WITH DISABILITIES ACT

As a provider of a public service, you are required to ensure that the areas of your facility used for customer transactions involving PennDOT documents meet the accessibility requirements of Title II of the Americans with Disabilities Act (ADA). To assist you in determining whether your facility is in compliance with the ADA, if the response to questions 2, 3, 4, 6, 10, 11, 13, 14, 15, 16, 17, 18, 20, 21 or 22 is no, your facility does not meet the ADA accessibility requirements.

EXTERIOR

1. Does your place of business provide parking spaces for the general public? . . . . . ☐ Yes ☐ No
   If no, skip to Question 4.
2. Are there designated disabled parking spaces? . . . . . ☐ Yes ☐ No
   If no, skip to Question 4.
3. Are there signs designating the disabled space(s)? . . . . . ☐ Yes ☐ No
4. Is there a clear unobstructed path of travel at least 36 inches from where your customers park to your door? . . . . . ☐ Yes ☐ No
5. Are curb cuts necessary for access? . . . . . ☐ Yes ☐ No
   If no, skip to Question 9.
6. Have the curb cuts been installed? . . . . . ☐ Yes ☐ No
   If no, skip to Question 9.
7. Is the length of the curb cut at least one foot for every inch of curb height? . . . . . ☐ Yes ☐ No
8. Is the width of the curb cut at least 36 inches? . . . . . ☐ Yes ☐ No
9. Are ramps necessary for access? . . . . . ☐ Yes ☐ No
   If no, skip to Question 14.
10. Have the ramps been installed? . . . . . ☐ Yes ☐ No
11. Is the height of the ramp such to reach the level of the entrance? . . . . . ☐ Yes ☐ No
12. Is the length of the ramp at least one foot long for energy inch of height? . . . . . ☐ Yes ☐ No
13. Is the width of the ramp at least 36 inches? . . . . . ☐ Yes ☐ No
14. Does your entrance door provide a minimum of 32 inches of clearance? . . . . . ☐ Yes ☐ No
15. Is your entrance door's threshold less than one-half inch high? . . . . . ☐ Yes ☐ No
    NOTE: Thresholds at doorways should not exceed ¾ inch in height for exterior sliding doors of ½ inch for other types of doors.
16. Is your entrance door's threshold beveled or slanted on both ends? . . . . . ☐ Yes ☐ No
17. Is your door handle 48 inches high or less . . . . . ☐ Yes ☐ No
18. Can the door be easily opened using a close fist? . . . . . ☐ Yes ☐ No

ENTRY:

19. Is there an interior door? . . . . . ☐ Yes ☐ No
If no, skip to Question 21.

20. Does the interior door meet the same specifications of the entry door as described above? . . . . . ☐ Yes ☐ No

INTERIOR

21. Is the route to where PennDOT customer services are provided 36 inches wide?. . . . . ☐ Yes ☐ No

22. Are the counters where PennDOT customer services are provided no more than 36 inches high and at least 36 inches? . . . . . ☐ Yes ☐ No

INCLUDED IS A SAMPLE CONTRACT

THE CONTRACT HAS NO VALIDITY UNTIL ALL REQUIREMENTS ARE MET AND ALL SIGNATURES ARE OBTAINED AND A COMPLETELY EXECUTED CONTRACT IS RETURNED TO YOU

This sample is being provided for your review. Should you meet all the requirements and enter into contract with PennDOT, you will become bound by this contract. Once again, this is only a SAMPLE for information and does not guarantee that a contract will be offered.

THANK YOU.

Agreement No.:
SAP Vendor No.:

AGENT SERVICES AGREEMENT

This Agent Services agreement is between the Commonwealth of Pennsylvania, acting through the Department of Transportation, and .

75 Pa.C.S § 7501(a) requires PennDOT to enter into contracts with individuals and business entities intending to provide Agent Services for the issuance and processing of vehicle registration documents and fees. The Provider desires to enter into this agreement to provide Agent Services to vehicle owners and operators in the Commonwealth and submitted an application, attached as Exhibit A.

PennDOT has determined that the Provider is not an official or employee of the Commonwealth and is otherwise qualified and eligible to provide the Agent Services. The parties are entering into this agreement for the purpose of establishing and defining the parties' duties, responsibilities, and obligations and to set forth the terms and conditions applicable to the certificate of authority.

SAMPLE

The parties, intending to be legally bound, agree as follows:

1. **Definitions.** The following terms as used in the agreement are defined as follows:

   "**Agent Services**" includes but is not limited to, processing vehicle transfers, assisting customers to complete title applications and registration applications, issuing Registration Plates, processing registration plate transfers, collecting sales taxes and fees, forwarding vehicle transfer, title, and registration applications and all sales taxes and fees collected to PennDOT.

   "**Agent Services Advanced Refresher Training Course Manual**" means the mandatory refresher course manual for Agent Services providers with more than one year of experience performing Agent Services that reinforces key concepts related to titling and registration of motor vehicles in the Commonwealth, provides updates on PennDOT procedures, and must be taken every two years.

   "**Agent Services Basic Title and Registration Course Manual**" means the mandatory basic title and registration course manual for businesses interested in performing Agent Services that addresses the key concepts of titling and registering motor vehicles in the Commonwealth to be taken by Provider's employees prior to execution of this agreement.

"**Commonwealth**" means the Commonwealth of Pennsylvania.

"**Effective Date**" means the date that this agreement is fully executed by the Provider and PennDOT and all approvals required by Commonwealth contracting procedures have been obtained, as indicated by the date of the last Commonwealth signature.

"**Established Place of Business**" means the PennDOT approved premises, notary, staff, hours of operation, and training requirements of the Provider as prescribed by the Vehicle Code, PennDOT Regulations, and this agreement.

"**PennDOT**" means the Commonwealth of Pennsylvania, Department of Transportation.

"**Products**" means temporary or permanent Registration Cards, Registration Plates, permits, or other official PennDOT documentation, so designated by PennDOT, that can be issued by the Provider under this agreement.

"**Proof of Identification**" means a current, government-issued identification document, as approved by PennDOT.

"**Program Requirements**" means the requirements listed in Exhibit B to this agreement and PennDOT's Driver and Vehicle Services Update Bulletins available on PennDOT's website, https://www.pa.gov/agencies/dmv/resources/business-partners/driver-and-vehicle-services-bulletin.html, the Agent Services Basic Title and Registration Course; Advanced Refresher Training Manual, and the January 2024 edition of PennDOT Publication 457 available at https://www.pa.gov/content/dam/copapwp-pagov/en/penndot/documents/public/dvspubsforms/bmv/bmv-publications/pub457.pdf, Agent Services Handbook, and March 2025 edition of PennDOT Publication 463, Card Agent Packet available at https://www.pa.gov/content/dam/copapwp-pagov/en/penndot/documents/public/dvspubsforms/bmv/bmv-publications/pub463.pdf.

"**Provider**" means, **,** a holder of a certificate of authorization, and its owners, officers, directors, employees, and affiliates of the Provider.

"**Reasonable Service Fee**" means standard charges for Agent Services that are competitive with the current charges in the Provider's local market for identical or similar services.

"**Registration Card**" means a registration card, including both temporary and permanent, issued by the Provider under this agreement.

"**Registration Plate**" means a registration plate, including both temporary and permanent, issued by the Provider under this agreement.

SAMPLE

"**Revocation**" means a sanction that withdraws the Provider's certificate of authorization to provide Agent Services.

"**Suspension**" means a sanction that temporarily withdraws the Provider's certificate of authorization to provide Agent Services.

"**Termination**" means a sanction that permanently withdraws the Provider's certificate of authorization to provide Agent Services, without the possibility of reapplication in the future.

2. Term. The term of this agreement will begin on the Effective Date and continue for five years, unless terminated in accordance with this agreement. After the initial term, PennDOT may, in its sole discretion, renew the agreement for up to five additional periods of one year each via a letter to the Provider sent no later than 30 calendar days prior to the expiration of the initial term or any renewal period.

3. Certificate of Authorization and Products Designation. PennDOT shall issue the Provider a certificate of authorization and Products designated by PennDOT as necessary to allow the Provider to offer Products to consumers in the Commonwealth, in strict compliance with the terms and conditions of this agreement and the Program Requirements.

4. Provider's Service and Compliance Obligations. The Provider shall provide Agent Services to the public in a timely and customer-friendly manner and in strict compliance with this agreement and the Program Requirements, and following the procedures outlined in the Agent Services Basic Title and Registration Course Manual and Agent Services Advanced Refresher Training Course Manual. The Provider represents and warrants that its application to provide Agent Services attached as Exhibit A is true and correct in all material respects.

5. Recognition of Designated Products. PennDOT shall recognize Products, valid upon issuance, in accordance with this agreement.

6. Provider Service Fees. The Provider may charge a Reasonable Service Fee, in addition to PennDOT fees, for the processing and issuance of Products designated by PennDOT. PennDOT will make no payment to the Provider. The Provider shall bill its consumers for services rendered.

7. Services to be Provided. The Provider shall provide Agent Services to consumers under and in accordance with this agreement in a timely manner.

8. Provider Compliance with State Laws. The Provider shall responsibly perform Agent Services in accordance with 75 Pa.C.S. Chapters 11 (relating to certificate of title and security interests); 13 (relating to registration of vehicles); and 75 (relating to authorization of agent and messenger services). Furthermore, the Provider shall comply with 75 Pa.C.S. § 6114 (relating to limitation on sale, publication, and disclosure of records) and shall make all statutorily required payments that are prerequisite to performance of the Agent Services to be provided under

SAMPLE

this agreement, including but not limited to payments to the Motor Vehicle Transaction Recovery Fund. *See, e.g.* 75 Pa.C.S. § 2302. The Provider shall also comply with 67 Pa. Code Chapter 43 (including but not limited to those portions pertaining to Registration Cards and Registration Plates). Where this agreement or other written PennDOT policies provide a more stringent standard of the Provider's performance and conduct than existing statutes or regulations, this agreement and its Program Requirements will apply.

9. Proof of Identification. The Provider shall require that each applicant for title or registration provide, at the time of making application, Proof of Identification that complies with PennDOT's Proof of Identification policies and shall verify the authenticity of each applicant's Proof of Identification document in the manner prescribed by the Program Requirements.

10. Updates to Program Requirements. PennDOT may, at any time, revise the Program Requirements by providing written notice of revisions to the Provider. PennDOT's notice will be effective upon issuance and must identity the date of the applicable revision. The Provider may terminate this agreement in accordance with section 24(a) if the Provider objects to or is unable to comply with PennDOT's revisions to the Program Requirements.

11. Security and Confidentiality of Information. The Provider shall maintain the highest degree of security over and confidentiality of information furnished by PennDOT and its customers and shall take all necessary steps to prevent the divulgence or use of the information in any form or manner not expressly permitted by this agreement.

12. PennDOT's Imposition of Sanctions. PennDOT may impose the following sanctions for the Provider's failure to comply with this agreement and the Program Requirements, the Vehicle Code, and PennDOT regulations:

a. Suspension of the Provider's certificate of authority for the acts and omissions listed and for the periods specified in paragraph 16 and Exhibit C;
b. Suspension of the Provider's certificate of authority indefinitely as provided in paragraph 17, or for failure to comply with this agreement and the Program Requirements, the Vehicle Code, and PennDOT's regulations, until the Provider complies; or
c. Revocation of the Provider's certificate of authority for the acts and omission listed in paragraph 19 and exhibit D.

13. Provider's Remedies. The Provider's remedies for Suspension, Revocation, or Termination are limited to an appeal under 2 Pa.C.S. §§ 501-508 (relating to general rules of administrative practice and procedure of administrative agencies); 1 Pa. Code Part II (relating to general rules of administrative practice and procedure); and 67 Pa. Code Chapter 491 (relating to administrative practice and procedure), which the Provider may initiate by filing a written request for a hearing within 30 calendar days of the date of the notice provided by PennDOT.

14. Suspension. PennDOT may suspend the Provider's operations under this agreement on an interim basis prior to a hearing, where it determines that the Provider's conduct presents an

SAMPLE

immediate and substantial threat of serious harm to the public or PennDOT's interests. Any interim suspension is subject to review as provided in 67 Pa. Code Chapter 491 (relating to administrative practice and procedure).

15. Sanctions. In the event the Provider commits multiple prohibited acts or omissions arising out of the same facts and circumstances, PennDOT may impose separate sanctions for each prohibited act or omission under the schedule attached as Exhibit C. PennDOT may also direct that suspensions be served concurrently or consecutively, and PennDOT may impose sanctions of lesser duration than those set forth above. PennDOT may impose a sanction in excess of those set forth in Exhibit C for the Provider's acts or omissions of the same nature as prior acts and omissions.

16. Grounds for Suspension. If the Provider engages in any of the prohibited acts or omissions, PennDOT may suspend the Provider's certificate of authorization in accordance with Exhibit C.

17. Period of Suspension. Notwithstanding any suspension period as described in Exhibit C, if the Provider has not remedied the act or omission resulting in suspension at the end of any suspension period, the suspension will continue beyond the suspension period stated above (or in PennDOT's notice) until the act or omission is fully remedied to PennDOT's satisfaction. If the Provider commits multiple prohibited acts or omissions arising under the same facts and circumstances, PennDOT may impose separate sanctions for each prohibited act or omission under the schedule attached as Exhibit C. PennDOT may also direct suspensions be served concurrently or consecutively at PennDOT's sole discretion. PennDOT may impose sanctions of a lesser duration than those set forth in Exhibit C. PennDOT may impose a sanction on the Provider in excess of those set forth in Exhibit C for acts or omissions of the same nature as prior acts and omissions.

18. Grounds for Suspension The acts and omissions found in Exhibit C are prohibited. If the Provider engages in any of the acts or omissions, alone or combined with other similar acts or omissions, PennDOT may suspend Provider's certificate of authorization in accordance with the schedule in Exhibit C.

19. Grounds for Revocation. If the Provider engages in any of the enumerated acts or omissions, alone or combined with other similar acts or omissions, PennDOT may revoke the Provider's certificate of authorization in accordance with the schedule attached as Exhibit D.

20. Surrender of Certificate and Materials. The Provider shall immediately surrender its certificate of authorization and PennDOT Products, for the duration of any period of suspension or revocation, and upon termination of this agreement.

21. Security. The Provider shall file and maintain with PennDOT a bond in the amount of $30,000 for each of the Provider's Established Places of Business, so as to secure the faithful performance of this agreement and its Program Requirements. The bonds must be executed by a surety company authorized by law to transact business in this Commonwealth and must be for the use and benefit of the Commonwealth and persons who have sustained a monetary loss

SAMPLE

attributable to the intentional or negligent conduct of the Provider, including but not limited to losses incurred in negotiating checks or other instruments drawn by the Provider, in accordance with 67 Pa. Code § 43.9(d). If the amount available under the bond is decreased, or if there is a final judgment outstanding on the bond, PennDOT may suspend or revoke the Provider's certificate of authorization until steps are taken, satisfactory to PennDOT, to restore the original amount of the bond, provide an additional bond, or satisfy the outstanding judgment. If the bond is terminated or becomes unsatisfactory for any reason, PennDOT may suspend the Provider's certificate of authorization until the Provider furnishes the Commonwealth with a satisfactory substitute bond in the amount required by PennDOT. PennDOT may increase the amount of financial security to be furnished under this section, and PennDOT may accept other forms of financial security (other than bonds), if approved in writing by PennDOT.

22. Commonwealth Standard Provisions. The Provider shall comply with the Commonwealth standard provisions attached as Exhibit E. As used in Exhibit E, the term Contractor means the Provider.

23. Compliance with Laws. The Provider shall comply with all applicable federal laws, state laws, regulations, and local ordinances in carrying out its obligations under this agreement, which now exist or may be enacted, promulgated, or implemented in the future.

24. Termination.

a. Termination for Convenience. Either party may terminate this agreement for convenience by providing 30 calendar days' notice to the other party. The Provider shall, upon the effective date of termination or expiration of this agreement, *immediately*, return all unissued Products and related materials to PennDOT.

b. Termination for Good Cause. PennDOT may terminate this agreement for good cause shown, including, but not be limited to:

1. Revocation of the Provider's certificate of authority;
2. Provider's failure to remedy a prohibited act or omission under paragraph 17 after an indefinite suspension has lasted for more than 60 days;
3. Culpable conduct by the Provider in the performance of this agreement or conviction of a crime of such a nature that continuation of the contractual relationship is inimical to the interests of PennDOT; or
4. Misrepresentation or fraud by the Provider in entering or administering the terms of this agreement.

25. Reapplication following Revocation. PennDOT, in its sole discretion, may consider the Provider's reapplication for a certificate of authorization following a revocation.

26. Amendments and Modifications. Except as provided in paragraph 32, no amendment or modification of this agreement is valid unless made in writing and signed by the parties with the same formality as this agreement.

SAMPLE

27. Severability. The provisions of this agreement are severable. If any phrase, clause, sentence, or provision of this agreement is declared to be contrary to the Constitution of Pennsylvania or of the United States or of the laws of the Commonwealth and its applicability to any government, agency, person, or circumstance is held invalid, the validity of the remainder of this agreement and its applicability to any government, agency, person, or circumstance will not be affected.

28. No Waiver. Either party may elect not to enforce its rights and remedies under this agreement in the event of a breach by other parties of any term or condition of this agreement. In any event, the failure by either party to enforce its rights and remedies under this agreement may not be construed as a waiver of any subsequent breach of the same or any other term or condition of this agreement.

29. Independence of the Parties. Nothing contained in this agreement is intended or may be construed to, in any respect, create or establish the relationship of partners between the Provider and PennDOT, or as constituting PennDOT as the representative or general agent of the Provider.

30. Assignment. This agreement may not be assigned, either in whole or in part, without PennDOT's written consent.

31. Third Party Beneficiary Rights. This agreement does not create or confer any rights in or on persons or entities not a party to this agreement.

32. Notices. All notices and reports required under the provisions of this agreement must be in writing and given to the parties by regular mail, e-mail, or delivery in person:

If to PennDOT:
Address:

Email:

If to the Provider:
Address:

Email:

Either party may update this contact information without the need for formal amendment by providing the other party notice.

33. Force Majeure. Neither party will be liable for failure to perform under this agreement if a failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes,

SAMPLE

and unusually severe weather. This provision will become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays. This provision will not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming party.

34. Survival. The Provider's obligations under sections 8, 11, 20 and the indemnification provision of Exhibit E, survive termination or expiration of this agreement.

35. Integration and Merger. The parties intend this statement of their agreement to constitute the complete, exclusive, and fully integrated statement of their agreement. It is the sole expression of their agreement, and they are not bound by any other agreements of whatsoever kind or nature. The parties also intend that this agreement may not be supplemented, explained, or interpreted by any evidence of trade usage or course of dealing. In entering this agreement, the parties did not rely upon oral or written statements or representations not contained within the document itself.

36. Counterparts. The parties may execute this agreement in counterparts, each of which is deemed an original and has the full force and effect as an original, but all of which constitute one and the same instrument.

37. Electronic Signatures. This agreement may be electronically signed in accordance with the Electronic Transactions Act, 73 P.S. § 2260.301, *et seq*.

[The remainder of this page is left blank intentionally.]

SAMPLE

The parties, through their authorized representatives, have signed this agreement below.

PROVIDER

BY_____
Title: DATE

If a Corporation, the Chairman, President, Vice-President, Senior Vice-President, Executive Vice-President, Assistant Vice-President, Chief Executive Officer or Chief Operating Officer must sign; if a sole proprietorship, only the owner must sign; if a partnership, only one partner need sign; if a limited partnership, only the general partner may sign; if a limited liability company, only a member or managing member may sign. If another type of entity, please attach a resolution.

DO NOT WRITE BELOW THIS LINE—FOR COMMONWEALTH USE ONLY

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF TRANSPORTATION

BY_____
Deputy Secretary DATE
Driver and Vehicle Services or Designee

APPROVED AS TO FORM
AND LEGALITY

_____
Office of Chief Counsel DATE

_____18-FA-67.2_____
Office of General CounselDATE

_____ 18-FA-67.2_____
Office of Attorney General DATE

OGC Form No. 18-FA-67.2
Approved OAG 10/07/2025

SAMPLE

Exhibit A

Provider Application is on file and available upon request.

EXHIBIT "B"

APPENDIX I

PROGRAM REQUIREMENTS

REQUIREMENTS FOR IN STATE AGENTS (Sections 1-10 apply only to in state agents)

1. APPLICATION REQUIREMENTS FOR IN STATE AGENTS

a. Provider certifies that it or any of its owners, managers, or employees, is not under sanction or investigation by PennDOT or that it or any of its owners, managers or employee, has not previously been sanctioned by PennDOT for violations of the Vehicle Code (75 Pa.C.S. 101 et seq.), PennDOT Regulations, or any existing agreement with the Department of Transportation. Sanctions may not necessarily bar an agent from becoming a Provider, as PennDOT will consider each case on its own merits; however,that information could certainly preclude one from being a Provider, when in the best interests of PennDOT.

b. Provider shall provide the business name, address, phone number, fax number, email address, Federal ID number and all other information requestedby PennDOT.

c. Provider shall provide the name and home address of all employees who will be involved in ownership, management and conducting the agent services and indicate the responsibilities each will have within the service.

d. Provider shall provide a letter or letters of reference from a bank or other financial institutions indicating that accounts of the applicant are handled in a satisfactory manner that is consistent with standard banking practices.

e. Provider shall provide three letters of reference from business concerns, on business stationery, attesting to the character of the Applicant.

f. Provider shall provide a notarized statement that no monies are due and owing the Commonwealth of Pennsylvania by the Applicant, the Applicant's business entity or by the owners and officers of the business.

g. Provider shall provide a completed MV-750 proving the Business is under contract for the Driver License Data Verification System (DLDV) with an approved Integrator.

2. GENERAL REQUIREMENTS FOR IN STATE AGENTS

a. Provider shall be a notary public, or employ at least one notary public, licensed by the Department of State, Bureau of Commissions, Elections and Legislation, to be present at the premises during all hours of operation, unless Provider is licensed as a vehicle dealer by the State Board of Vehicle Manufacturers, Dealers, and Salespersons.

b. Provider shall provide the name, address, signature, and the notary stamp of a notary public who will be engaged in or employed during the hours of operation of the notary service. A copy of the Notary Commission must also be provided. If verification in lieu of notarization is used, then a notary is not required for issuing agents who are licensed as a vehicle dealer by the State Board of Vehicle Manufacturers, Dealers and Salespersons or its employee which includes a business type of New Vehicle Dealer, Pre-Owed/Used Vehicle Dealer or Motorcycle dealer. If verification in lieu of notarization is used, Provider shall submit a written statement that this process will be used and provide the stamp indicating the dealer name and dealer ID number.

c. Provider shall pay an assessment of $60.00 to the Motor Vehicle Transaction Recovery Fund, in addition to any other license fees which may be required byPennDOT or law.

d. Provider shall be responsible for all costs and fees associated with the operation of its business, including costs and fees associated with maintaining abond in favor of PennDOT or otherwise complying with requirements imposed by PennDOT from time to time by way of amendments to these Program Requirements.

e. No official or employee of the Commonwealth may enter into a contract with PennDOT to own or operate an agent or messenger service nor will an agent or messenger employ an official or employee of the Commonwealth.

f. Provider shall enter all vehicle owner, vehicle, insurance, and driver information into PennDOT's online in-transit plate tracking system at the same time anin-transit plate is issued, so long as Provider has taken the steps necessary to issue in-transit plates. In order to be authorized to issue temporary in-transit plates (as currently described in 67 PA. CODE § 43.5(d)(2)(c), or any other applicable regulation), Provider shall: 1) apply and be approved, via contract, as an agent; or 2) be a participant in the Online Registration Program by entering into a contract with an approved integrator under the Online Registration Program; however, if Provider's certificate of authorization is suspended or revoked in accordance with the Agent Services Agreement of which these Program Requirements are a part ("Agreement"), or the Agreement is terminated, Provider agrees that it will be ineligible to participate in the Online Registration Program or as a Provider for the duration of any suspension, revocation, or termination.

g. Provider shall require that each applicant for title and registration provide, at the time of making application, valid proof of identification to verify the identity of a person when completing or processing the application for title and registration. This verification process requires the business partner to use the Driver's License Data Verification (DLDV) System tool to electronically verify the PennDOT DL/ID product against the PennDOT record. The verification of identity system is available through the PennDOT-approved integrators listed on PennDOT's website at www.dmv.pa.gov.

The Following are acceptable as valid proof of Identification:

i. A valid Pennsylvania Photo Driver's License;

ii. A valid Pennsylvania Photo Identification Card;

iii. A valid Pennsylvania Photo Exempt Driver's License;

iv. A valid Pennsylvania Photo Exempt Identification Card;

v. A valid Pennsylvania 15-day temporary internet driver license or identification card renewal credential and expired DL/ID;

vi. A valid Pennsylvania Camera Card and Pennsylvania Expired Identification Credential; or

vii. A valid U.S. Armed Forces Common Access Card – Dependents of ArmedForces personnel must provide a valid United States Uniformed Service Identification and Privilege Card (DD Form 1173); and each of the above documents must be in the same name as the name listed on the motor vehicle application. In addition, the address must be listed on the application as it appears on the above proof of ownership document.

h. Provider shall provide agent services in accordance with PennDOT's policies and procedures as specified by PennDOT's website, Driver and Vehicle Services Update Bulletins, Agent Services Basic Title and Registration Course and Advanced Refresher Training Manual, which are attached to the Agreement and these Program Requirements, and Provider, including its owners, operators and employees, acknowledges receiving, reviewing and understanding these documents, which may be amended from time to time. When completing motor vehicle applications, agents are required to examine and analyze the identification credential for purposes of validation. It is essential the authorized agent properly identifies the person whose signature is being notarized or verified in lieu of notarization. Please be aware that an authorized agent may be held legally responsible for notarizing or verifying a document without first establishing a person's identity. In order to do this, the only documents that may be used to identify the individual making the application are a valid PA Photo Driver's License,

a valid PA Photo Identification Card, a valid PA Photo Exempt Driver's License, a valid PA Photo Exempt Identification Card, a valid Pennsylvania 15-day temporary internet driver license, or identification card renewal credential and expired DL/ID, a valid Pennsylvania Camera Card and Expired Identification Credential or a valid U.S. Armed Forces Common Access Card. Dependents of U.S. Armed Forces personnel must provide DD Form 1173. International Driver's Licenses will not be accepted and cannot be used to identify an individual making application. Issuing agents completing motor vehicle applications for title and registration shall maintain a front and back copy of the above stated proofs of identification for a period of three years from the date of application. If unsure of the validity of the credential, DO NOT PROCESS the title application. Processing applications for title and registration with any forms of identification other than those listed on this fact sheet, may result in the suspension or termination of your agent contract.

i. Providers in the Online Registration Program shall also engage in the provision of such services and processing of motor vehicle title and registration applications in accordance with PennDOT's policies and procedures as specified by PennDOT's website, Driver and Vehicle Services Update Bulletins, Agent Services Basic Title and Registration Course and Advanced Refresher Training Manual, and Program Requirements.

3. ESTABLISHED PLACE OF BUSINESS AND RESTRICTED COUNTERSPACE REQUIREMENTS FOR IN STATE AGENTS

a. Provider shall at all times maintain a facility acceptable in appearance to PennDOT and is in compliance with all applicable federal, state, and local laws, including local zoning ordinances and building codes, as well as all provisions of the agreement and these Program Requirements. Provider shall ensure that each location meets all requirements and must request PennDOT's approval prior to opening any additional location that Provider seeks to operate the Agent Service pursuant to this agreement. PennDOT does not permit any agent services to be conducted out of a personal residence.

b. Each Agent Service facility requires adequate parking to accommodate the anticipated volume of business and must provide specified parking for persons with disabilities, in accordance with applicable standards promulgated by PennDOT and the Department of Labor and Industry, including but not limited to those standards set forth at 34 Pa. Code, Chapter 47.

c. Each of Provider's facilities must include secure storage for temporary registration cards, license plates, permits and other products (collectively "product stock") designated by PennDOT and must be approved by PennDOT. Each of Provider's facilities must provide a separate storage

facility with solid door construction, secured hinges, secured ceiling and walls, deadbolt lock and interior construction adequate to store all documents to be submitted to PennDOT and all product stock. Adjustments may be made in storage facility requirements at PennDOT's discretion by way of amending these Program Requirements.

d. Each of Provider's facilities must have a customer counter for customers to complete their paperwork. This counter area must be secured so that customers are unable to access any area behind it. Any computer at the customer counter workstation must be set up so that customers cannot see the information showing on the screen. This set up is especially important so that a customer working at one workstation cannot see the personal information of another customer at another workstation. Adjustments may be made in layout requirements if deemed desirable by PennDOT and justified by Provider.

e. Each Agent Service facility must have active telephone service, a working fax machine, a working copy machine, a working color scanner, an office shredder, and an active electronic mail (email) account which Provider shall check on a regular basis. PennDOT, in its discretion, may require Provider to also have on-site a connection through a personal computer to the Internet, or may require other technology PennDOT may deem appropriate for the provision of agent services by way of the mechanism set forth in the agreement in which notice of those changes will be sent by email. If Provider issues temporary in-transit plates, then Provider shall maintain necessary connections consistent with the Online Registration Program requirements. Official communications from the Bureau of Motor Vehicles to Providers may come via Provider's registered e-mail address, as it appears on Page 1 of the Agent Service Agreement. Provider shall provide PennDOT with their email address and notify PennDOT immediately if the email address changes. Provider shall submit any changes to its email address in writing to the Department of Transportation, c/o the Bureau of Support Services, Contracts Unit, 1101 South Front Street, 4th Floor, Harrisburg, PA 17104, via email at RA-pdagentcontracts@pa.gov. or updated through PennDOT Dealer Agent Services (DAS) application.

f. Provider shall submit photographs of the interior and exterior of the proposed place of business. The photographs must show the entrance way, exterior signs, phone and desk area (to include computer location/ orientation), secure area for storage, customer counter and waiting area, and display of fees and charges relating to the issuance of temporary cards and plates.

g. The agreement executed by Provider will apply to all approved agent services locations operated by Provider; however, prior to a change in the location of or establishment of any agent services business location, Provider shall submit to PennDOT all facility- related information

required as though Provider were making an initial application to provide agent services. PennDOT may approve or deny any relocation in its discretion.

h. Provider shall submit notice to PennDOT of any change in ownership, location, email, staff engaged in the provision of services under the agreement, or duly authorized and currently licensed notary on staff, before or within 30 days of that change. Provider shall submit notice of any of these changes in writing to the Department of Transportation, c/o the Bureau of Support Services, Contracts Unit, 1101 South Front Street, 4th Floor, Harrisburg, PA 17104, via email at RA-pdagentcontracts@pa.gov. or updated through PennDOT Dealer Agent Services (DAS) application.

i. Consistent with 67 Pa. Code § 43.6(b) or any other applicable regulation, PennDOT may provide temporary written authorization for a Provider to issue temporary registration plates at a location other than the approved locations of Provider for a period not to exceed one year by way of issuing a certificate of authorization. The privilege to issue temporary registration plates from a location other than Provider's approved locations is revocable if PennDOT finds that the dealer, manufacturer, or Provider has violated applicable provisions of the law, regulations, or this agreement, which provides that written authorization.

4. HOURS OF OPERATION - IN STATE AGENTS

a. Provider shall ensure that each Agent Service facility is open to the public for business a minimum of 20 hours per week between the hours of 7:00 AM and 9:00 PM, or open to the public ten hours per week with an additional ten hours per week between the hours of 7:00 AM and 9:00 PM during which consumers may schedule an appointment. The facility may be closed for reasonable periods of time due to vacation or illness, subject to the signage requirements set forth below.

b. The facility may be closed for reasonable periods of time due to vacation or illness, subject to the signage requirements.

5. PROVIDER/STAFFING REQUIREMENTS FOR IN STATE AGENTS

a. Provider shall submit notice to PennDOT of any change in ownership, location, email, staff engaged in the provision of services under the agreement, or duly authorized and currently licensed notary on staff, at least 30 days prior to effective date of change.

b. Provider shall ensure that all employees involved in providing agent services be familiar with all information and policies pertaining to the provision of agent services available in PennDOT's Driver and Vehicle Services Update bulletins, as well as any and all information and policies published on PennDOT's web site; contained in the PennDOT's Agent Services Basic Title and Registration Course and Advanced Refresher

Training Manual. The foregoing documents are a part of this Exhibit. Each individual engaged in the provision of service pursuant to the agreement and Program Requirements shall do so in the manner prescribed in each of these documents.

c. Provider shall complete and shall ensure that each employee involved in providing agent services completes, the Agent Services Basic Title and Registration training course prior to Provider's or its employee's involvement in provision of services under the agreement and Program Requirements. Provider shall keep on file all certificates of completion of the required training courses for the duration of the agreement.

d. Provider shall complete and shall ensure that each employee involved in providing agent services completes, the Agent Services Advanced Refresher training course at least once every two years following completion of the Agent Services Basic Title and Registration training course. Provider shall keep on file all certificates of completion of the required training courses for the duration of the agreement.

e. Provider shall, at the time of application, and annually thereafter, obtain a criminal record check from the Pennsylvania State Police for all owners and operators, and at the time of hiring, and annually thereafter, for each of Provider's employees, who are involved in providing agent services. If an individual owner, officer, or employee is a resident of a state other than Pennsylvania, then a criminal background check from their state of residence shall also be provided. Provider shall ensure that all backgrounds checks be kept on file and Providershall make those criminal record checks available to PennDOT upon request. Provider shall submit the criminal record checks for each prospective employee to PennDOT prior to the employee engaging in provision of services pursuant to this agreement. If a prior criminal conviction of any type or grade exists, Provider shall furnish the facts of the offense, and secure PennDOT approval before hiring or utilizing the person involved. The criminal record check must be no less than one year old at the time an application is submitted. Provider shall also comply with any additional background checks as specified in this agreement, or as may be required.

f. No official or employee of the Commonwealth is eligible to enter into a contract with PennDOT to own or operate an agent service nor shall an agent service employ an official or employee of the Commonwealth.

g. PennDOT may deem any individual who has engaged in conduct harmful to PennDOT, as described in this exhibit or in the Agent Services Agreement, ineligible to participate in the provision of services under any agreement with PennDOT.

h. Provider shall, at the time of execution of this agreement, and annually thereafter, secure an affidavit from each person involved in providing the agent service that the person has read and understood: the Agent Services Agreement and its attachments (including but not limited to its Exhibit B, Program Requirements, that may be amended from time to time); the provisions of 75 Pa.C.S. Chapters 11 (relating to certificate of title and security interests), 13 (relating to registration of vehicles), 23 (relating to motor vehicle transaction recovery fund), and 75 (relating to authorization of agent and messenger services); 75 Pa.C.S. § 6114 (relating to limitation on sale, publication and disclosure of records); and 67 Pa. Code Chapter 43 (relating to temporary cards and plates). Provider shall retain the affidavits on file, at all times, for inspection upon request by PennDOT.

i. Individuals who have engaged in the following activities may not be eligible to serve as an owner, manager, officer or employee providing agent services:

   Misrepresentation, misstatement or fraud in Provider's application to provide agent services;

   i. Conviction of a felony involving dishonesty or breach of trust;

   ii. Having had an agent, card agent, messenger service, or on-line messenger agreement terminated or revoked by PennDOT in the past;

   iii. Conduct harmful to PennDOT, as described herein or in the Agent Services Agreement;

   iv. Conviction of a felony or misdemeanor relating to the titling, registration or collection of sales tax and fees for a vehicle, or conviction any other felony relating to motor vehicles;

   v. Having been found to have engaged in odometer or Vehicle Identification Number (VIN) tampering; or

   vi. Conviction of a crime under Title 18 of the Pennsylvania Consolidated Statutes, Annotated, or the criminal laws of the United States, where the crime violates any term or condition of the agreement or is of a nature that adversely impacts Provider's ability to fully perform the agreement or provide agent services in a secure manner.

j. Provider shall maintain current and permanent personnel records for all persons responsible for the operation, supervision, or management of Provider's service center services under this agreement. Provider shall make personnel records available to PennDOT and authorized Commonwealth investigators upon request.

k. Provider shall provide after hour emergency contact information.

l. Provider shall supply to every employee and supervisor, including backup staff, a name plate or identification badge which shall be worn by all employees at all times while on duty so that each employee is readily identifiable by customers.

6. SIGNAGE AND MATERIALS - IN STATE AGENTS

a. Provider shall at all times prominently display the hours of operation during which Provider's service is provided. If the facility is closed due to vacation or illness, the closure will be prominently posted at the entrance to the facility.

b. Provider shall conspicuously post a schedule of PennDOT motor vehicle fees and fees charged by Provider for the five most common transactions for which services are provided on a sign at least three square feet in size (approximately 22" x 20") with lettering at least ¼ inch high. All signs and postings must clearly separate any PennDOT online service fees from other PennDOT services offered.

c. All signs and postings must conform to the Americans with Disabilities Act Accessibility Guidelines (ADAAG) standards as required by the ADA. Current requirements can be seen at www.ada.gov. Provider shall be responsible for installation of all signs and postings.

d. Provider shall prominently post the certificate of authorization for the agent service at the place of business.

e. Provider shall submit all signing to PennDOT for prior approval.

f. PennDOT may, in its discretion, to request the removal of any agent advertising or website information that is inaccurate, offensive, or deceptive.

g. Provider shall prominently post the Fraud Tip Hotline information notice at Provider's place of business in clear view for the customers. The notice must contain the following wording:

"PennDOT WANTS TO HEAR FROM YOU! Agents are private businesses under contract with PennDOT. If you witness, suspect, or know of improper or suspicious activity or have concerns regarding motor vehicle or driver licensing paperwork, please contact PennDOT at PennDOTTip@state.pa.us. All reports will be kept confidential. When you contact us, please provide as much detail as possible. Please include your contact information as PennDOT may need to contact you for additional information."

7. RECORD RETENTION REQUIREMENTS FOR IN STATE AGENTS

Provider shall maintain the agent's copy of the temporary registration card or applicant summary sheet, original related documents including but not limited to bills of sale when the agent is also the dealer, a copy of the proof of identification (front and back) that complies with PennDOT's proof of identification policies set forth in the agreement, Driver License Data Verification (DLDV) sheet, and a copy of the documents used to verify financial responsibility, which complies with Chapter 1318 of the Pennsylvania Vehicle Code.

Provider shall submit the original proof of ownership document, after it is scanned with other paperwork with the transaction, with the proof of ownership cover sheet to your Integrators.

Provider shall retain these records for three years at the authorized place of business and be made available for inspection by law enforcement or an authorized representative of PennDOT. If Provider elects to retain required records in an electronic format, Provider shall comply with the "Document Imaging System Requirements" attached. At the end of the three-year period, Provider shall shred all personal customer information prior to disposal in a garbage receptacle, including but not limited to any document containing customer addresses, vehicle and driver information, employee notes that contain personal customer information and all copies of completed forms and documents that are being discarded. Alternatives to on-site shredding of documents can be discussed and may be approved only by PennDOT, in its discretion, but in no event will personal customer information be discarded without appropriate security measures.

8. SUBMISSION OF TRANSACTIONS BY IN STATE AGENTS

a. Provider shall participate in the Online Registration Program (OLRP) to process and submit transactions to PennDOT electronically.

b. Provider shall submit all completed applications and fees for vehicle registration to PennDOT within 20 calendar days of issuance of the temporary registration card, plate, or other product designated by PennDOT, either by authorized messenger service or by mail.

c. If Provider has also contracted with PennDOT as a Messenger Service, in lieu of the foregoing 20 calendar days' requirement, Provider shall submit completed applications and fees within five calendar days in accordance with the requirements of the Messenger Service Agreement.

d. IProvider shall process and input all transactions associated with vehicle titling transactions to PennDOT using the applicable online Interface no later than the close of business 15 days following the date of the transaction.

i. Once a temporary registration plate is issued to a customer, the submission timeframe starts from the date the temporary registration plate is issued.

ii. If the transaction goes to another Provider to process, they must follow processing requirement due dates from when the temporary registration plate or sale occurred. At no time would the submission timeframe start over.

iii. If the other Provider is a messenger service, they must submit that application within five calendar days to PennDOT from when the application was received by the Messenger Service.

f. Provider shall maintain a 98% quality rating of transactions processed online by Providers employees that are added to their Agent Services Agreement.

g. Provider's failure to comply with a 98% quality rating may result in a written warning, required to have Provider employees attend basic agent training, have their agent services agreement suspended, removal of certain transaction access, up to and including revocation of the agent services agreement.

h. PennDOT will conduct regular Quality Control audits of online transactions. If Provider doesn't comply with the 98% quality rating, PennDOT shall communicate errors to Provider and conduct a re- audit to ensure compliance. Provider shall maintain in the first year of signing the new agreement an 80% quality rating, in the second year 90%, and in the third year and after 98%.

i. Provider shall immediately scan and submit scanned documents to the Integrator as part of the online transaction utilizing digital imaging technology as outlined by your Integrator.

i. Provider shall ensure that each Agent Service facility has a working scanner with a scan resolution at least 600 DPI and scan in color. All scans must be done in color.

ii. Provider shall keep all original documents, except for the proof of ownership document (certificate of title or salvage) at the approved agent location for three years.

iii. Provider shall always mail the Proof of Ownership document to an approved Integrator.

(a) Provider need not make copies of the paperwork or proof of ownership document because they will be scanned with the transaction.

(b) Provider shall scan all paperwork and proof of ownership documents as part of transaction

(c) Provider shall file the original paperwork at your location and keep for three years.

(d) Provider shall send the proof of ownership cover sheet (showing WID) and the proof of ownership document to Integrator.

iv. If Provider chooses the document imaging option under Exhibit B, Provider may scan documents as part of transaction, and keep all originals for six months. After six months, Provider shall keep the scanned images for three years. The proof of ownership documents and cover sheet must still be sent to the approved integrator.

(a) Provider shall maintain paper copies (agent's yellow copy or applicant summary sheet) for six months after completion or issuance of the application for title or registration and all supporting documents. The Authorized Agent shall check all imaged documents to confirm images are clear, legible, and free of distortion (image quality).

(b) PennDOT will continue to conduct administrative audits of Authorized Agent transactions and supporting documentation. The Authorized Agent shall provide access to electronic images toa PennDOT representative to be reviewed during the audit process to ensure the agent is incompliance with all applicable polices, processes, requirements, and law.

9. SECURITY REQUIREMENTS FOR IN STATE AGENTS

a. At the close of the hours of operation of Provider service, Provider shall place all temporary cards, plates, permits, or other products designated by PennDOT in the place of secured storage approved by PennDOT.

b. Supplies of temporary cards, plates, permits, or other products designated by PennDOT may not be held or placed at any time on any workstation area within the grasp of the public. Provider shall ensure that individual temporary cards, plates, permits, or other Products designated by PennDOT are at no time to be left unattended on any workstation area within the reach of the public.

c. If temporary cards, registration plates, permits, or other products designated by PennDOT are lost or stolen, Provider shall notify PennDOT of the loss or theft immediately after discovery of the loss. This notice

must be in the form of an affidavit and give complete details of the loss or theft of the materials. In the event of theft, Provider shall report the theft to appropriate police officials immediately upon discovery and submit the police report to PennDOT within ten days of the theft. Provider's failure to comply with the loss or theft of materials reporting requirement of this paragraph will be a ground for suspension of Provider's certificate of authorization for a period of four months.

10. AUDITS OF IN STATE AGENTS

a. PennDOT may make unannounced visits to audit, observe, and inspect Provider's agent service operations. Temporary registration plates and related documents will be available for inspection, with or without notice, by authorized Commonwealth employees or designees, including law enforcement officers or officials.

b. Records required by PennDOT to be maintained by Provider in carrying out the duties, responsibilities and obligations under this agreement are subject to periodic inspection by authorized representatives of the Commonwealth or designated personnel under the following conditions:

   i. Place – The inspection may be conducted at Provider's place of business.

   ii. Time – The inspection may be conducted during regular business hours.

   iii. Scope – The inspection may include but not be limited to examination of the records (including all applications for titles and registrations and required supporting documents), plates, permit, or other Products designated by PennDOT; or any inventory which is subject to the record keeping requirements of this agreement and PennDOT regulations. Based on initial findings, the inspection may be expanded to include investigation of other violations of the agreement or any other PennDOT agreement, laws, regulations or policies.

PROGRAM REQUIREMENTS FOR OUT OF STATE AGENTS (Sections 11-20 apply only to out of state agents)

11. APPLICATION REQUIREMENTS – OUT OF STATE AGENTS

c. To be a Provider an Applicant shall self-certify that neither it nor any of its owners, managers, or employees, is under sanction or investigation by the Pennsylvania Department of Transportation (PennDOT) and that neither it nor any of its owners, managers, or employees, has previously been sanctioned by PennDOT for violations of the Vehicle Code (75 Pa.C. S. 101 et seq.), PennDOT Regulations, or any existing agreement with PennDOT. In addition, an Applicant shall self-certify that neither it

nor any of its owners, managers, and employees are under sanction or investigation, and that neither it nor any of its owners, managers, or employees has been previously sanctioned or investigated, by the jurisdiction in which the business is located. If any of its owners, managers, or employees have been sanctioned or investigated, or is currently subject to sanctions or investigations, describe the circumstances giving rise to the sanction or investigation and the nature of any sanction imposed. Sanctions may not necessarily bar an applicant from becoming a Provider, as PennDOT will consider each case on its own merits; however, that information could certainly preclude an Applicant from being a Provider, when in the best interests of PennDOT.

d. Applicants shall provide the business name, address, phone number, fax number, email address, Federal ID number, and all other information requested by PennDOT.

e. An Applicant shall provide the name and home address of all employees who will be involved in ownership, management, and conducting the agent services and indicate the responsibilities eachwill have within the service.

f. An Applicant shall provide a letter or letters of reference from a bank or other financial institution indicating that accounts of the applicant are handled in a satisfactory manner that is consistent with standard banking practices.

g. Applicant shall provide three letters of reference from business with which it has conducted business, on business stationery, attesting to the character of the Applicant.

h. Applicant shall provide a notarized statement that no monies are due and owing the Commonwealth of Pennsylvania by the Applicant, the Applicant's business entity, or by the owners and officers of the business.

i. Applicant shall provide a completed MV-750 proving the Business is under contract for the Driver License Data Verification System (DLDV) with an approved Integrator.

12. <u>GENERAL REQUIREMENTS – OUT OF STATE AGENTS</u>

a. Provider shall be a notary public, or employ at least one notary public, licensed within its jurisdiction, to be present at the premises during all hours of operation. Providershall provide the name, address, signature, and the notary stamp of a notary public who will be engaged in or employed during the hours of operation of the notary service. A copy of the Notary Commission must also be provided.

b. Provider shall pay an assessment of $60.00 to the Motor Vehicle Transaction Recovery Fund, in addition to any other license fees which may be required by PennDOT or law.

c. Provider shall be responsible for all costs and fees associated with the operation of its business, including costs and fees associated with maintaining a bond in favor of PennDOT or otherwise complying with requirements imposed by PennDOT from time to time by way of amendments to these Program Requirements.

d. No official or employee of the jurisdiction will be eligible to enter into a contract with PennDOT to own or operate an agent or messenger service nor shall an agent or messenger employ an official or employee of the jurisdiction or officials and employees of Provider's home jurisdiction as well.

e. Provider shall require that each applicant for title and registration provide, at the time of making application, valid proof of identification to verify the identity of a person when completing/processing the application for title and registration. This verification process requires the business partner to use the Driver's License Data

Verification (DLDV) System tool to electronically verify the PennDOT DL/ID product against the PennDOT record. The verification of identity system is available through the PennDOT-approved integrators listed on PennDOT's website at www.dmv.pa.gov.

The following are acceptable as valid proof of identification:

i. A valid Pennsylvania Photo Driver's License;

ii. A valid Pennsylvania Photo Identification Card;

iii. A valid Pennsylvania Photo Exempt Driver's License;

iv. A valid Pennsylvania Photo Exempt Identification Card;

v. A valid Pennsylvania 15-day temporary internet driver license or identification card renewal credential and expired DL/ID;

vi. A valid Pennsylvania Camera Card and Expired Pennsylvania Identification Credential;

vii. A valid U.S. Armed Forces Common Access Card – Dependents of Armed Forces personnel must provide a Valid United States Uniformed Service Identification and Privilege Card (DD Form 1173); and each of the above documents must be in the same name as the name listed on the motor vehicle application. In addition, the address must be listed on the application as it appears on the above proof of ownership document.

f. Provider shall provide agent services in accordance with PennDOT's policies and procedures as specified by the Department's website, Driver and Vehicle Services Update Bulletins, Agent Services Basic Title and Registration Course and Advanced Refresher Training Manual, which are attached as part of the agreement and these Program Requirements, and Provider, including its owners, operators and employees, acknowledges receiving, reviewing and understanding these documents, which may be amended from time to time.

g. When completing motor vehicle applications, agents shall examine and analyze the identification credential for purposes of validation. It is essential the authorized agent properly identifies the person whose signature is being notarized or verified in lieu of notarization. Please be aware that an authorized agent may be held legally responsible for notarizing or verifying a document without first establishing a person's identity. In order to do this, the only documents that may be used to identify the individual making the application are a valid PA Photo Driver's License, a valid PA Photo Identification Card, a valid PA Photo Exempt Driver's License, a valid PA Photo Exempt Identification Card, a valid Pennsylvania 15-day temporary internet driver license or identification card renewal credential and expired DL/ID, a valid Pennsylvania Camera Card and Expired Identification Credential or a valid U.S. Armed Forces Common Access Card. Dependents of U.S. Armed Forces personnel must provide DD Form 1173. International Driver's Licenses will not be accepted and cannot be used to identify an individual making application. Issuing agents completing motor vehicle applications for title and registration shall maintain a front and back copy of the above stated proofs of identification for a period of three years from the date of application. If unsure of the validity of the credential, DO NOT PROCESS the title application. Processing applications for title and registration with any forms of identification other than those listed on this fact sheet, may result in the suspension or termination of your agent contract.

h. Providers in the Online Registration Program will also engage in the provision of the services and processing of motor vehicle title and registration applications in accordance with PennDOT's policies and procedures as specified by PennDOT's website, Driver and Vehicle Services Update Bulletins, Agent Services Basic Title and Registration Course and Advanced Refresher Training Manual, and Program Requirements.

   Provider shall provide agent services in accordance with PennDOT's policies and procedures as specified by the PennDOT's website, Driver and Vehicle Services Update Bulletins, Agent Services Basic Title and Registration Course and Advanced Refresher Training Manual, which are attached to the agreement and these Program Requirements, and Provider, including its owners, operators, and employees, acknowledges receiving, reviewing and understanding these documents, which may be amended from time to time.

When completing motor vehicle applications, agents are required to examine and analyze the identification credential for purposes of validation. It is essential the authorized agent properly identifies the person whose signature is being notarized or verified in lieu of notarization. Please be aware that an authorized agent may be held legally responsible for notarizing or verifying a document without first establishing a person's identity. In order to do this, the only documents that may be used to identify the individual making the application are a valid PA Photo Driver's License, a valid PA Photo Identification Card, a valid PA Photo Exempt Driver's License, a valid PA Photo Exempt Identification Card, a valid Pennsylvania 15-day temporary internet driver license or identification card renewal credential and expired DL/ID, a valid Pennsylvania Camera Card and Expired Identification Credential or a valid

U.S. Armed Forces Common Access Card. Dependents of U.S. Armed Forces personnel must provide DD Form 1173. International Driver's Licenses will not be accepted and cannot be used to identify an individual making application. Issuing agents completing motor vehicle applications for title and registration must maintain a front and back copy of the above stated proofs of identification for a period of three years from the date of application. If unsure of the validity of the credential, DO NOT PROCESS the title application. Processing applications for title and registration with any forms of identification other than those listed on this fact sheet, may result in the suspension or termination of your agent contract.

i. Providers in the Online Registration Program shall also engage in the provision of the services and processing of motor vehicle title and registration applications in accordance with PennDOT's policies and procedures as specified by PennDOT's website, Driver and Vehicle Services Update Bulletins, Agent Services Basic Title and Registration Course and Advanced Refresher Training Manual, and Program Requirements.

13. <u>FACILITY REQUIREMENTS FOR OUT OF STATE AGENTS</u>

j. Provider shall at all times maintain a facility which is acceptable in appearance to PennDOT and is in compliance with all applicable federal, state and local laws, including local zoning ordinances and building codes, as well as all provisions of the agreement and these Program Requirements. Provider shall ensure that each location meets all requirements and must request PennDOT's approval prior to opening any additional location that Provider seeks to operate the Agent Service pursuant to this agreement. PennDOT does not permit agent services to be conducted out of a personal residence.

k. Provider shall ensure each Agent Service facility has adequate parking to accommodate the anticipated volume of business and shall provide specified parking for persons with disabilities, in accordance with applicable standards promulgated by PennDOT of Labor and Industry, including but not limited to those standards set forth at 34 Pa. Code, Chapter 47.

l. Provider shall ensure each of its facilities includes secure storage for temporary registration cards, license plates, permits, and other products (collectively "product stock") designated by PennDOT and shall be approved by PennDOT. Provider shall ensure each of its facilities provide a storage facility with solid door construction, secured hinges, secured ceiling and walls, deadbolt lock and interior construction adequate to store all documents to be submitted to PennDOT and all product stock. Adjustments may be made in storage requirements if deemed desirable by PennDOT and justified by the applicant by way of amending these Program Requirements.

m. Provider shall ensure each of its facilities have a customer counter for customers to complete their paperwork and secured so that customers are unable to access any area behind it. Any computer at the customer counter workstation is to be set up so that customers cannot see the information showing on the screen. This set up is especially important so that a customer working at one workstation cannot see the personal information of another customer at another workstation. Adjustments may be made in layout requirements if deemed desirable by PennDOT and justified by Provider.

n. Provider shall ensure each of its facilities have active telephone service, a working fax machine, a working copy machine, a working scanner, an office shredder, and an active electronic mail (email) account which Provider shall check on a regular basis. PennDOT, in its discretion, may require Provider to also have on-site a connection through a personal computer to the Internet, or may require other technology PennDOT may deem appropriate for the provision of agent services by way of the mechanism set forth in the agreement in which notice of those changes will be sent by e-mail. If the Provider issues temporary in-transit plates, then Provider will maintain necessary connections consistent with the Online Registration Program requirements. Official communications from the Bureau of Motor Vehicles to Providers may come via Provider's registered email address, as it appears on Page 1 of the Agent Service Agreement. Provider shall provide PennDOT with their email address and must update PennDOT immediately if the email address changes. Provider shall notify PennDOT in writing of any changes to its email address, c/o the Bureau of Support Services, Contracts Unit, 1101 South Front Street, 4th Floor, Harrisburg, PA 17104, via email at RA-pdagentcontracts@pa.gov. or updated through PennDOT Dealer Agent Services (DAS) application.

o. Provider shall submit photographs of the interior and exterior of the proposed place of business that show the entrance way, exterior signs, phone, and desk area (to include computer location/orientation), secure area for storage, customer counter, and waiting area, and display the fees and charges relating to the issuance of temporary cards and plates.

p. The agreement executed by Provider will apply to all approved agent services locations operated by Provider; however, prior to a change in the location of or establishment of any agent services business location, Provider shall submit

to PennDOT all facility-related information required as though Provider were making an initial application to provide agent services. PennDOT may approve or deny any relocation in its discretion.

q. Provider shall submit notice to PennDOT of any change in ownership, location, email, staff engaged in the provision of services under the agreement, or duly authorized and currently licensed notary on staff, before or within 30 days of that change. Provider shall submit notice of any changes in writing to the Department of Transportation, c/o the Bureau of Support Services, Contracts Unit, 1101 South Front Street, 4th Floor, Harrisburg, PA 17104, via email at RA-pdagentcontracts@pa.gov. or updated through PennDOT Dealer Agent Services (DAS) application.

r. Consistent with 67 Pa. Code § 43.6(b) or any other applicable regulation, PennDOT may provide temporary written authorization for a Provider to issue temporary registration plates at a location other than the approved locations of Provider for a period not to exceed one year by way of issuing a certificate of authorization. The privilege to issue temporary registration plates from a location other than Provider's approved locations is revocable if PennDOT finds that the dealer, manufacturer or Provider has violated applicable provisions of the law, regulations or this agreement, which provides that written authorization.

14. HOURS OF OPERATION – OUT OF STATE AGENTS

a. Provider shall ensure that each Agent Service facility is open to the public for business a minimum of 20 hours per week between the hours of 7:00 AM and 9:00 PM, or open to the public ten hours per week with an additional ten hours per week between the hours of 7:00 AM and 9:00 PM during which consumers may schedule an appointment.

b. The facility may be closed for reasonable periods of time due to vacation or illness, subject to the signage requirements.

15. PROVIDER/ STAFFING REQUIREMENTS FOR OUT OF STATE AGENTS

a. Provider shall submit notice to PennDOT of any change in ownership, location, email, staff engaged in the provision of services under the agreement, or duly authorized and currently licensed notary on staff, at least 30 days prior to effective date of change.

b. Provider shall ensure that all employees involved in providing agent services be familiar with all information and policies pertaining to the provision of agent services available in PennDOT's Driver and Vehicle Services Update bulletins, as well as any and all information and policies published on the PennDOT's website; contained in PennDOT's Agent Services Basic Title and Registration Course and Advanced Refresher Training Manual. The foregoing documents are made part of this Exhibit. Each individual

engaged in the provision of service pursuant to the agreement and Program Requirements shall do so in the manner prescribed in each of these documents.

c. Provider shall complete, and shall ensure that each employee involved in providing agent services completes, the Agent Services Basic Title and Registration training course prior to Provider's or its employee's involvement in provision of services under the agreement and Program Requirements. Provider shall keep on file all certificates of completion of the required training courses for the duration of the agreement.

d. Provider shall complete, and shall ensure that each employee involved in providing agent services completes, the Agent Services Advanced Refresher training course at least once every two years following completion of the Agent Services Basic Title and Registration training course. Provider shall keep on fileall certificates of completion of the required training courses for the duration of the agreement.

e. Provider shall, at the time of application, and annually thereafter, obtain a criminal background check from the Pennsylvania State Police and a criminal background check from the state in which the business is located for all owners and operators, and at the time of hiring, and annually thereafter, for each of Provider's employees, who are involved in providing agent services. If an individual owner, officer or employee is a resident of a jurisdiction other than Pennsylvania or the jurisdiction where the business is located, then a criminal background check from their state of residence must also be provided. Provider shall keep background checks on file and the criminal record checks available to PennDOT upon request. Provider shall submit the criminal record check(s) for each prospective employee to PennDOT prior to the employee engaging in provision of services pursuant to this agreement. If a prior criminal conviction of any type or grade exists, the Provider shall furnish the facts of the offense, and secure PennDOT approval before hiring or utilizing the person involved. The criminal record check must be no less than one year old at the time an application is submitted. Provider shall also comply with any additional background checks as specified in this Program Requirements, or as may be otherwise required.

f. PennDOT may deem any individual who has engaged in conduct harmful to PennDOT, as described in this exhibit or in the Agent Services Agreement, ineligible to participate in the provision of services under any agreement with PennDOT.

g. Provider shall, at the time of application, and annually thereafter, secure an affidavit from each person involved in providing the agent service that the person has read and understood: the Agent Services Agreement and its attachments (including but not limited to its Exhibit B, Program Requirements, that may be amended from time to time); the provisions of 75 Pa. C.S. Chapters11 (relating to certificate of title and security interests), 13 (relating

to registration of vehicles), 23 (relating to motor vehicle transaction recovery fund), and 75 (relating to authorization of agent and messenger services); 75 Pa.C.S. § 6114 (relating to limitation on sale, publication and disclosure of records); and 67 Pa. Code Chapter 43 (relating to temporary cards and plates). Provider shall retain the affidavits on file, at all times, for inspection upon request by PennDOT.

h. Provider shall, at the time of application, and annually thereafter, secure a signed On-Line Program PennDOT Inquiry Information Confidentiality Policy foreach person involved in providing On-Line agent services. Provider shall retain the affidavits on file, at all times, for inspection upon request by PennDOT.

i. Individuals who have engaged in the following activities will not be eligible to serve as an owner, manager, officer or employee providing agent services:

   Misrepresentation, misstatement or fraud in Provider's application to provide agent services;

   i. Conviction of a felony involving dishonesty or breach of trust;

   ii. Having had an agent, card agent, messenger service, or on-line messenger agreement terminated or revoked by PennDOT in the past;

   iii. Conduct harmful to PennDOT, as described herein or in the Agent Services Agreement;

   iv. Conviction of a felony or misdemeanor relating to the titling, registration or collection of sales tax and fees for a vehicle, or conviction any other felony relating to motor vehicles;

   v. Having been found to have engaged in odometer or Vehicle Identification Number (VIN) tampering; or Conviction of a crime under Title 18 of the Pennsylvania Consolidated Statutes, Annotated, or the criminal laws of the United States, where the crime violates any term or condition of the agreement or is of a nature that adversely impacts Provider's ability to fully perform the agreement or provide agent services in a secure manner.

k. Provider shall maintain current and permanent personnel records for all persons responsible for the operation, supervision or management of Provider's service center services under this agreement. Provider shall make all personnel records available to PennDOT and authorized Commonwealth investigators upon request.

l. Provider shall provide PennDOT with after hour emergency contact information.

m. Provider shall supply to every employee and supervisor, including backup staff, a name plate or identification badge which will be worn by all employees at all times while on duty so that each employee is readily identifiable by customers.

16. SIGNAGE AND MATERIALS – OUT OF STATE AGENTS

a. Provider shall at all times prominently display the hours of operation during which Provider's service is provided. If the facility is closed due to vacation or illness, the closure will be prominently posted at the entrance to the facility.

b. Provider shall conspicuously post a schedule of PennDOT motor vehicle fees and fees charged by Provider for the five most common transactions for which services are provided on a sign at least three square feet in size (approximately 22" x 20") with lettering at least ¼ inch high. Provider shall clearly separate any PennDOT online service fees from other PennDOT services offered.

c. Provider shall ensure that all signs and postings conform to the Americans with Disabilities Act Accessibility Guidelines (ADAAG) standards as required by the ADA. Current requirements may be seen at www.ada.gov. Provider is responsible for installation of all signs and postings.

d. Provider shall prominently post the certificate of authorization for the agent service at the place of business.

e. Provider shall submit all signing to PennDOT for prior approval.

f. PennDOT reserves the right, in its discretion, to request the removal of any agent advertising or website information that is inaccurate, offensive or deceptive.

g. Provider shall prominently post the Fraud Tip Hotline information notice at Provider's place of business in clear view for the customers containing the following wording:

"PennDOT WANTS TO HEAR FROM YOU! Agents are private businesses under contract with PennDOT. If you witness, suspect, or know of improper or suspicious activity or have concerns regarding motor vehicle or driver licensing paperwork, please contact PennDOT at PennDOTTip@state.pa.us. All reports will be kept confidential. When you contact us, please provide as much detail as possible. Please include your contact information as PennDOT may need to contact you for additional information."

17. RECORD RETENTION REQUIREMENTS FOR OUT OF STATE AGENTS

Provider shall maintain the agent's copy of the temporary registration card or applicant summary sheet, original related documents including but not limited to bills of sale when the agent is also the dealer, a copy of the proof of identification (front and back) that complies with the Department's proof of identification policies set forth in the agreement, Driver License Data Verification (DLDV) sheet, and a copy of the documents used to verify financial responsibility, which complies with Chapter 1318 of the Pennsylvania Vehicle Code.

Provider shall submit the original proof of ownership document, after scanned with other paperwork with the transaction, with the proof of ownership cover sheet to your Integrators.

Provider shall retain these records for three years at the authorized place of business and make records available for inspection by law enforcement or an authorized representative of PennDOT. If Provider elects to retain required records in an electronic format, Provider shall comply with the attached "Document Imaging System Requirements." At the end of the three-year period, Provider shall shred all personal customer information prior to disposal in a garbage receptacle, including but not limited to any document containing customer addresses, vehicle and driver information, employee notes that contain personal customer information and all copies of completed forms and documents that are being discarded. Alternatives to on-site shredding of documents may be discussed and approved only by PennDOT, in its sole discretion, but in no event shall Provider discard personal customer information without appropriate security measures.

18. SUBMISSION OF TRANSACTIONS BY OUT OF STATE AGENTS

a. PennDOT, in its sole discretion, may require Provider to participate in the Online Registration Program (OLRP) or to process and submit any transaction to PennDOT electronically.

b. Provider shall submit completed applications and fees for vehicle registration to PennDOT as soon as practicable, but in all cases within 20 calendar days of issuance of the temporary registration card, plate or other product designated by PennDOT, either by authorized messenger service or by mail.

c. If Provider has also contracted with PennDOT as a Messenger Service, in lieu of the foregoing 20 calendar days' requirement, Provider shall submit completed applications and fees within five calendar days in accordance with the requirements of the Messenger Service Agreement.

d. Providers in the Online Registration Program shall process and input all transactions associated with vehicle titling transactions to PennDOT using the applicable online Interface no later than the close of business 15 days following the date of the transaction.

i. Once a temporary registration plate is issued to a customer, the submission timeframe starts from the date the temporary registration plate is issued.

ii. If the transaction goes to another Provider to process, they must follow processing requirement due dates from when the temporary registration plate /sale occurred. At no time would the submission timeframe start over.

iii. If the other Provider is a messenger service, they must submit that application within 5 calendar days to PennDOT from when the application was received by the Messenger Service.

e. Provider in the Online Registration Program shall maintain a 98% quality rating of transactions processed online by Providers' employees that are added to their Agent Services Agreement.

f. If Provider doesn't comply with a 98% quality rating may result in a written warning, required to have Provider employees attend basic agent training, have their agent services agreement suspended, removal of certain transaction access, up to and including revocation of the agent services agreement.

g. PennDOT will conduct regular Quality Control audits of online transactions. If Provider doesn't comply with the 98% quality rating, PennDOT will communicate errors to Provider and conduct a re-audit to ensure compliance.

i. Provider shall scan immediately and submit documents to the Integrator as part of the online transaction utilizing digital imaging technology as outlined by your Integrator.

ii. Provider shall ensure each Agent Service facility has a working scanner with a scan resolution at least 600 DPI and with the ability to scan in color. All scans must be done in color.

iii. Provider shall keep all original documents, except for the proof of ownership document (certificate of title or salvage) at the approved agent location for three years.

iv. Provider shall still mail the Proof of Ownership document to an approved Integrator. Include proof of ownership cover sheet (showing WID) with proof of ownership document to Integrator.

v. Provider doesn't need to make copies of the paperwork or proof of ownership document because they will be scanned with the transaction.

vi. Provider shall scan all paperwork and proof of ownership documents as part of the transaction.

vii. Provider shall file the original paperwork at its location and keep for three years.

viii. Send the proof of ownership cover sheet (showing WID) and the proof of ownership document to Integrator.

ix. If Provider chooses the document imaging option under Exhibit B, Provider may scan documents as part of transaction, keep all originals for six months. After six months, Provider shall keep the scanned images for three years. The proof of ownership documents and cover sheet shall still be sent to the approved integrator.

x. The Authorized Agent shall maintain paper copies (agent's yellow copy or applicant summary sheet) for six months after issuance of the application for title or registration and all supporting documents. The Authorized Agent shall check all imaged documents to confirm images are clear, legible, and free of distortion (image quality).

xi. PennDOT will continue to conduct administrative audits of Authorized Agent transactions and supporting documentation. The Authorized Agent will provide access to electronic images to a PennDOT representative to be reviewed during the audit process to ensure the agent is in compliance with all applicable polices, processes, requirements and law.

19. SECURITY REQUIREMENTS FOR OUT OF STATE AGENTS

a. At the close of the hours of operation of Provider service, Provider shall place all temporary cards, plates, permits, or other products designated by PennDOT in the place of secured storage approved by PennDOT.

b. Provider may not hold or place supplies of temporary cards, plates, permits, or other products designated by PennDOT on any workstation area within reach of the public at any time. Additionally, Provider may not leave individual temporary cards, plates, permits, or other products designated by PennDOT unattended on any workstation area within reach of the public.

c. If temporary cards, registration plates, permits or other products designated by PennDOT are lost or stolen, Provider shall notify PennDOT of the loss or theft immediately after discovery. Provider's notice must be in the form of an affidavit and must give complete details of the loss or theft of the materials. In the event of theft, Provider shall report the theft to appropriate police officials immediately upon discovery and shall submit the police report to PennDOT within ten days of the theft. Provider's failure to comply with the loss or theft of materials reporting requirement of this paragraph is a ground for suspension of Provider's certificate of authorization for a period of four months.

20. AUDITS OF OUT OF STATE AGENTS

a. PennDOT may make unannounced visits to audit, observe and inspect Provider's agent service operations. Provider shall make temporary registration plates and related documents available for inspection, with or without notice, by authorized jurisdiction employees or designees, including law enforcement officers or officials.

b. Provider shall maintain records required by PennDOT relating to Provider's duties, responsibilities, and obligations under this agreement. Provider's records will be subject to periodic inspection by authorized representatives of the Commonwealth or designated personnel under the following conditions:

   i. Place – The inspection may be conducted at Provider's place of business.

   ii. Time – The inspection may be conducted during regular business hours.

   iii. Scope – The inspection may include but not be limited to examination of the records (including all applications for titles and registrations and required supporting documents), plates, permit(s) or other products designated by PennDOT; or any inventory which is subject to the record keeping requirements of this agreement and PennDOT regulations. Based on initial findings, the inspection may be expanded to include investigation of other violations of the agreement or any other PennDOT agreement, laws, regulations, or policies.

Exhibit B

APPENDIX II

Commonwealth of Pennsylvania
Department of Transportation

Document Scanning and Imaging Supplemental Agent Services Business Requirements

Exhibit B
Appendix
II

Electronic Document Management Requirements and Standards

Contents

1. **General Information**

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1. General Information

1.1 Background

The need for electronic document management technology stems from the need to reduce the volume of paper exchanged, improve business efficiency, and to comply with State and Federal laws for document retention and discovery. This document outlines standards for PennDOT's electronic document management system and processing requirements. The Intent is to implement systems that ensure the confidentiality of our customers and the integrity of our business transactions.

The Intent is to implement systems that ensure the confidentiality of our customers and the integrity of our business transactions. This exhibit is only for agents who are approved online agents through the Online Registration Program ("Authorized Agent").

In addition, PennDOT only allows PennDOT authorized third-party qualified service providers who (a) establish and maintain a direct, secure connection to PennDOT's Motor Vehicle & Driver License (MVDLS) system for the submission, processing, and receipt of motor vehicle related transactions and data, and (b) provides and manages electronic document imaging and PennDOT authorized agent scanning service ("Online Program Integrators") to provide imaging and electronic document storage. PennDOT may update these requirements periodically in the future. Online Program Intergrators must have executed an Integrator agreement with PennDOT.

1.2 **Document Scanning and Imaging, Scanning and Security Requirements for PennDOT Authorized Online Agent Services**

Image retention and physical document retention rules are a critical part of the agent process and agreement with PennDOT. PennDOT moved from a central scanning process through its Online Program Integrators to an Authorized Agent scanning process. All online Authorized Agents shall scan the required supporting documentation and paperwork into the Online Program Integrators system as part of the title or registration transactions process. Only the authorized PennDOT Online Program Integrators, which can be found on PennDOT website at https://www.pa.gov/services/dmv/apply-to-penndot-olrp.html, can provide the scanning and imaging management system for online agents.

This Exhibit B, Appendix II, replaces the prior Agent Service Agreement template's Exhibit B, Document Imaging system Requirements and Exhibit A, Document Imaging Supplemental Business Requirements. Any non-online Authorized Agent shall discontinue the use of any un-approved providing electronic storage effective when the new agent services agreement is executed.

1.3 Use of PennDOT Customer Documents and Information

Authorized Agents shall make no use of PennDOT customer documents or its information, nor shall they provide the customer documents or information (or any portion of the documents or information) to any entity other than a PennDOT authorized representative, except as authorized by PennDOT.

No Authorized Agent shall use, sell, license, or otherwise transfer or impart to any person, firm, corporation or other entity, any information obtained from the documents, including listings of individuals, for any reason. Information obtained through such access is subject to the restrictions upon use and dissemination imposed by the Federal Driver Privacy Protection Act (DPPA) and any other Pennsylvania or Federal statute, laws, rules or regulations relating to the privacy of Personally Identifiable Information (PII).

1.4 Security

Protecting the data of our customers is of the utmost importance to PennDOT. All Authorized Agent personnel having access to PennDOT customer documents and information shall comply with Agent Services contractual requirements. The Authorized Agent shall not hold or place PennDOT customer documents, images, records or information in any area accessible to unauthorized personnel at any time.

The Authorized Agent shall report any suspected or actual breach, leakage, or unauthorized access of PennDOT data to PennDOT immediately upon discovery. The full details of the incident must be communicated to the PennDOT Program Manager.

The Authorized Agent shall keep all original documents, including proof of ownership documents, in the Authorized Agent's secure storage room at all times. If at any time, during a site inspection, PennDOT finds any original documents not being securely stored in the Authorized Agent's approved secure storage room may result in suspension, termination or revocation of the Agent Service Agreement / certificate of authorization.

1.5 Incident Reporting:

Upon the Authorized Agent's receipt of a report or information of any kind which indicates real or suspected data compromise, data loss, theft, or fraudulent or improper use of equipment, materials or information in the possession or control of the Authorized Agent or their imaging Provider, the Authorized Agent shall immediately notify the PennDOT Program Manager by telephone. Additional reporting and notifications must comply with the PennDOT Agent Service contract as well as Commonwealth ITB-SEC024 - IT Security Incident Reporting Policy.

Authorized Agents shall forward to PennDOT the following Personally Identifiable Information (PII) related to personnel suspected of fraudulent or improper use of equipment, materials or information and shall secure as required by law:

- Name(s)
- Address(es)
- A list of all times at which the personnel had been or will be scheduled to perform their job duties
- Names, addresses, and telephone numbers of their direct supervisor
- A description of the nature of the suspected fraudulent or Improper activity
- A statement of the manner in which the Authorized Agent gained knowledge of the alleged fraudulent or improper activity
- The names, addresses, and telephone numbers of all informants and other persons having knowledge of the alleged fraudulent or improper activity
- Copies of all the reports, logs or other information which could document, clarify or in any manner assist in the investigation.

Physical Intrusion:

In the event of any Incident of a break-in, theft, fire or vandalism, the Authorized Agent shall immediately notify the appropriate law enforcement officials and provide a copy of the applicable police report to PennDOT within 10 days. The PennDOT Program Manager shall also be notified immediately in the event of any incident of a break-In, theft, fire or vandalism by telephone and in writing, within 24 hours, a detailed account of the incident and shall comply with the Agent Service contract as well as the Commonwealth ITB-SEC024 - IT Security Incident Reporting Policy.

1.7 Agent Requirements, Records Retention and Quality Control

Agent Scanning Requirements and Retention:

The Authorized Agent shall scan all supporting documentation for each transaction into the Online Program Integrator's system. The scanners must scan in color and scan at 300 DPI. After the scanning is complete, the Authorized Agent personnel shall maintain the original supporting documentation, including the proof of ownership document, in the Authorized Agent's secured storage area for one year after completion or processing the application for title and registration and all supporting documents.

The Authorized Agent shall check all imaged documents to confirm images are clear, legible, and free of distortion (image quality). If at any time the PennDOT approved Online Program Integrator advises the Authorized Agent the quality or documents are missing for the scanned image, the Authorized Agent shall pull the original documents, re-scan, and submit back to the PennDOT approved integrator within five days of the request.

The Authorized Agent shall keep **all original documents**, including the proof of ownership document (certificate of title or salvage) at the Authorized Agents' location for one year.

PennDOT approved Authorized Agents shall keep the original documents for one year at the Authorized Agent's location, but are no longer required to keep the supporting documents for an additional two years for electronic copies.

- The Authorized Agent shall maintain the original paperwork and proof of ownership documents for one year after processing the transactions of the customers application.
- All supporting documents must be scanned into the Online Program Integrator's system as part of the transaction.
- The Authorized Agent shall check all imaged documents to confirm images are clear, legible and free of distortion (image quality). If there is an issue with the scanned images, the Authorized Agent shall scan those items again.

- This exhibit reduces the 3-year record retention requirements under Title 67 Pa Code §43.5(f)(3), to one-year for all color scanned documents through the Authorized Agents processing.
- **Please Note:** The Authorized Agent shall retain copies of any transaction not processed online for three years per exhibit B, Appendix A, Agent Services Program requirements, attached to your Agent Services Agreement.
- The Authorized Agent shall keep reconstructed transactions at the Authorized Agent's location and shall mail the originals to PennDOT. If you are authorized to process reconstructed transactions through Online Registration Program, you would scan the documents during processing, make copies and mail that reconstruction paperwork direct to PennDOT at Bureau of Motor Vehicles Special Service Unit PO BOX C69007 Harrisburg, PA 17106-9007. PennDOT will update this section if this requirement changes.

Audits:

PennDOT shall continue to conduct administrative audits of Authorized Agent transactions and supporting documentation and may request to review the original documents that are held for one year at the Authorized Agent's location. The Authorized Agent shall provide access to the original documents to a PennDOT representative to be reviewed during the audit process to ensure the Authorized Agent is in compliance with all applicable polices, processes, requirements, and law.

Retention and Destruction of Paperwork:

After one year following the date each transaction was processed, the Authorized Agent shall destroy the documents, including the proof of ownership documents.

Authorized Agents shall perform a record retention timeline review for the one-year original document retention.

Grounds For Suspension

Prohibited Act or Omission	**Period of Suspension of Certificate of Authorization**
(1) The Provider has failed to allow inspection of documents or plates in the possession of the agent service by authorized Commonwealth employees or law enforcement—***first violation***.	Certificate of Authorization suspended until the documents, plates, or both, are made available, plus one month.
(2) The Provider has given, loaned or sold a plate or product including forms MV-1, MV-4ST and MV-120 to an issuing Provider, notary or other person—***first violation***.	Certificate of Authorization suspended for three months.
(3) Provider has issued Products but failed to deliver proper documents, fees, or taxes to PennDOT within 30 days of Issuance—***first violation***.	Certificate of Authorization suspended until the documents, fees or taxes are delivered plus one month. PennDOT may also Impose liquidated damages in an amount consistent with applicable law (including but not limited to 75 Pa.C.S. § 1374 or such other law enacted or promulgated following execution of this agreement).
(4) Provider has issued Products but failed to deliver proper documents, fees, or taxes to PennDOT within 30 days of Issuance—***second violation***.	Certificate of Authorization suspended until the documents, fees or taxes are delivered plus three months. PennDOT may also impose liquidated damages in an amount consistent with applicable law (including but not limited to 75 Pa.C.S. § 1374 or such other law enacted or promulgated following execution of this agreement).
(5) Provider has issued Products but failed to deliver proper documents, fees, or taxes to PennDOT within 60 days of Issuance—***first violation***.	Certificate of Authorization suspended until the documents, fees or taxes are delivered plus three months. PennDOT may also impose liquidated damages in an amount consistent with applicable law (including but not limited to 75 Pa.C.S. § 1374 or such other law enacted or promulgated following execution of this agreement).
(6) Provider has issued Products but failed to deliver proper documents, fees, or taxes to PennDOT within 60 days of Issuance—***second violation***.	Certificate of Authorization suspended until the documents, fees and taxes are delivered plus six months. PennDOT may also impose liquidated damages in an amount consistent with applicable law (including but not limited to 75 Pa. C.S. § 1374 or such other law enacted or promulgated following execution of this agreement).

(7) The Provider has submitted a document to PennDOT for processing which has been accompanied by an uncollectible or dishonored check drawn on an account or an uncollectible ACH transfer/payment including but not limited to insufficient funds or errors on entry, used by the Provider—***first violation***.	Written warning and Certificate of Authorization suspended until the uncollectible checks, protest fees and collection charges are paid.
(8) The Provider has submitted a document to PennDOT for processing which has been accompanied by an uncollectible or dishonored check drawn on an account or an uncollectible ACH transfer/payment including but not limited to insufficient funds or errors on entry, used by the Provider—***second violation***.	Certificate of Authorization suspended until uncollectible checks, protest fees and collection charges are paid, plus one month.
(9) The Provider has failed to comply with an order from PennDOT to submit certified checks, postal or other money orders with a document to PennDOT for processing—***first violation***.	Certificate of Authorization suspended for one month.
(10) The Provider has failed to provide PennDOT with an inventory report within 30 days, as required by PennDOT regulations—***first violation***.	Certificate of Authorization suspended until report is provided.
(11) The Provider has charged a fee in excess of the fee allowed for providing an applicant with a temporary plate under PennDOT regulations—***first violation***.	Certificate of Authorization suspended for three months.
(12) The Provider has issued Products at a location not approved by PennDOT—***first violation***.	Certificate of Authorization suspended for three months and operation suspended at unapproved location until approved by PennDOT or closed by the Provider.
(13) The Provider has not listed or obtained proper Insurance Information as required by 75 Pa.C.S. § 1318(b)—***first violation***.	Certificate of Authorization suspended for three months.
(14) The Provider has reissued a temporary registration card without written authorization for PennDOT—***first violation***.	Certificate of Authorization suspended for three months.
(15) The Provider has reissued a temporary registration card without written authorization from PennDOT—***second violation***.	Certificate of Authorization suspended for six months.
(16) The Provider has charged a fee for issuance of a temporary registration card in violation of 75 Pa.C.S. § 1310(c)—***first violation***.	Written warning.

(17) The Provider has charged a fee for issuance of a temporary registration card in violation of 75 Pa.C.S. § 1310(c)—***second violation***.	Certificate of Authorization suspended for three months.
(18) The Provider has failed to maintain the established place of business in accordance with contract requirements—***first violation***.	Certificate of Authorization suspended until the established place of business is brought into compliance with contract requirements.
(19) The Provider has not issued registration plates in consecutive order, beginning with the lowest number in each series—***first violation***.	Written warning.
(20) The Provider has not issued registration plates in consecutive order, beginning with the lowest number in each series—***second violation***.	Certificate of Authorization suspended for three months.
(21) The Provider has not listed the date of the issuance of the registration cards, plates, permits, or other Products designated by PennDOT—***first violation***.	Certificate of Authorization suspended for one month.
(22) The Provider has not listed the date of the issuance of the registration cards, plates, permits, or other Products designated by PennDOT—***second violation***.	Certificate of Authorization suspended for three months.
(23) The Provider has failed to notify PennDOT of a change in ownership, location, e-mail address, staff engaged in the provision of agent services, or duly authorized and currently licensed notary on staff, before or within ten days after the change—***first violation***.	Certificate of Authorization suspended until an application related to the change in location has been submitted and approved.
(24) The Provider has failed to keep the registration card or documents related to an application for title or registration in strict confidence—***first violation***.	Certificate of Authorization suspended for three months.
(25) The Provider has failed to keep the registration card or documents related to an application for title or registration in strict confidence—***second violation***.	Certificate of Authorization suspended for six months.
(26) The Provider has issued plates for a vehicle for which a title has already been Issued, unless permitted under PennDOT regulations—***first violation***.	Written warning.
(27) The Provider has issued plates for a vehicle for which a title has already been Issued, unless permitted under PennDOT regulations—***second violation***.	Certificate of Authorization suspended for three months.

(28) The Provider has issued a metal plate for transporting a vehicle out of State—***first violation***.	Certificate of Authorization suspended for one month.
(29) The Provider has issued a metal plate for transporting a vehicle out of State—***second violation***.	Certificate of Authorization suspended for three months.
(30) The Provider has not listed its name and identification number on two or more applications and checks submitted to PennDOT—***first violation***.	Certificate of Authorization suspended for one month.
(31) The Provider has not listed its name and identification number on two or more applications and checks submitted to PennDOT—***second violation***.	Certificate of Authorization suspended for three months.
(32) The Provider has issued a metal plate for a vehicle for which a certificate of salvage has been Issued—***first violation***.	Certificate of Authorization suspended for one month.
(33) The Provider has issued a metal plate for a vehicle for which a certificate of salvage has been Issued—***second violation***.	Certificate of Authorization suspended for three months.
(34) The Provider has issued the incorrect type of plate for a particular vehicle—***first violation***.	Written warning.
(35) The Provider has issued the incorrect type of plate for a particular vehicle—***second violation***.	Certificate of Authorization suspended for three months.
(36) The Provider has failed to post fees, hours of operation, or certificate of authorization as required by this agreement—***first violation***.	Written warning.
(37) The Provider has failed to post fees, hours of operation, or certificate of authorization as required by this agreement—***second violation***.	Certificate of Authorization suspended for one month.
(38) The Provider has failed, on more than two occasions, to be open during posted business hours—***first violation***.	Written warning.
(39) The Provider has failed, on more than two occasions, to be open during posted business hours—***second violation***.	Certificate of Authorization suspended for three months.
(40) The Provider has refused to accept or service a separate check or money order made payable to the Commonwealth for fees and taxes due to the Commonwealth—***first violation***.	Written warning.

(41) The Provider has refused to accept or service a separate check or money order made payable to the Commonwealth for fees and taxes due to the Commonwealth—***second violation***.	Certificate of Authorization suspended for three months.
(42) The Provider has failed to provide proper security for registration cards, plates, and other Products with customer PII—***first violation***.	Certificate of Authorization suspended for one month.
(43) The Provider has failed to provide proper security for registration cards, plates, and other Products with customer PII—***second violation***.	Certificate of Authorization suspended for three months.
(44) The Provider has refused to issue, upon request, a registration card to an owner of lessee of a vehicle who has proper documentation—***first violation***.	Written warning.
(45) The Provider has refused to issue, upon request, a registration card to an owner or lessee of a vehicle who has proper documentation—***second violation***.	Certificate of Authorization suspended for three months.
(46) The Provider has failed to maintain a schedule of business hours that conforms to the requirements of this agreement—***first violation***.	Written warning.
(47) The Provider has failed to maintain a schedule of business hours that conforms to the requirements of this agreement—***second violation***.	Certificate of Authorization suspended for three months.
(48) The Provider has issued an In-transit tag without verification that the vehicle will be transported to another state for registration—***first violation***.	Certificate of Authorization suspended for one month.
(49) The Provider has issued an In-transit tag without verification that the vehicle will be transported to another state for registration—***second violation***.	Certificate of Authorization suspended for three months.
(50) The Provider has failed to furnish receipts as required or failed to retain duplicate copies of receipts for three years—***first violation***.	Written warning.
(51) The Provider has failed to furnish receipts as required or failed to retain duplicate copies of receipts for three years—***second violation***.	Certificate of Authorization suspended for three months.
(52) The Provider has issued a registration card or plate to an applicant without receiving proper proof of ownership documentation—***first violation***.	Certificate of Authorization suspended for one month.

(53) The Provider has issued a registration card or plate to an applicant without receiving proper proof of ownership documentation—***second violation***.	Certificate of Authorization suspended for three months.
(54) The Provider has failed to file and retain required records under this agreement—***first violation***.	Written warning.
(55) The Provider has failed to file and retain required records under this agreement—***second violation***.	Certificate of Authorization suspended for three months.
(56) The Provider has on more than one occasion failed to comply with any provision of the Vehicle Code or PennDOT regulations not specifically noted elsewhere in this agreement—***first violation***.	Certificate of Authorization suspended for one month.
(57) The Provider has on more than one occasion failed to comply with any provision of the Vehicle Code or PennDOT regulations not specifically noted elsewhere in this Agreement—***second violation***.	Certificate of Authorization suspended for three months.
(58) An owner, officer or employee of Provider has been convicted of a summary offense related to the titling, registration, or payment of sales tax for a vehicle, which was committed in connection with the Provider and its business—***first violation***	Certificate of Authorization suspended for three months.
(59) The Provider has failed to meet the training requirements pursuant to this agreement—***first violation***.	Certificate of Authorization suspended until Provider and/or employees attend the required training courses.
(60) The Provider has failed to meet the training requirements pursuant to this agreement—***second or subsequent violation***.	Certificate of Authorization suspended until Provider and employees attend the required training courses, plus one month.
(61) The Provider has processed an application containing an address which does not correspond to the address displayed on the approved Pennsylvania proof of identification submitted with that application—***first violation***	Certificate of Authorization suspended for one month.
(62) The Provider has processed an application containing an address which does not correspond to the address displayed on the approved Pennsylvania proof of identification submitted with that application—***second violation***.	Certificate of Authorization suspended for three months.

(63) The Provider has failed to request and retain State Police criminal background checks as required by this agreement—***first violation***.	Certificate of Authorization suspended until Provider comes into compliance with applicable sections of this agreement.
(64) The Provider has failed to request and retain Pennsylvania State Police criminal background checks as required by this agreement – ***second violation***.	Certificate of Authorization suspended until Provider comes into compliance with applicable sections of this agreement plus one month.
(65) The Provider has failed to enter required information into the in-transit plate online tracking system at the time of issuance of an in-transit plate—***first violation***.	Certificate of Authorization suspended for one month.
(66) The Provider failed to enter required information into the in-transit plate online tracking system at the time of issuance of an In-transit plate—***second violation***.	Certificate of Authorization suspended for three months.
(67) The Provider has issued an in-transit plate for a vehicle that has been issued a certificate of salvage or non-repairable certificate—***first violation***.	Certificate of Authorization suspended for one month.
(68) The Provider has issued an in-transit plate for a vehicle that has been issued a certificate of salvage or non-repairable certificate—***second violation***.	Certificate of Authorization suspended for three months.
(69) The Provider, its owner, or employee has processed an application for title or registration but failed to verify the public Vehicle Identification Number of the vehicle as required by this agreement applicable laws and regulations—***first violation***.	Certificate of Authorization suspended for one month.
(70) The Provider, its owner, or employee has processed an application for title or registration but failed to verify the public Vehicle Identification Number of the vehicle as required by this agreement applicable laws and regulations—***second violation***.	Certificate of Authorization suspended for three months.
(71) An unauthorized employee or individual has issued a registration card or plate assigned to the Provider—***first violation***.	Certificate of Authorization suspended for one month.
(72) An unauthorized employee or individual has issued a registration card or plate assigned to the Provider—***second violation***.	Certificate of Authorization suspended for three months.

(73) Provider has issued registration cards or plates but has delivered documents that are incomplete, invalid, or otherwise defective—***first violation***.	Certificate of Authorization suspended for one month.
(74) Provider has issued registration cards or plates but has delivered documents that are incomplete, invalid, or otherwise defective—***second violation***.	Certificate of Authorization suspended for three months.
(75 Provider has failed to comply with any PennDOT policy or procedure not otherwise mentioned above—***first violation***.	Certificate of Authorization suspended for three months.
(76) Provider has failed to comply with any PennDOT policy or procedure not otherwise mentioned above—***second violation***.	Certificate of Authorization suspended for six months.
(77) Provider failed to update PennDOT with a current phone number and email address - ***first violation***	Written warning
(78) Provider failed to update PennDOT with a current phone number and email address - ***second violation***	Certificate of Authorization suspended for one month.
(79) The Provider has failed to secure an annual affidavit from each person involved in providing the agent service to comply with paragraph 4.8 of the agent service program requirements. - ***first violation***	Certificate of Authorization suspended until Provider has secured the annual affidavit from each person involved in providing agent services to the agent service agreement
(80) The Provider has failed to secure an annual affidavit from each person involved in providing the agent service to comply with paragraph 4.8 of the agent service program requirements. - ***second violation***	Certificate of Authorization suspended until Provider has secured the annual affidavit from each person involved in providing agent services to the agent service agreement plus one month.
(81) A Provider's employee providing agent services was not added to agent services agreement- ***first violation***	Certificate of Authorization suspended until the Provider add the employees to the agent service agreement

(82) A Provider's employee providing agent services was not added to agent services agreement - ***second violation***	Certificate of Authorization suspended until the Provider add the employees to the agent service agreement plus one month.
(83) The Provider did not scan all supporting documents for the online transaction or non-submission of scanned documents – ***first violation***	Certificate of Authorization suspended until the Provider comes into compliance.
(84) The Provider did not scan all supporting documents for the online transaction or non-submission of scanned documents – ***second violation***	Certificate of Authorization suspended until Provider comes into compliance plus three months.
(85) The Provider does not have a notary on contract and on-site during business hours.	Certificate of Authorization suspended until the Provider add the employees to the agent service agreement
(86) The provider had inventory or storage inventory and records at an unapproved location – ***first violation***	Certificate of Authorization suspended until the Provider comes into compliance.

Exhibit D

PROHIBITED ACTS AND OMISSIONS WHICH MAY INCLUDE REVOCATION

PennDOT may revoke the Provider's certificate of authorization in accordance with the following schedule:

1) The Provider has issued a registration card or plate containing a misstatement of fact or other false information which the Provider knew or should have known to be false—***first violation***.

2) The Provider has accepted proof of identification documents which fail to conform to PennDOT guidelines in connection with issuance of the Registration Cards or Registration Plates—***first violation***.

3) The Provider has reissued a temporary registration card without PennDOT's written authorization—***third violation***.

4) The Provider has processed applications or issued Registration Cards or Registration Plates without proper documentation as required by PennDOT—***first violation***.

5) The Provider has failed to allow inspection of documents or Registration Plates in the possession of the Provider by authorized Commonwealth employees or law enforcement—***second violation***.

6) The Provider has consigned or transferred Registration Plates to other issuing Providers, notaries, or persons—***second violation***.

7) The Provider has failed to process a Driver License Data verification (DLDV) print and submit with the title and registration transaction – ***first violation – 1 month suspension***.

8) The Provider has failed to process a Driver License Data verification (DLDV) print and submit with the title and registration transaction – ***second violation – 3month suspension***.

9) The Provider has failed to process a Driver License Data verification (DLDV) print and submit with the title and registration transaction – ***third violation - revocation***.

10) The Provider has issued Products but failed to deliver proper documents, fees, or taxes to PennDOT within 30 days of issuance—***third violation***. PennDOT may also impose liquidated damages in an amount consistent with applicable law (including but not limited to 75 Pa. C.S. § 1374 or such other law enacted or promulgated following execution of this agreement).

11) The Provider has issued Products but failed to deliver proper documents, fees, or taxes to PennDOT within 60 days of issuance—***third violation***. PennDOT may also impose liquidated damages in an amount consistent with applicable law (including but not limited to 75 Pa.C.S. § 1374 or such other law enacted or promulgated following execution of this agreement).

12) The Provider has issued Registration Cards or Registration Plates but has failed to deliver proper documents, fees, or taxes to PennDOT within 90 days of issuance—***first violation***. PennDOT may also impose liquidated damages in an amount consistent with applicable law (including but not limited to 75 Pa.C.S. § 1374 or such other law enacted or promulgated following execution of this agreement).

13) The Provider has been convicted of a felony or misdemeanor relating to the titling, registration, or collection of sales tax and fees for a vehicle or an owner, officer, or employee has been convicted of any felony relating to motor vehicles within the last ten years—***first violation***.

14) The Provider has submitted a document to PennDOT for processing which has been accompanied by an uncollectable or dishonored check drawn on an account or an uncollectible ACH transfer/payment including but not limited to insufficient funds or errors on entry, used by the Provider—***third violation***.

15) The Provider failed to comply with an order from PennDOT to submit certified checks, postal, or other money orders with a document to PennDOT for processing—***second violation***.

16) The Provider has failed to provide PennDOT with an inventory report within 30 days, as required by PennDOT regulations—***second violation***.

17) The Provider has charged a fee in excess of the fee allowed for providing an applicant with a temporary plate under PennDOT regulations—***second violation***.

18) The Provider has offered or delivered money, gifts, or other items of substantial value to a Commonwealth employee—***first violation***.

19) The Provider has operated an additional location without notifying PennDOT—***second violation***.

20) The Provider has failed to disclose material information or has made a materially false statement on the application for certificate of authorization, and which would have been a basis for denial of the certificate of authorization—***first violation***.

21) The Provider has not listed or obtained proper insurance information as required by 75 Pa.C.S. § 1318(c)—***second violation***.

22) The Provider has charged a fee for the issuance of a temporary registration card in violation of 75 Pa.C.S. § 1310(c)—***third violation***.

23) The Provider has failed to maintain the Established Place of Business in accordance with contract requirements—***second violation***.

24) The Provider has not issued Registration Plates in consecutive order, beginning with the lowest number in each series—***third violation***.

25) The Provider has not listed the date of the issuance of the Registration Cards, Registration Plates, permits or other Products designated by PennDOT—***third violation***.

26) The Provider has failed to notify PennDOT of a change in ownership, location, email address, staff engaged in the provision of agent services, or duly authorized and currently licensed notary on staff, before or within ten days after the change—***second violation***.

27) The Provider has failed to keep the registration card and documents related to the application for title or registration, or both, in strict confidence—***third violation***.

28) The Provider has issued Registration Plates for a vehicle for which a title has already been issued, unless permitted under PennDOT regulations—***third violation***.

29) The Provider has issued a metal plate for transporting a vehicle outofState— ***third violation***.

30) The Provider has not listed its name and identification number as required, on two or more applications and checks submitted to PennDOT—***third violation***.

31) The Provider has issued a metal plate for a vehicle for which a certificate of salvage has been issued—***third violation***.

32) The Provider has issued the incorrect type of plate for a particular vehicle— ***third violation***.

33) The Provider has failed to post fees, hours of operation, or certificate of authorization as required by this agreement—***third violation***.

34) The Provider has failed on two or more occasions to open during posted business hours—***third violation***.

35) The Provider has refused to accept a separate check or money order made payable to the Commonwealth for fees and taxes due to the Commonwealth— ***third violation***.

36) The Provider has failed to provide proper security for Registration Cards and Registration Plates—***third violation***.

37) The Provider has refused to issue, upon request, a registration card to an owner or lessee of a vehicle who possesses proper documentation—***third violation***.

38) The Provider has failed to maintain an adequate schedule of business hours— ***third violation***.

39) The Provider has issued an intransit plate without verification that the vehicle will be transported to another state for registration—***third violation***.

40) The Provider has failed to furnish receipts as required or failed to retain duplicate copies of receipts for three years—***third violation***.

41) The Provider has issued a registration card or plate to an applicant without proper proof of ownership documentation—***third violation***.

42) The Provider has failed to file and retain required records under this agreement— ***third violation***.

43) The Provider has on more than one occasion failed to comply with any provision of the Vehicle Code or PennDOT regulations not specifically noted elsewhere in this agreement—***third violation***.

44) The Provider has been convicted of a summary offense, relating to the titling, registration, or payment of sales tax for a vehicle, which was committed in connection with the Agent Services provided under this agreement—***second violation***.

45) The Provider has processed an application containing an address which does not correspond to the address displayed on the approved Pennsylvania proof of identification submitted with the application—***third violation***.

46) The Provider has failed to enter required information into the intransit plate online tracking system at the time of issuance of an intransit plate—***third violation***.

47) The Provider has issued an intransit plate for a vehicle that has been issued a certificate of salvage or nonrepairable certificate—***third violation***.

48) The Provider has processed an application for title or registration but failed to verify the public Vehicle Identification Number of the vehicle as required by this agreement applicable laws and regulations—***third violation***.

49) An unauthorized employee or individual has issued a registration card or plate assigned to the Provider—***third violation***.

50) The Provider has issued Registration Plates but has delivered documents that are incomplete, invalid, or otherwise defective—***third violation***.

51) The Provider has failed to comply with any PennDOT policy or procedure not otherwise mentioned above- ***third violation***.

Exhibit E

Commonwealth Standard Terms and Conditions (Revised - 10/1/2023)

1. DEFINITIONS.

Capitalized terms used in these Commonwealth standard terms and conditions that are not otherwise defined in these provisions have the meanings specified in the contract to which it is attached.

2. ENHANCED MINIMUM WAGE.

a. **Enhanced Minimum Wage.** Contractor shall pay no less than $15.00 per hour to its employees for all hours worked directly performing the services called for in this contract/lease, and for an employee's hours performing ancillary services necessary for the performance of the services or lease when the employee spends at least 20% of their time performing ancillary services in a given work week.

b. **Adjustment.** Beginning July 1, 2023, and annually thereafter, the minimum wage rate will be increased by an annual cost-of-living adjustment using the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U) for Pennsylvania, New Jersey, Delaware, and Maryland. The Commonwealth will publish applicable adjusted amount in the Pennsylvania Bulletin by March 1 of each year to be effective the following July 1.

c. **Exceptions.** These Enhanced Minimum Wage Provisions do not apply to employees

   i. Exempt from minimum wage under the Minimum Wage Act of 1968;

   ii. covered by a collective bargaining agreement;

   iii. required to be paid a higher wage under another state or federal law governing the services, including the Prevailing Wage Act and Davis-Bacon Act; or

   iv. required to be paid a higher wage under any state or local policy or ordinance.

d. **Notice.** The Contractor shall: (1) post this Enhanced Minimum Wage Provision for the entire period of the contract conspicuously in easily-accessible and well-lighted places customarily frequented by employees at or near where the contracted services are performed; or (2) for the entire period of the contract, provide electronic notice of this clause to its employees not less than annually.

e. **Records**. Contractor must maintain and, upon request and within the time periods requested by the Commonwealth, provide to the Commonwealth all employment and wage records necessary to document compliance with these Enhanced Minimum Wage Provisions.

f. **Sanctions.** Contractor's failure to comply with these Enhanced Minimum Wage Provisions may result in the imposition of sanctions, which may include, but are not limited to, termination of the contract or lease, nonpayment, debarment, or referral to the Office of General Counsel for appropriate civil or criminal referral.

g. Subcontractors. The Contractor shall include these Enhanced Minimum Wage Provisions in its subcontracts under this contact or lease to ensure that these provisions are binding on its subcontractors.

3. INDEMNIFICATION.

a. Contractor Obligations. The Contractor shall indemnify the Commonwealth against all third-party claims, suits, demands, losses, damages, costs, and expenses, including without limitation, litigation expenses, attorneys' fees, and liabilities, arising out of or in connection with any activities performed by the Contractor or its employees and agents that are related to this contract, as determined by the Commonwealth in its sole discretion.

b. Commonwealth Attorneys Act. The Commonwealth shall provide the Contractor with prompt notice of any claim or suit of which it learns. Pursuant to the Commonwealth Attorneys Act (71 P.S. Section 732-101, et seq.), the Office of Attorney General (OAG) has the sole authority to represent the Commonwealth in actions brought against the Commonwealth. The OAG may, however, in its sole discretion and under any terms as it deems appropriate, delegate its right of defense. If OAG delegates the defense to the Contractor, the Commonwealth will cooperate with all reasonable requests of Contractor made in the defense of such suits.

c. Settlement. Notwithstanding the above, neither party may enter into a settlement of any claim or suit without the other party's written consent, which will not be unreasonably withheld. The Commonwealth may, in its sole discretion, allow the Contractor to control the defense and any related settlement negotiations.

4. NONDISCRIMINATION/SEXUAL HARASSMENT.

a. **Representations.** The Contractor represents that it is presently in compliance with and will remain in compliance with all applicable federal, state, and local laws, regulations, and policies relating to nondiscrimination and sexual harassment for the term of the contract. The Contractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to its books, records, and accounts by the Commonwealth for the purpose of ascertaining compliance with provisions of this Nondiscrimination/Sexual Harassment Clause.

b. **Nondiscrimination/Sexual Harassment Obligations.** The Contractor shall not:

i. in any manner discriminate in the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under this contract or any subcontract, by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act ("PHRA") and applicable federal laws, against any citizen of this Commonwealth who

is qualified and available to perform the work to which the employment relates.

ii. in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA andapplicable federal laws, against or intimidate any employee involved in the manufacture of supplies, the performance of work, or any other activity required under this contract.

iii. in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under th is contract.

iv. in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of PHRA and applicable federal laws, against any subcontractor or supplier who is qualified to perform the work to which this contract relates.

v. in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the Public Employee Relations Act, Pennsylvania Labor Relations Act or National Labor Relations Act, as applicable and to the extent determined by entities charged with such Acts' enforcement and shall comply with any provision of law establishing organizations as employees' exclusive representatives.

c. **Establishment of Contractor Policy.** The Contractor shall establish and maintain a written nondiscrimination and sexual harassment policy that complies with the applicable law and these Nondiscrimination/Sexual Harassment provisions and shall inform its employees in writing of the policy. The policy must contain a provision that states that sexual harassment will not be tolerated and employees who practice it will be disciplined. For the entire period of the contract, the Contractor shall: (1) post its written nondiscrimination and sexual harassment policy or these Nondiscrimination/Sexual Harassment provisions conspicuously in easily accessible and well-lighted places customarily frequented by employees at or near where the contracted services are performed; or (2) provide electronic notice of the policy or this clause to its employees not less than annually.

d. **Notification of Violations.** The Contractor's obligations pursuant to these provisions are ongoing from the effective date and through the termination date of the contract. Accordingly, the Contractor shall notify the Commonwealth if, at any time during the term of this contract, it becomes aware of any actions or occurrences that would result in violation of these provisions.

e. **Cancellation or Termination of Contract.** The Commonwealth may cancel or terminate this contract and all money due or to become due under this contract may be forfeited for a violation of the terms and conditions of these Nondiscrimination/ Sexual Harassment provisions. In addition, the agency may proceed with debarment or suspension and may place the Contractor in the Contractor Responsibility File.

f. **Subcontracts.** The Contractor shall include these Nondiscrimination/Sexual Harassment provisions in its contracts with all subcontractors providing goods

or services under this contract. The incorporation of these provisions in the Contractor's subcontracts does not create privity of contract between the Commonwealth and any subcontractor, and no third-party beneficiaries are created by those provisions. If the Contractor becomes awareof a subcontractor's violation of this clause, the Contractor shall use its best efforts to ensure the subcontractor's compliance with these provisions.

5. CONTRACTOR INTEGRITY.

a. **Definitions**. For purposes of these Contractor Integrity Provisions, the following definitions apply:

i. "Affiliate" means two or more entities where (a) a parent entity owns more than 50% of the voting stock of each of the entities; (b) a common shareholder or group of shareholders owns more than 50% of the voting stock of each of the entities; or (c) the entities have a common proprietor or general partner.

ii. "Contractor" means the individual or entity, that has entered into this contract with the Commonwealth.

iii. "Contractor Related Parties" means any Affiliates of the Contractor and the Contractor's executive officers, Pennsylvania officers and directors, or owners of five percent or more interest in the Contractor.

iv. "Financial Interest" means ownership of more than a five percent interest in any business or holding a position as an officer, director, trustee, partner, employee, or holding any position of management.

v. "Gratuity" means tendering, giving, or providing anything of more than nominal monetary value including, but not limited to, cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. The exceptions set forth in the Governor's Code of Conduct, Executive Order 1980-18, as may be amended, 4 Pa. Code §7.153(b), apply.

vi. "Non-bid Basis" means a contract awarded or executed by the Commonwealth with Contractor without seeking bids or proposals from any other potential bidder or offeror.

b. **Representations and Warranties.**

i. **Contractor Representation and Warranties.** The Contractor represents, to the best of its knowledge and belief, and warrants that within the last five years neither the Contractor nor Contractor Related Parties have:

1. been indicted or convicted of a crime involving moral turpitude or business honesty or integrity in any jurisdiction;

2. been suspended, debarred, or otherwise disqualified from entering into any contract with any governmental agency;

3. had any business license or professional license suspended or revoked;

4. had any sanction or finding of fact imposed as a result of a judicial or administrative proceeding related to fraud, extortion, bribery, bid rigging, embezzlement, misrepresentation or anti-trust; and

5. been, and are not currently, the subject of a criminal investigation by any federal, state or local prosecuting or investigative agency or civil antitrust investigation by any federal, state, or local prosecuting or investigative agency.

ii. **Contractor Explanation.** If the Contractor cannot make the representations and warranties set forth above at the time of its submission of its bid or proposal or if this contract is awarded on a non-bid basis at the time of the execution of the contract, the Contractor shall submit a written explanation outlining the reasons why it cannot make those representations and warranties. The Commonwealth may, based on its evaluation of the explanation provided, determine whether it is in the Commonwealth's best interest to execute the contract.

iii. **Further Representations.** By submitting any bills, invoices, or requests for payment pursuant to this contract, the Contractor further represents that it has not violated any of these Contractor Integrity Provisions during the term of the contract.

iv. **Notice.** The Contractor shall immediately notify the Commonwealth, in writing, if at any time during the term of the contract it becomes aware of any event that would cause the Contractor's certification or explanation to change. The Contractor acknowledges that the Commonwealth may, in its sole discretion, terminate the contract for cause if it learns that any of the certifications made in these provisions are currently false or misleading due to intervening factual circumstances or were false or misleading or should have been known to be false or misleading when entering into the contract.

c. **Contractor Responsibilities.** During the term of this contract, the Contractor shall:

i. maintain the highest standards of honesty and integrity.

ii. take no action in violation of any applicable laws, regulations, or other requirements applicable to the Contractor that govern Commonwealth contracting and procurement.

iii. establish and implement a written business integrity policy that includes, at a minimum, the requirements of these provisions as they relate to the Contractor's activity with the Commonwealth and Commonwealth employees and ensure that its employees comply with the policy.

iv. not accept, agree to give, offer, confer, agree to confer, or promise to confer, directly or indirectly, any gratuity or pecuniary benefit to any person, or to influence or attempt to influence any person in violation of any federal or state law, regulation, executive order, statement of policy, management directive, or bulletin applicable to the provision of goods or services under this contract.

v. not have a financial interest in any other contractor, subcontractor, or supplier providing services, labor, or material under this contract, unless the financial interest is disclosed to the Commonwealth in writing and the Commonwealth consents to Contractor's financial interest. The Contractor must disclose the financial interest to the Commonwealth at the time of bid or proposal submission,or if no bids or proposals are solicited, no later than the date the Contractor signs the contract. The Commonwealth shall be deemed to have consented if the required disclosure is received and all of the required Commonwealth signatures are affixed.

vi. comply with the requirements of the Lobbying Disclosure Act (65 Pa.C.S. §13A01 et seq.) regardless of the method of award.

vii. comply with the requirements of Section 1641 of the Pennsylvania Election Code (25 P.S. §3260a) if this contract was awarded on a Non-bid Basis.

viii. immediately notify the Commonwealth contracting officer or the Office of the State Inspector General, in writing, when the Contractor has reason to believe that any breach of ethical standards as set forth in law, the Governor's Code of Conduct, or these Contractor Integrity Provisions has occurred or may occur, including, but not limited to, contact by a Commonwealth officer or employee, which, if acted upon, would violate the ethical standards.

d. **Investigations.** If a State Inspector General investigation is initiated, the Contractor shall:

i. reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of the State Inspector General for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the Contractor. The Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.

ii. cooperate with the Office of the State Inspector General in its investigation of any alleged Commonwealth agency or employee breach of ethical standards and any alleged Contractor non-compliance with these Contractor Integrity Provisions and make identified Contractor employees available for interviews at reasonable times and places.

iii. upon the inquiry or request of an Inspector General, provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Office of the State Inspector General to Contractor's integrity and compliance with these provisions. This information may include, but is not be limited to, Contractor's business or financial records, documents or files of any type or form that refer to or concern this contract.

e. **Termination.** For violation of any of these Contractor Integrity Provisions, the Commonwealth may terminate this and any other contract with the Contractor, claim liquidated damages in an amount equal to the value of anything received in breach of these Contractor Integrity provisions, claim damages for all additional costs and expenses

incurred in obtaining another contractor to complete performance under this contract, and debar and suspend the Contractor from doing business with the Commonwealth. These rights and remedies are cumulative, and the use or non-use of any one does not preclude the use of all or any other. These rights and remedies are in addition to those the Commonwealth may have under law, statute, regulation, or contract.

f. **Subcontracts.** The Contractor shall include these Contractor Integrity Provisions in its contracts with all subcontractors providing goods or services under this contract. The incorporation of this provision in the Contractor's subcontracts does not create privity of contract between the Commonwealth and any subcontractor, and no third -party beneficiaries are created by the inclusion of these provisions. If the Contractor becomes aware of a subcontractor's violation of these provisions, the Contractor shall use its best efforts to ensure the subcontractor's compliance with these provisions.

6. CONTRACTOR RESPONSIBILITY.

a. Definition. For the purpose of these provisions, the term "Contractor" means as any person, including, but not limited to, a bidder, offeror, loan recipient, grantee or lessor, who has furnished or performed or seeks to furnish or perform, goods, supplies, services, leased space, construction or other activity, under a contract, grant, lease, purchase order or reimbursement agreement with the Commonwealth. The term also includes a permittee, licensee, or any agency, political subdivision, instrumentality, public authority, or other public entity in the Commonwealth.

b. Contractor Representations.

i. The Contractor represents for itself and its subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this contract, that neither the Contractor, nor any such subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot make this representation, the Contractor shall submit, along with its contract, a written explanation of why such certification cannot be made.

ii. The Contractor represents that as of the date of its execution of this contract it has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal if such liabilities or obligations exist, or is subject to a duly approved deferred payment plan if such liabilities exist.

c. Notification. The Contractor shall notify the Commonwealth if, at any time during the term of this contract, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or, to the best of its knowledge, any of its subcontractors are suspended or debarred by the Commonwealth, the federal government, or any other state or governmental entity. The Contractor shall provide this notification within 15 days of the date of suspension or debarment.

d. Default. The Contractor's failure to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state, or the federal government constitutes an event of default of the contract with the Commonwealth.

e. Reimbursement. The Contractor shall reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of State Inspector General

for investigations of the Contractor's compliance with the terms of this contract or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the Contractor. These costs include, but are not limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness anddocumentary fees. The Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.

f. Suspension and Debarment List. The Contractor may obtain a current list of suspended and debarred Commonwealth contractors by visiting the eMarketplace website at http://www.emarketplace.state.pa.us and clicking the Debarment list tab.

7. AMERICANS WITH DISABILITIES ACT.

a. **No Exclusion.** Pursuant to the Americans with Disabilities Act, 42 U.S. Code § 12101, et seq., no qualified individual with a disability may, on the basis of the disability, be excluded from participation in this contract or from activities provided for under this contract.

b. **Compliance.** For all goods and services provided pursuant to this contract, the Contractor shall comply with Title II of the Americans with Disabilities Act, the "General Prohibitions Against Discrimination" set forth in 28 C. F. R. § 35.130, and all other regulations promulgated under Title II of the Americans with Disabilities Act that apply to state and local governments.

c. **Indemnification.** The Contractor shall indemnify the Commonwealth against all third - party claims, suits, demands, losses, damages, costs, and expenses, including without limitation, litigation expenses, attorneys' fees, and liabilities, arising out of or in connection with the Contractor's failure or its employee's or agent's failure to comply with the provisions of paragraph a, as determined by the Commonwealth in its sole discretion.

8. APPLICABLE LAW AND FORUM.

This contract is governed by and must be interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of laws provisions) and the decisions of the Pennsylvania courts. The Contractor consents to the jurisdiction of any court of the Commonwealth of Pennsylvania and any federal courts in Pennsylvania,and waives any claim or defense that such forum is not convenient or proper. Any Pennsylvania court or tribunal has in personam jurisdiction over the Contractor, and the Contractor consents to service of process in any manner authorized by Pennsylvania law. This provision may not be interpreted as a waiver or limitation of the Commonwealth's rights or defenses.

9. RIGHT TO KNOW LAW.

a. **Applicability**. The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, ("RTKL") applies to this contract.

b. **Contractor Assistance.** If the Commonwealth needs the Contractor's assistance in any matter arising out of the RTKL related to this contract, the Commonwealth shall notify the Contractor that it requires the Contractor's assistance, and the Contractor shall provide to the Commonwealth:

i. access to, and copies of, any document or information in the Contractor's possession (Requested Information) arising out of this contract that theCommonwealth reasonably believes is a public record under the RTKL, within ten calendar days after receipt of written notification; and

ii. any other assistance as the Commonwealth may reasonably request, in order to comply with the RTKL with respect to this contract.

c. **Trade Secret or Confidential Proprietary Information.** If the Contractor considers the Requested Information to include a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, or other information that the Contractor considers exempt from production under the RTKL, the Contractor shall notify the Commonwealth and provide, within seven calendar days of receipt of the written notice a written statement, signed by a representative of the Contractor, that explains why the requested material is exempt from public disclosure under the RTKL. If the Commonwealth determines that the Requested Information is clearly not exempt from disclosure, the Contractor shall provide the Requested Information to the Commonwealth within five business days of receipt of written notice of the Commonwealth's determination.

d. **Reimbursement.**

i. Commonwealth Reimbursement. If the Contractor fails to provide the Requested Information and the Commonwealth is ordered to produce the Requested Information, the Contractor shall reimburse the Commonwealth for any damages, penalties, or costs that the Commonwealth may incur as a result of the Contractor's failure, including any statutory damages assessed against the Commonwealth.

ii. Contractor Reimbursement. The Commonwealth will reimburse the Contractor for any costs that the Contractor incurs as a direct result of complying with these provisions only to the extent allowed under the fee schedule established by the Office of Open Records or as otherwise provided by the RTKL.

e. **Challenges of Commonwealth Release.** The Contractor may file a legal challenge to any Commonwealth decision to release a record to the public with the Office of Open Records, or in the Pennsylvania Courts, however, the Contractor shall reimburse the Commonwealth for any legal expenses incurred by the Commonwealth as a result of the challenge, including any damages, penalties or costs that the Commonwealth may incur as a result of the Contractor's legal challenge, regardless of the outcome.

f. **Waiver.** As between the parties, the Contractor waives all rights or remedies that may be available to it as a result of the Commonwealth's disclosure of Requested Information pursuant to the RTKL.

g. **Survival.** The Contractor's obligations contained in this Section survive the termination or expiration of this contract.

Exhibit E

10. OFFSET.

[Intentionally Omitted.]

11. AUTOMATED CLEARING HOUSE (ACH) PAYMENTS.

[Intentionally Omitted.]

12. WORKER PROTECTION AND INVESTMENT.

[Intentionally Omitted.]

Requirements for messenger, dealers, agent services, card agents and miscellaneous motor vehicle business applicants

All applicants for card agent authorization, agent services, motor vehicle messenger service certification, dealer and miscellaneous motor vehicle business registration are required to provide the results reviewed from a Pennsylvania State Police background check with their application packet. You can request a criminal history background check online for a quicker response at https://epatch.pa.gov. You may also complete Form SP4-164, “Request for Criminal Record Check" and include the results received from the Pennsylvania State

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.

SP 4-164 (10-2025)

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.

TRY OUR WEBSITE FOR A QUICKER RESPONSE
https://epatch.pa.gov

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

◯ 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

◯ 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

◯ 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**
			Select	Select

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.*

FEES 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►►►►►►

◯ **INTERNATIONAL ADOPTION** - INTERNATIONAL ADOPTION MUST BE NOTARIZED AND MAILED IN. ($27.00 FOR REQUEST)

◯ **INTERNATIONAL EMPLOYMENT** - INTERNATIONAL EMPLOYMENT MUST BE NOTARIZED AND MAILED IN. ($27.00 FOR REQUEST)

◯ **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.

AGENT SERVICES HANDBOOK

Pennsylvania
Department of Transportation
www.pa.gov/penndot

PUB 457B (9-26)

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INTRODUCTION

PUB 457A, Agent Services Application, provide all of the information to help you apply for agent service status and assist you in the execution of the agent services application.

PUB 457B, Agent Services Handbook, is designed to help you understand agent services requirements and assist you in the execution of the applications. Please take the time to read and review each section carefully. We are interested in providing you with the information needed to successfully establish your business of issuing temporary registration plates.

We, at PennDOT, are striving to improve our service to you and the citizens of the Commonwealth. We have improved our turnaround time on processing applications, reduced our error rate, improved our call center, clarified and simplified regulations and revised forms. Changes and improvements are occurring daily. We are pleased to share our progress with you as you become an agent of PennDOT.

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APPLICATION FORMS FOR PLATES

Instructions for Completion of Form MV-351, "Application for Temporary Registration Plates by Motor Vehicle Dealers & Full Agents"

NOTE: Form MV-351 may be found on our website at www.pa.gov/dmv.

Form MV-351 is used by an issuing agent to order a supply of temporary registration plates and temporary registration rear window decals.

To complete form:

1. Enter name of business as it appears on your registration card.

2. Enter dealer identification number or agent services ID number. This is the number that begins with 18-XXXXXX.

3. List business address as it appears on your registration card or license.

4. List business phone number including area code.

5. Indicate in the appropriate block the number of registration plates desired. Registration plates must be ordered in multiples of ten, with exception of Implement of Husbandry/Special Mobile Equipment, school bus, motor home, bus and omnibus which may be ordered in multiples of five. Use a separate Form MV-351 for each class of registration plates desired and attach a separate check with each one.

6. List amount of check or money order accompanying Form MV-351.

7. In authorization block, list the name of the person authorized to pick up the order of registration plates (if applicable.)

8. Applicant must sign, no rubber stamps accepted.

FEE: For a complete listing of motor vehicle fees, refer to Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees," found on our website at www.pa.gov/dmv.

Instructions for Completion of Form MV-351A, "Application for Replacement of Temporary Registration Plate"

NOTE: Form MV-351A may be found on our website at www.pa.gov/dmv.

Form MV-351A is used when an issuing agent has RECEIVED an order of temporary registration plates and one or more registration plates are missing and PennDOT has to replace the number of registration plates indicated.

It is also used if an agent has lost or had a registration plate stolen and needs a replacement.

Section A - Dealer or Agent Services Information:

1. Enter your dealer/agent services identification number (DIN).

2. Enter name of business as it appears on your registration card or license.

3. Enter street address, city or town, state and zip code where business is conducted.

4. Enter your business phone number and include your area code.

Section B - List registration plate number to be replaced. List WID # from receipt for missing registration plate.

Section C - Sign and date the application. Check appropriate block as to reason why you are applying for replacement registration plate.

Section D - Complete only if applicant is entitled to:

1. A free issuance because original was NEVER received.

2. Application is being made within 90 days of original date of issuance.

IMPORTANT INFORMATION

CLICK HERE to go to FACT SHEET

FACT SHEET

Procedures on Accepting Voluntarily Surrendered Registration Plates and Cards by Decentralized Agents

PURPOSE

This fact sheet provides information on accepting voluntarily surrendered registration plates and registration cards when insurance coverage is terminated or financial responsibility lapses. This fact sheet will also provide procedural information on obtaining authorization for issuance of substitute temporary registration cards and registration plates following a voluntary surrender of registration cards and registration plates when insurance coverage is reinstated.

OVERVIEW

Things to do when accepting voluntarily surrendered registration plates:

1. Complete Form MV-141.
2. Give a copy of the completed Form MV-141 to the customer as a receipt. Receipt will be used to obtain a replacement registration plate if needed at a later date.
3. Send the original copy of the completed Form MV-141, as well as the registration card and registration plate to: Bureau of Motor Vehicles, P.O. Box 68674, Harrisburg, PA 17106-8674.
4. Retain a copy of the completed Form MV-141 in the office of the decentralized agent for 3 years.

Things to do to reissue a registration plate and registration card when insurance is reinstated:

1. Verify that your customer has a copy of Form MV-141; verify that your customer has two forms of identification bearing a signature; and verify that your customer has acceptable proof of financial responsibility.
2. Call the Decentralized Services Unit from 9:00 a.m. to 4:00 p.m., Monday thru Friday for authorization. The telephone number is (717) 346-0605.
3. When calling, identify yourself by giving your decentralized service agent name, messenger number, your name and agent number. Identify application type (Form MV-120/MV-91 or Form MV-120/MV-91/MV-140 if also renewing voluntary surrendered registration plate). Provide applicant information, i.e., name(s), address, title number and Vehicle Identification Number (VIN). Request authorization number from phone agent. No authorization will be given if record is not valid or has stops. **NOTE**: An on-line messenger service must self-authorize to issue or reissue a registration plate to a vehicle owner by checking PennDOT's system for suspensions, etc.
4. Record the authorization number, date, time and initials on Form MV-120 in the upper right corner and complete forms.
5. Give customer the pink copy of Form MV-120 with the new registration plate that was issued by the decentralized service agent.

   IMPORTANT NOTE: By law, no fees shall be charged for replacement registration plates or cards under this procedure.

March 2025 **- over -**

Pennsylvania Department of Transportation

Antique, classic, collectible, special organization and personalized registration plates surrendered for financial responsibility reasons are held by PennDOT. Requests for reissue or return of an antique, classic, special organization or personalized registration plate must be submitted directly to the Bureau of Motor Vehicles.

6. Mail PennDOT copy of Form MV-120 and Form MV-91 (plus Form MV-140 and renewal fee, if renewing) to: Messenger Service Center, P.O. Box 68296, Harrisburg, PA 17106-8296 for processing.
7. Retain yellow copy of Form MV-120 and Form MV-91 for three years.

CLICK HERE
to go to FACT SHEET

FACT SHEET
Dual Registration

OVERVIEW

Dual registration is a vehicle registration program designed to aid customers who are performing intrastate movement or are regularly carrying out business in Pennsylvania. Dual registration is available for any vehicle that weighs 26,000 lbs. or less or has fewer than three axles. This program is also designed to aid customers from Alaska and Canadian Provinces other than Alberta, British Columbia and Saskatchewan, who will be operating a vehicle in Pennsylvania, regardless of the size of the vehicle or its number of axles.

Any vehicle over 26,000 lbs. that has three or more axles and is from any jurisdiction outside of Pennsylvania, including Alberta, British Columbia and Saskatchewan, is required to display an International Registration Plan (IRP) registration before entering Pennsylvania unless the vehicle is exempted under the IRP, has a trip permit or is dual registered.

REGISTRATION REQUIREMENTS FOR DUAL REGISTRATION

DOCUMENTS NEEDED:

1. A signed, dated and notarized application for certificate of title (Form MV-1).
2. A Vehicle Identification Number tracing including the vehicle weight ratings must be attached to Form MV-1. If a legible tracing cannot be secured, Form MV-1 must be signed and certified by an inspection mechanic or a notary public who is a full agent or is employed by a Pennsylvania dealer. List the number of axles on the vehicle and axles in combination, sum of Gross Axle Weight Rating (GAWR), requested gross weight and unladen weight. The words "dual registration" must appear in the lien section of the form. If the vehicle is a truck, an inspection mechanic must verify the Gross Vehicle Weight Rating (GVWR) and/or Gross Combination Weight Rating (GCWR) on Form MV-41.
3. A photocopy of the out-of-state title in the applicant's name (since the registrant will not receive a Pennsylvania title, the out-of-state title may still be maintained).
4. A photocopy of insurance card or temporary insurance binder. This form must be submitted in order to prove the applicant is presently maintaining financial responsibility/insurance.
5. The current title fee. For a listing of current motor vehicle fees, please refer to Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees," found on our website at www.pa.gov/dmv.
6. Proof of payment of sales tax. Pennsylvania charges sales tax at the rate of 6% of the purchase price (7% for residents of Allegheny County. City of Philadelphia residents pay an 8% sales tax rate for vehicles purchased on or after October 8, 2009.) Credit will be granted for state sales tax legally paid to another state provided such state grants similar tax credit to Pennsylvania. In instances where credit is allowed, the difference between the actual tax paid and Pennsylvania's tax due will be charged. This amount must be indicated on Form MV-1. A credit for leased vehicles will be granted for state sales tax to offset Pennsylvania's Public Transportation Assistance Fund Taxes, which must be indicated on the Form MV-1 and calculated at 3% of the total of all payments due under the terms of the lease. **NOTE:** If the vehicle has been owned for over six months, Pennsylvania's tax rate is 6% of the fair market value of the vehicle.
7. Exemption from Pennsylvania Sales Tax is possible, provided a valid Pennsylvania Department of

Revenue sales tax exemption number is listed on Form MV-1 or Form MV-4ST.

8. Internal Revenue Service Form 2290, Schedule 1, Proof of Payment for the Heavy Vehicle Use Tax (HVUT). This form is needed for a vehicle with a taxable gross weight or combination weight of at least 55,000 lbs.

APPLICATION PROCESS

Because PennDOT cannot issue the registration credentials until the paperwork is processed, the following procedures should be followed:

1. If carriers have access to Pennsylvania tag agents, we recommend completing all necessary applications for Pennsylvania registration in their offices. To obtain authorization to issue a registration plate, the agent **must** call the Commercial Registration Section at (717) 787-4309.
2. If carriers do not have access to Pennsylvania tag agents, call the Commercial Registration Section at (717) 787-4309 and request that the necessary vehicle registration applications be mailed to you.
3. The completed applicable forms listed on the reverse should be mailed to: Department of Transportation, Bureau of Motor Vehicles, Commercial Registration Section, P.O. Box 68289, Harrisburg, PA 17106-8289.

NOTE: The pink copy of Form MV-1 is valid for only 90 days from the date of issue or until the vehicle's credentials are received, whichever comes first.

To obtain further information, write to the above address or call (717) 787-4309.

PENALTY

The fine for operating a vehicle in Pennsylvania without the proper registration is double the Pennsylvania registration fee.

ADDITIONAL REQUIREMENTS

INSPECTIONS

Vehicles bearing current registration plates issued by the commonwealth shall not be moved on a highway unless the vehicle displays a currently valid certificate of inspection issued by an official Pennsylvania Inspection Station.

OPERATING AUTHORITY

For information regarding intrastate operating authority in Pennsylvania, contact the Public Utility Commission, North Office Building, P.O. Box 3265, Harrisburg, PA 17105-3265 or call (717) 787-3834.

REGISTRATION FEES

For a listing of current registration fees, please refer to Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees," found on our website at www.pa.gov/dmv.

Please Note: Authorized agents are under contract to PennDOT and may charge a market driven service (delivery) fee; these are in addition to any PennDOT statutory fees for temporary, or in some cases, permanent motor vehicle registration plates and cards or other related products and services offered by the agent. The agent's service (delivery) fees are market driven, and vary by agent. To compare service (delivery) fees, you are encouraged to contact the authorized agents in your area for the applicable service (delivery) fees charged.

ADDITIONAL IMPORTANT INFORMATION

Responsibility in Submitting Applications

Dealers and issuing agents are responsible for the timely submission of applications which they handle for their customers. Fully executed applications are to be sent to PennDOT by dealers and agents within 20 days of issuance of registration card and registration plate or transfer of title.

Responsibility for Inventory and Issuance of Temporary Registration Plates

Dealers and issuing agents are not permitted to sell, loan or give temporary registration plate(s) to other dealers or agents whose inventories are depleted. Temporary registration plates purchased by a dealer or agent from PennDOT are the responsibility of the purchaser and are recorded as the property of that dealer/agent. When current inventories are running low, dealers and agents must purchase additional registration plates from PennDOT. Plates must be issued from the agents registered location.

A temporary cardboard registration plate may never be reissued.

A temporary registration card may only be reissued with PennDOT's authorization.

No exchanges are given for temporary registration plates.

The appropriate type of temporary registration plate must be issued for the specific type of vehicle with the following exceptions:

Farm Truck	-	issue truck registration plate
Fire Truck	-	issue truck registrationplate
Ambulance	-	issue passenger registration plate
Vehicle to be transported out-of-state	-	issue cardboard registration plate

A temporary registration plate shall not be issued for a vehicle for which the applicant already has a Pennsylvania Certificate of Title nor to any person who is applying for transfer of registration and/or reissue of a lost, stolen, or defaced registration plate unless the issuing agent is also a Messenger Service which is bonded for $50,000 and is operating under the Decentralized Services Program. Procedures for Decentralized Services participants required that the agent contact the specially designated PennDOT telephone number for authorization to issue a temporary registration plate for each transaction. Any issuing agent (not registered under the Decentralized Services Program) violating Temporary Tag Regulation Chapter 43.6(a)(2), will be required to retrieve the temporary registration plate from the applicant and return the registration plate to PennDOT prior to the processing of the application. Repeated violation of this type could result in the agent's contract to be suspended or terminated.

Agents issuing incorrect types of metal temporary registration plates for specific vehicles will be required to retrieve the registration plate from the applicant before PennDOT will process the title documents. Repeated violations could result in the agent's contract suspended or terminated.

Discontinued Business/Change of Address

When the business is discontinued, unissued temporary registration plates and Certificate of Authorization must be returned to PennDOT within five days. A refund for unissued registration plates will be given, minus a $25.00 administrative fee.

If the business is moved to another location, PennDOT must be notified within ten days of the change. Contractor is required to submit only the facility related info as if the contractor was making initial application to provide agent services.

Temporary Registration Plate Orders

PennDOT will sell the following temporary registration plates in groups of five: Moped, School Bus, Bus, Motor Home and Omnibus. All other types, including passenger, truck, trailer, motorcycle, and cardboard must be ordered in multiples of ten.

Omnibus/Bus Registration Plates

Charitable and other organizations and private citizens who own and operate buses without charging fares should apply for “Omnibus” registration plates rather than standard bus registration plates. “Bus” registration plates are reserved for buses authorized by the PUC or ICC. Occasionally, omnibuses may also be leased to a company for use under PUC authority provided that a copy of the trip lease is carried in the bus. Bus registration plates that are reserved for issue by the PUC can be obtained through PennDOT’s Commercial Registration Section.

Dual Registration

PennDOT will provide phone authorization to issue temporary registration plates for dual registration applicants. To request authorization, contact PennDOT’s Commercial Registration Section at (717) 787-3961, (717) 787-3896 or (717) 787-1346. Staff members are available Monday through Friday, 8:00 am to 4:30 pm, except on Commonwealth holidays.

Trucks and truck tractors which are titled and registered in another state but are not registered under the Apportioned Registration Program, must have PA registration if they are doing business in Pennsylvania. A copy of the out-of-state title, Form MV-1 and a title fee and the appropriate registration fee are required to obtain a Pennsylvania registration plate. The authorization number and words “Dual Registration” must be written on the title application in the area reserved for first lien information. Proof is required that sales tax was paid in the titling state. If less than 6% sales tax was paid, applicant must pay the difference up to 6% on the vehicle’s fair market value, whether or not the vehicle was owned for 6 months or more. A Pennsylvania title will not be produced.

VIN Tracings/Verifications

VIN tracings or verifications are required on all vehicles being titled for the first time in Pennsylvania.

In addition, GVWR tracings or verifications are required on all trucks being titled in Pennsylvania for the first time.

On Form MV-41, GVWR tracings or verifications are required on all applications for truck weight increases. Only inspection mechanics may verify the GVWR for weight increases and VIN tracings or verifications are required on all applications for correction of title.

Notaries who are:

- Agents Services;
- Employed by Agents Services;
- Employed by registered motor vehicle dealers or,
- Employed by registered motor vehicle manufacturers

are authorized by the Bureau of Motor Vehicles to verify VIN's. Providing VIN verification services is not mandatory but is optional for qualifying notaries.

Certified Pennsylvania inspection mechanics are also authorized to verify VIN's.

Notaries should sign and list the DIN of the employer in the space provided for the mechanic's number. The GVWR may be verified by the notary on Form MV-1 unless the weight is being increased due to a physical change to the vehicle.

Telephone Service

PennDOT offers statewide telephone information services. For Pennsylvania residents and Out-of-State residents.

The telephone number for Pennsylvania residents and Out-of-State residents is (717) 412-5300.

Telephone information is available from 8:00 am to 5:00 pm, Monday through Friday. In addition, there is a 24 hour voice mail service available for access.

Vehicle Code Book

Pennsylvania Vehicle Code, Title 75, may be found online at
www.pa.gov/agencies/dmv/resources/laws-and-regulations/pa-vehicle-code-title-75

PennDOT Bulletins

PennDOT Bulletins are sent via email periodically to all Agents Services, Dealers, Messenger Services, Legislative Offices, Law Enforcement agencies and other interested parties with information on changes in PennDOT's forms, procedures, policies and regulations. To be added to receive the PennDOT Bulletins, please email RA-pdotdvsnewsletter@pa.gov with your name and/or business name and email address. For a complete listing of all PennDOT Bulletins, visit the Business Partners section of our webpage and then select Driver and Vehicle Services Updates.

DVS Support Guide and email Resource Account

PennDOT had two ways for PennDOT contracted agents to find answers to questions. The DVS Support Guide is now available through the Online Reigstratino Program (OLRP) Integrators system. In addition PennDOT also has a resource account for agent questions as an alternative to contacting the Customer Call Center.

The DVS Support Guide will allow business partners to research questions that a customer or agent may have regarding a title transaction, duplicate title request, safety inspections, vehicle transfer after the death of the owner, etc. This file will be updated on a regular basis, so we advise everyone to use the link each time you want to search something in the DV Support Guide through your Integrators system. Additional information will be sent to you from your Integrator.

In addition to the DVS Support Guide, PennDOT has created an email resource account, ra-pdagentsupport@pa.gov, for all PennDOT's contracted agent questions. When emailing the resource account make sure to use the following format:

Subject line: Customer's Name and topic
Email:
Record #:
Name:
Contact Name:
Phone:
Reason for Email:

These two resources will provide your agent service with needed support and answers to all your questions to help our Commonwealth customers.

ISSUING FORMS

Instructions for Completing Form MV-1, "Application for Certificate of Title"

CLICK HERE
to go to FACT SHEET

FACT SHEET

Instructions for Completing Form MV-1,"Application for Certificate of Title"

(*FOR PENNDOT AUTHORIZED AGENTS USE ONLY*)

This form is used to obtain a Pennsylvania Certificate of Title for vehicles not currently titled in Pennsylvania, or which were repossessed (1. Judgment and Execution; 2. Non-Judicial Sale or Repossession and Retention (U.C.C.); 3. Court Order), and vehicles which are reconstructed, specially constructed or recovered thefts.

DISTRIBUTION OF FORM COPIES

- The white copy is always submitted to PennDOT.
- The yellow copy is always retained by the dealer or full agent and is to be retained for at least three years. If a temporary registration card or registration plate is issued, the yellow copy becomes the dealer/agent's record of such issuance.
- The pink copy is always retained by the individual or business in whose name the certificate of title is to be issued.

REPOSSESSIONS AND COURT ORDERS

In the case of repossessions, Form MV-217, "Application for Certificate of Title After Default By Owner," must be completed by the repossessor and attached to the completed Form MV-1. Only the following repossessions may be done using the Form MV-1 and Form MV-217: 1) Judgment and Execution; 2) Non-Judicial Sale or Repossession and Retention (U.C.C.) and; 3) Court order. The lienholder in these cases must follow the instructions listed on the Form MV- 217 and use Form MV-1. Upon receipt of the certificate of title in the lienholder's name, the lienholder may then assign ownership to a dealer or individual on the reverse side of the certificate of title and use Form MV-4ST. All other repossessions - 1) Renunciation; 2) Non-Judicial Sale or Repossession and Retention (M.V.S.F.A.) and; 3) Mobile Home -must be done by completing Form MV-217A, "Application for Certificate of Title By A Financial Institution or Dealer After Default By Owner."

The person named on a court order or the purchaser of a vehicle at a sheriff's sale must be the applicant listed on Form MV-1. After the title is issued to that person, they may assign ownership on the reverse side of the certificate of title and attach a completed Form MV-4ST.

TRANSFER OF OWNERSHIP

Form MV-1 does not allow a reassignment of ownership to a second applicant. The applicant is the first individual(s), corporation, business, etc., to whom vehicle ownership is assigned on the proof of ownership document, which must accompany the title application. Reassignment to a second applicant must be done after the Pennsylvania Certificate of Title is issued to the first applicant. The assignment information on the back of the Manufacturer's Certificate of Origin (MCO) or the out-of-state certificate of title must be completed, including the odometer, lienholder and notary public information (if applicable). **NOTE**: If the applicant requests a Pennsylvania Certificate of Salvage,

Form MV-6, "Application for Nonrepairable or Savage Certificate," must be completed in lieu of Form MV-1.

FORM COMPLETION

INSTRUCTIONS SECTION A –

VEHICLE DESCRIPTION

- MAKE OF VEHICLE - List the full trade name of the vehicle.
  EXAMPLES*:* Ford Chevrolet Chrysler
  DO NOT LIST MODEL NAMES SUCH AS: Mustang Cavalier New Yorker

- **VEHICLE IDENTIFICATION NUMBER** (VIN) - List the complete VIN as shown on the VIN plate which was attached to the vehicle by the manufacturer. This number should agree with the VIN shown on the proof of ownership whether it be a salvage certificate, MCO or a certificate of title issued in another state. **Please take time to visually verify and compare these numbers**. If there is a discrepancy, contact the selling dealer or the nearest Pennsylvania State Police Station. The VIN discrepancy must be resolved prior to submitting the title application to PennDOT for processing. If the vehicle's VIN plate is defaced, altered or missing, Form MV-1 must be accompanied by an application for a PA state replacement VIN plate on Form MV-41, in addition to a completed Form MV-32, "Pennsylvania State Police Verification of VIN." Form MV-32 must be obtained from and completed by the Pennsylvania State Police. The officer conducting the VIN examination will return the completed Form MV-32 to the applicant. It is the applicant's responsibility to provide the agent with all documents, including the Form MV-32.

- BODY TYPE - List the designated body type of the vehicle.

  EXAMPLES: Coupe (CP) Truck Tractor
  (TT) Sedan (SDN) Motor Home
  (MTRH)
  Truck (TK) Special Mobile Equipment (SME)
  Mobile Home (MH) Motor-Driven Cycle (MODC)
  Low Speed Vehicle (ORV) Off-Road Vehicles
  (ORV) Neighborhood Electric Vehicles (NEV)
  Recreational Trailer
  (RECT)
  Recreational Cargo Trailer (RECCT)

- A Neighborhood Electric Vehicle (NEV) is defined as a four-wheeled electric vehicle that has a maximum design speed of not less than 20 miles per hour and of not more than 25 miles per hour and that complies with the Federal safety standards established in 490 CFR 571.500. A NEV shall be considered a passenger car for the purpose of titling and registration. A NEV operated upon any highway or roadway is required to be maintained in proper condition and comply with the equipment requirements and standards as set forth in 49 CFR 571.500.

- Low speed vehicles that are not Neighborhood Electric Vehicles do not meet Pennsylvania equipment standards. This type of vehicle is not equipped as required by the vehicle code and the regulations of PennDOT to be operated on Pennsylvania roadways. Therefore, when processing title applications where the proof of ownership document indicates LSV (Low Speed Vehicle), the record should be designated as an "Off-Road Vehicle" (ORV). No registration plates are to be issued to low-speed vehicles.

  NOTE: Low speed vehicles can be identified by examining the Manufacturer's Certificate of Origin (MCO) or the out-of-state certificate of title. The MCO will list an indicator of LSV in the series or model field and may designate that the vehicle complies with Federal Motor

Vehicle Safety Standard (FMVSS) 571.500. Out of state certificates of title usually list "Low Speed Vehicle" as a brand or will list "LV" or "LSV" in the body field.

- MODEL YEAR - List the model year of the vehicle as assigned by the manufacturer. This year should agree with what is printed on the proof of ownership document. If the vehicle is a new motor home, it may have two certificates of origin (one for the chassis and a second for the body). If so, list the model year for the body of the vehicle.
- GROSS VEHICLE WEIGHT RATING - List the GVWR of the vehicle as assigned by the manufacturer. This weight can usually be found on the vehicle's VIN plate and on the certificate of origin for a new vehicle. (Not required for passenger vehicles, or two- or three-wheeled vehicles, but is required for all other vehicle types).
- FUEL - Check the appropriate fuel type.

  NOTE: For 100% electric vehicles, the fuel type "electric" is to be checked. For a hybrid electric vehicle, the fuel type should be checked as "hybrid."
- VIN TRACING/CERTIFICATION - A VIN plate tracing is required to be attached to the reverse side of the white copy of Form MV-1 for the following vehicles:
  - When a Pennsylvania resident acquires a new or used vehicle from a nonresident, including an out-of-state dealer, for use in this commonwealth. **NOTE**: If the MCO is assigned to a Pennsylvania registered dealer and reassigned to a PA resident, the VIN verification requirement is not needed;
  - When a nonresident brings a vehicle previously titled or registered in another state or country into this commonwealth, in connection with establishing a Pennsylvania residence; and
  - When the initial application for a Pennsylvania Certificate of Title is for a truck, truck-tractor or motor home, regardless of the source of ownership.

A tracing is obtained by placing tracing paper against the VIN plate and applying pressure with a lead pencil, stroking left to right across the entire surface of the VIN plate, so as to produce on the paper an image of all information which has been embossed on the plate. If the vehicle's VIN plate is missing or it is impossible to secure a legible tracing of the plate, a certified inspection mechanic or a notary public in the employ of a dealership, manufacturer or full agent (83, 84, 85, 86, 87, 88, 90, 91 and 92 DIN numbers) is authorized to inspect and visually verify the VIN. If the authorized agent performs the VIN verification, they will list their name, DIN number and signature in Section A. If someone other than the authorized agent performs the VIN verification, Form MV-41 must be used. **NOTE: A photograph of a vehicle's VIN plate is acceptable, if the photo is signed and dated by a certified inspection mechanic**. If the vehicle is physically located outside Pennsylvania, the VIN must be visually verified by a police officer, a mechanic employed by a motor vehicle dealer or an armed forces installation provost marshal or motor officer using Form MV-41, "Application for Correction of Vehicle Record or Verification of Vehicle Identification Number."

- If the vehicle's VIN plate is defaced, altered or missing, Form MV-1 should be accompanied by an application for a Pennsylvania state replacement VIN plate on Form MV-41, in addition to a completed Form MV-32.
- TAXI/POLICE VEHICLE - If the vehicle being titled is to be used or was formerly used as a taxi or police vehicle, the appropriate block must be checked.

SECTION B - APPLICANT INFORMATION

The applicant is the first individual(s), corporation, business, etc., to whom vehicle ownership is assigned on the proof of ownership document, which must accompany the title application, Form

MV-1. In the case of an out-of-state vehicle, the applicant is the first PA resident to whom ownership is assigned on the out-of-state certificate of title. Please take time to verify that assignments on ownership documents are complete and contain required signatures. **NOTE: If the vehicle is being leased, check the appropriate block on Form MV-1, Section B, and attach completed** Form MV-1L.

- OWNER - List the applicant's actual full last name, first name and middle name or full business name. Please DO NOT use nicknames or first and middle initials. The applicant's name is to be listed on the title application as it appears on the valid Pennsylvania identification credential you examined.
- PA DL/ID# OR BUS ID # - List the applicant's Pennsylvania Driver's License or Pennsylvania Identification Card Number. If a business, list the business's identification number (i.e., EIN number).
- DATE OF BIRTH - List the applicant's date of birth.
- DEALER/BUSINESS PARTNER ID NUMBER - If the applicant is a dealership, list the Dealer/Business Partner ID Number as registered with the Bureau of Motor Vehicles.
- CO-PURCHASER - If two individuals are applying for joint ownership as applicants, list the second individual's actual last name, first name and middle name. **NOTE: If there is a co-purchaser, be sure to read the "NOTE" regarding joint tenants with right of survivorship and check the block, if applicable, in Section B.**
- DATE ACQUIRED/PURCHASED - List the date the APPLICANT received or purchased and was assigned ownership of the vehicle. This date should be listed numerically. **EXAMPLE**: mm/dd/yyyy.
- STREET - List applicant's full street address and P.O. Box number, Rural Delivery Route number or apartment number, if such numbers apply. (**NOTE: P.O. Box numbers may be used in addition to the actual address but cannot be used as the only address**.) The applicant's address listed on the valid Pennsylvania identification credential must agree with the address information that is being recorded on the title application and vehicle record. **The exceptions to this address requirement are U.S. Armed Forces personnel or their dependents; an employee of federal or state government or their immediate families whose workplace is located outside of Pennsylvania; or companies that have no Pennsylvania office and use the vehicle to regularly carry-on business within the commonwealth or a Park Model Trailer permanently located in Pennsylvania**. If the applicant is entitled to this exception, they must complete and attach Form MV-8, "Self Certification for Proof of Residency." In addition, they must attach a letter from their employer on their employer's letterhead to document their out-of-state employment status or attach a copy of their Photo ID issued by their employer. If they are an immediate family member of a person meeting one of the allowable exceptions, they must attach documentation for the person entitled to the exception.
- CITY - List the full city name. Please **DO NOT** abbreviate.
- STATE - List the official state abbreviation designated by the U.S. Postal Service. If Pennsylvania, list PA.
- ZIP - List the full, correct zip code. Please take time to verify the zip code.
- COUNTY CODE - Indicate the actual county of residence by listing the appropriate county code from the table below:

COUNTY CODES:

01 - ADAMS	13 - CARBON	24 - ELK	35 - LACKAWANNA	46 - MONTGOMERY	57 - SULLIVAN
02 - ALLEGHENY	14 - CENTRE	25 - ERIE	36 - LANCASTER	47 - MONTOUR	58 - SUSQUEHANNA
03 - ARMSTRONG	15 - CHESTER	26 - FAYETTE	37 - LAWRENCE	48 - NORTHAMPTON	59 - TIOGA
04 - BEAVER	16 - CLARION	27 - FOREST	38 - LEBANON	49 - NORTHUMBERLAND	60 - UNION
05 - BEDFORD	17 - CLEARFIELD	28 - FRANKLIN	39 - LEHIGH	50 - PERRY	61 - VENANGO
06 - BERKS	18 - CLINTON	29 - FULTON	40 - LUZERNE	51 - PHILADELPHIA	62 - WARREN
07 - BLAIR	19 - COLUMBIA	30 - GREENE	41 - LYCOMING	52 - PIKE	63 - WASHINGTON
08 - BRADFORD	20 - CRAWFORD	31 - HUNTINGDON	42 - MCKEAN	53 - POTTER	64 - WAYNE
09 - BUCKS	21 - CUMBERLAND	32 - INDIANA	43 - MERCER	54 - SCHUYLKILL	65 - WESTMORELAND
10 - BUTLER	22 - DAUPHIN	33 - JEFFERSON	44 - MIFFLIN	55 - SNYDER	66 - WYOMING
11 - CAMBRIA	23 - DELAWARE	34 - JUNIATA	45 - MONROE	56 - SOMERSET	67 - YORK
12 - CAMERON					

- JOINT OWNERSHIP - When applying for a certificate of title with a co-purchaser other than a spouse, the information contained in the "NOTE" is important. If the block is not checked, the certificate of title will be issued as "TENANTS IN COMMON."
  - JOINT TENANTS WITH RIGHT OF SURVIVORSHIP refers to a vehicle titled to more than one person, where on the death of one owner, the vehicle goes to the surviving owner(s). This automatically applies for a spouse.
  - TENANTS IN COMMON refers to a vehicle titled to more than one person, where on the death of one owner of the vehicle, the deceased owner's interest in the vehicle will go to their heirs or estate.
- LEASE VEHICLE - Check block and complete Form MV-1L, if the vehicle is being leased. If the vehicle is leased and registration is to be issued and Form MV-1L is not attached, the application will be rejected.

SECTION C - MILEAGE INFORMATION

List the mileage shown on the vehicle odometer. If the actual mileage differs from that shown on the vehicle odometer, or if actual mileage is in excess of its mechanical limits, check the appropriate block in Section C. Once the mileage reading is listed, this information may not be erased or otherwise altered. It is not necessary to attach a separate odometer disclosure statement; however, the mileage information contained on the attached proof of ownership must be completed.

The Federal Truth in Mileage Act requires the mileage to be disclosed at the time ownership of a vehicle is transferred. The agent will verify the odometer reading and record the reading on the proof of ownership document. Usually, the applicant is making application for a Pennsylvania Certificate of Title at the same time; therefore, the agent will record the same odometer reading on Form MV-1. However, in instances where the application for Pennsylvania Certificate of Title is made after the ownership transfer, such as out-of-state purchases where an in-transit registration plate was issued, the odometer readings may be different. When an applicant requests an agent to complete Form MV-1 after the ownership document has already been transferred and additional mileage was placed on the vehicle, the agent will record the new odometer reading on Form MV-1. This will also assist the agent in determining if the applicant qualifies for an exemption from CARB certification on Form MV-9, "Compliance or Exemption for the Pennsylvania Clean Vehicle Program." In this instance, the odometer reading that will be entered on PennDOT's system will be the odometer reading found on the proof of ownership document and not the odometer reading found on Form MV-1.

SECTION D - LIEN INFORMATION

If no lien is to be recorded, check the box provided indicating no lien. **NOTE**: An individual may be listed as the lienholder on a vehicle record; however, the individual may not repossess the vehicle under the Motor Vehicle Sales and Finance Act using Form MV-217A, "Application by Financial Institutions for Certificate of Title After Default by Owner." When an individual is listed as lienholder and a default occurs, the procedure listed for "Judgment and Execution" on Form MV-217, "Application for Certificate of Title After Default by Owner," must be followed.

- FIRST LIEN
  - If there is no lien, the "If No Lien" block must be checked.
  - If the lien is to be recorded as an ELT, check yes. If not, check no.
    - If yes, List FIN number in space provided.
  - List the complete name, street address, city, state and zip code for the first lienholder.
- If a second lien is to be recorded, complete the second lien information section following the same instructions for completion of the first lien information.

NOTE: When Section D is completed requesting that two liens be recorded on the Pennsylvania Certificate of Title, the title will be mailed or sent electronically to the first lienholder.

SECTION E - VEHICLE TRADED

Complete this section only if the applicant traded a vehicle for the vehicle they are acquiring and are applying for PA Certificate of Title.

List the make of vehicle, Vehicle Identification Number (VIN), model year and body type of the traded vehicle following the guidelines for completion of Section A.

- CONDITION OF VEHICLE - Check the block that best describes the condition of the traded vehicle. **NOTE: The condition of the traded vehicle should, within reason, correspond to the make and model year. If not, please attach a brief note of explanation.**

SECTION F - ADDITIONAL VEHICLE INFORMATION

NOTE: If the vehicle is a mobile home, DO NOT complete this section.

- If the vehicle is a passenger vehicle:
  - Check passenger block.
  - SEATING CAPACITY - List the number of passengers that can be transported in the vehicle, excluding the driver.
- If the vehicle is a taxi, check the taxi block and list the seating capacity. If the taxi seats more than eight passengers, excluding the driver, it must be titled and registered as a bus.
- If the vehicle is a limousine, check the limousine block and list the seating capacity. Only limousines used for the transportation of persons for compensation will be issued a special limousine registration plate.
- If the vehicle is a bus, list the seating capacity. Seating capacity includes the driver.
  - Check the appropriate block indicating whether the vehicle will be used as a school bus, mass transit or other bus.

- If there is a check in the "other bus" block, attach a statement: (1) explaining the intended use of the bus; (2)stating whether or not a fee to ride the bus is/will be charged; and (3) stating whether or not the bus is/will beoperated under I.C.C. or P.U.C. regulations.

❖ If the vehicle is a motorcycle, motor-driven cycle or moped:

- CYLINDER CAPACITY - Check appropriate block.
- BRAKE HORSEPOWER - Check appropriate block.
- OPERABLE PEDALS - Check appropriate block.
- MAXIMUM DESIGN SPEED - Check appropriate block.
- AUTOMATIC TRANSMISSION - Check appropriate block.
- DESIGNED/ALTERED FOR ROAD USE - Check appropriate block indicating whether or not the vehicle was manufactured, or has been altered, for use on the highway.
  NOTE: If the vehicle is a new vehicle, the cylinder capacity and the brake horsepower will be printed on the MCO. If the vehicle was previously titled out-of-state and this information is not known or is not found on the out-of-state certificate of title, contact a local cycle dealer selling the make of the vehicle.

❖ If the vehicle is a motor home:

- CHASSIS MANUFACTURER - List the name of the company who manufactured the chassis of the vehicle.
  NOTE: If it is a new vehicle that was manufactured in two stages, this information will be printed on the MCO for the chassis.
- BODY MAKE - List the full trade name of the body of your vehicle.

❖ Trailers and all other vehicles not listed above.

- NUMBER OF AXLES - List total number of axles.
- REQUESTED REGISTERED GROSS WEIGHT - List the registered gross weight at which the applicant wishes to register the vehicle, including load.
- SUM OF GAWR's (Gross Axle Weight Ratings) - Add the maximum weight capacities for each axle and list the sum.
- UNLADEN WEIGHT - List the weight of the vehicle, fully equipped for service excluding the weight of any load. Include this information for trailers.

❖ If the vehicle is a truck or truck tractor which will be operated in combination:

- REQUESTED REGISTERED GROSS COMBINATION WEIGHT - List the registered gross combination weight the applicant is requesting.
- GROSS COMBINATION WEIGHT RATING - List the gross combination weight rating as established by the manufacturer. This information may be found on the vehicle's VIN plate and/or printed on the MCO, if a new vehicle.

SECTION G - APPLICATION FOR REGISTRATION

❖ REGISTRATION PLATE INFORMATION

- If original registration plate issuance, check block indicating either; (1) registration plate is to be issued by PennDOT, (2) exchange registration plate is to be issued by PennDOT, or (3)

temporary registration plate is being issued by a full agent. **NOTE: If registration plate is to be issued by PennDOT, valid proof of insurance must be attached.**

- Temporary Registration Plate Number - Place the sticker for the corresponding registration plate that was issued with the temporary registration plate, on the line provided for the temporary registration plate number. A temporary registration plate is valid for 90 days. **NOTE**: Before placing the sticker on Form MV-1, please be sure to "hand write" the registration plate number in the space provided. This will ensure that all three copies of Form MV-1 have the registration plate information recorded.

NOTE: Temporary registration may not be issued on Form MV-1 for reconstructed, specially constructed or recovered theft vehicles, for vehicles to be issued apportioned registration, for vehicles that need to follow importation procedures or for vehicles with a court order as the proof of ownership document. PennDOT will issue the registration credentials at the time the application is processed. The vehicle may not be operated on the highway until the registration credentials are received.

- TRANSFER OF A PREVIOUSLY ISSUED REGISTRATION PLATE - Check this block if the applicant is transferring a registration plate from another vehicle.
- TRANSFER AND RENEWAL OF REGISTRATION PLATE - Check this block if the applicant is transferring a registration plate from another vehicle and renewal of that registration plate is needed. The applicant may be eligible to renew their motor vehicle registration for either a one-year or two-year registration period. Both registration periods and the required fees are provided on the registration renewal form or Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees." **NOTE**: If the fee listed in the "2-yr. fee" block on the registration renewal form is "N/A," the vehicle type is not eligible to renew for a two-year period.
- TRANSFER AND REPLACEMENT OF REGISTRATION PLATE - Check this block if the applicant is transferring a registration plate from another vehicle and replacement of the registration plate is needed.
- REGISTRATION PLATE NUMBER - List registration plate number being transferred.
- EXPIRES - List month and year of expiration of registration plate as shown on the applicant's registration card for the registration plate being transferred.
- REASON FOR REPLACEMENT - Check appropriate block for reason for replacement of registration plate. **NOTE:If "NEVER RECEIVED" block is checked, applicant must submit a completed Form MV-50, "Application for Replacement of Never Received Product."**
- TRANSFERRED FROM TITLE NUMBER - List title number of the vehicle from which registration plate is being transferred.
- VIN - List Vehicle Identification Number of vehicle from which registration plate is being transferred.
- SIGNATURE OF PERSON FROM WHOM REGISTRATION PLATE IS BEING TRANSFERRED (if other than applicant) - If the registration plate was not taken from a vehicle registered in the applicant's name, the signature of the person to whom the registration plate was previously registered is required.
- RELATIONSHIP TO APPLICANT - Relationship of person from whom the registration plate is being transferred must be listed. Under Section 1314(a) of the Pennsylvania Vehicle Code, a

registration plate may be transferred between spouses or between parent(s) including step-parent(s) or parent(s)-in-law and their child(ren) including step-child(ren) or child(ren)-in-law. A registration plate may also be transferred: (1) to or from a vehicle leased by an individual; and (2) to or from a sole proprietorship by the sole owner of such business.

- INSURANCE INFORMATION - List the name of the applicant's insurance company, policy number, NAIC number, and policy effective and expiration dates covering this vehicle. If a policy number has not been issued, attach a copy of the insurance binder. **NOTE: The applicant's signature on this application acknowledges that their** operating privilege and registration may be suspended if financial responsibility is not maintained for the period of registration.
- ISSUING AGENT INFORMATION
  - Month, day and year of issuance of the temporary registration plate or the transfer of temporary registration must be listed. No alteration of date will be accepted. This date certifies the date the authorized agent verified the applicant had valid proof of financial responsibility.
  - Issuing Agent - Print name exactly as registered with the Bureau of Motor Vehicles.
  - Agent Number - List card agent identification number, full agent identification number or Dealer/Business Partner Identification Number.
  - Issuing Agent Signature - Signature of issuing agent is required.
  - Telephone - List area code and business telephone number of issuing agent.

  NOTE: The issuing agent information must be completed even if no registration was issued. The date would be blank if no registration plate was issued, or no transfer of registration was completed.

SECTION H - TAX/FEES

For a complete listing of motor vehicle fees, refer to Form MV-70S, "Bureau of Motor Vehicle Schedule of Fees," found on our website at www.pa.gov/dmv.

- PURCHASE PRICE - List the correct purchase price. Purchase price includes any lien or other obligation assumed by the purchaser. Enter total purchase price in Section I, including installation charges on contract sales of mobile homes. If purchase price is less than 80% of the vehicle's average fair market value, or the vehicle is over 15 years old and the purchase price is less than $500, Form MV-3, "Motor Vehicle Verification of Fair Market Value by the Issuing Agent," must be completed. If tax credit is claimed, evidence of tax paid must be attached.
- LESS TRADE-IN - List amount of trade-in, if applicable.
- TAXABLE AMOUNT - Determine the taxable amount by subtracting the trade-in amount received from the purchase price. If there was no trade-in, the purchase price is the taxable amount.
- Times 6% Sales Tax - Multiply taxable amount by 6% (.06). Residents of Allegheny County must pay an additional 1 % sales tax. Multiply taxable amount by 7% (.07). Residents of the City of Philadelphia will pay an additional 2% sales tax. Multiply taxable amount by 8% (.08).
- LESS TAX CREDIT - Credit will be granted for state sales and use taxes legally paid to another state, provided such state grants similar tax credit for taxes paid to Pennsylvania. Refer to Form REV-227, "Sales and Use Tax Credit Chart" found on Department of Revenue's website at https://www.pa.gov/agencies/revenue.html. Proof of payment from

state where tax was paid must be attached.

a. SALES TAX DUE - Sales tax due is the amount shown in sales tax block unless a tax credit is listed. If sales tax credit is listed, determine sales tax due by subtracting tax credit from 6% sales tax (Allegheny County residents pay 7% sales tax and City of Philadelphia residents pay 8%) and list proper amount.

   1a. If claiming a tax exemption, indicate the proper exemption reason code from the reverse side of the white copy of Form MV-1 [numeric codes 1 through 26 or 0 (explain in detail reason code)] in block 1A.

   1b. List exemption authorization number (issued by Revenue Department, ICC or PUC) in block 1B, if applicable.

   1c. If the vehicle is a leased vehicle, 9,000 pounds or less, the lessor's Public Transportation Assistance Fund(PTA) Number must be listed in block 1C. If the applicant is unsure if they have a PTA Tax Number, they may call the Tax Payer Service and Information Center at 717-787-1064.

b. TITLE FEE – List Certificate of Title fee. For a complete listing of motor vehicle fees, refer to Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees," found on our website at www.pa.gov/dmv.

c. LIEN FEE – List lien recording fee, if recording a lien against this vehicle. **NOTE: An additional lien recording fee is required for each subsequent lien recorded.**

❖ REGISTRATION OR PROCESSING FEE - If the applicant is applying for a registration plate from PennDOT or a temporary registration plate has been issued, list appropriate registration fee or list the processing fee amount in this block. The applicant may be eligible to register their motor vehicle for either a one-year or two-year registration period. Required fees are provided on Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees."

- If claiming retired status, Form MV-371, "Application for a Retired Person's Processing Fee on a VehicleRegistration," must be submitted.
- If claiming veteran status, Form MV-371DV, "Supplemental Application for Free Registration for Veterans," must be completed.
    - The following individuals are exempt from title and registration fees for one (1) qualified vehicle.
        - Vehicles registered to a veteran who lost a limb or eye or who became partially paralyzed while serving in the armed forces of the United States.
        - Vehicles registered to a person who, as a member of the armed forces of the United States, was captured by the enemy in any armed conflict for which the Department of Defense authorizes a campaign medal.
        - Vehicles registered to a person who has been awarded the Congressional Medal of Honor.
        - Vehicles registered to a person who has been awarded the Purple Heart.
- If requesting a street rod registration plate, a fee is required when transferring and replacing a previously issued registration plate. **NOTE: If a street rod registration plate is being requested on a newly purchased vehicle, the fee must be accompanied by the vehicle's appropriate registration fee.** For a complete listing of motor vehicle fees, refer to Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees," found on our website at www.pa.gov/dmv.
- Organizations covered under Section 1901(c) of the Pennsylvania Vehicle Code must

submit a Processing Fee in Lieu of Registration fee. **NOTE: If an applicant is eligible for a processing fee in lieu of registration, they cannot obtain a two-year registration.** For a complete listing of motor vehicle fees, refer to Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees," found on our website at www.pa.gov/dmv.

FEE EXEMPT CODE - If the applicant is a PennDOT-approved organization qualifying under Section 1901(c) of the Pennsylvania Vehicle Code, list the 5-digit exemption code number assigned by PennDOT.

- If requesting a farm truck certificate of exemption (Type A, Type B, Type C or Type D), use Form MV-77A,"Application for Farm Vehicle 2 Year Certificate of Exemption," in conjunction with Form MV-1 or Form MV-4ST. For a listing of the applicable certificate of exemption fees by type, refer to Form MV-70S, "Bureau ofMotor Vehicles Schedule of Fees" found on our website at www.pa.gov/dmv .

d. COUNTY FEE: The applicant's county of residence may implement an annual fee of $5 for each non-exempt vehicle registered to an address in that county. The $5 county fee is collected by PennDOT at the time a vehicle is registered and at the time registration is renewed. This means registrants applying for a two-year period of registration will pay a $10 Fee for Local Use; registrants applying for a 5-year period of registration for a trailer will pay a $25 Fee for Local Use. For a listing of participating counties that enacted a fee for local use, refer to the Fee for Local Use – Participating Counties Fact Sheet, found on our website at www.pa.gov/dmv

e. DUPLICATE REGISTRATION CARD FEE AND NUMBER OF CARDS: A $2 fee for each duplicate registration card is due at the time of registration, replacement of registration plate or transfer of registration plate. List appropriate fee and number of registration cards desired.

f. TRANSFER FEE: If the applicant is transferring a registration plate, list the transfer fee. For a complete listing of motor vehicle fees, refer to Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees," found on our website at www.pa.gov/dmv.

g. INCREASE FEE: If the applicant is transferring a registration plate from a vehicle to another vehicle in a higher class and the registration fee is greater, list the increase in fee due.

h. REPLACEMENT FEES:

   a. **Registration Plate**: A fee is required for a replacement registration plate. In conjunction with replacement of your registration plate, you will receive one registration card. For a complete listing of motor vehicle fees, refer to Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees," found on our website at www.pa.gov/dmv.

   b. If additional registration cards are desired, there is a fee for each additional registration card. (See #6 above.)

i. TOTAL PAID – Add blocks 1 thru 9 and list the total amount. Send a check or money order made payable to the"Commonwealth of Pennsylvania."

SECTION I - SEAL AND APPLICATION FOR TITLE

❖ APPLICANT CERTIFICATION - The applicant refers to the person(s) whose name(s) appears in Section B. The application must be signed in the presence of a notary public, if notarizing, or in the presence of an employee of a dealership authorized to verify signatures.

- If one purchaser is applying for certificate of title, their signature must appear on the first line in the space provided. When the vehicle is in the name of a

company/corporation, the signature of an authorized representative is required. The title of the authorized signer for a business must appear on the second line.

- If joint ownership, the co-purchaser's signature must appear on the second line in the space provided.
- If there are two owners for assignment, both have to be present for signature and notarization or verification ofsignature.
- List the applicant's complete telephone number, including the area code. The telephone number will only be used to assist in processing the application.
- Notarization of application section (WHITE COPY ONLY) must be completed by the authorized agent and stamp affixed or verification in lieu of notarization may be used by agents/licensed dealers with a DIN or Business

  Partner ID Number and those who issue temporary registration plates. All other authorized agents must continueto notarize documents.

  NOTE: Section I must be signed after the form is completed in its entirety, including payment for all fees due.

APPLICATION FOR CERTIFICATE OF TITLE FOR MOBILE HOME OR MANUFACTURED HOME

When transferring ownership of a mobile home or manufactured home, additional documentation must be included.

If a mobile home or manufactured home that has been anchored to the ground to facilitate connection with electricity, water and sewerage and **has been** previously titled in PA and used as a residence in PA immediately preceding its sale or transfer, is offered for sale or transfer, the transferor shall obtain a tax status certification from the Tax Claim Bureau of the county in which the home is situated, showing the county, municipal and school district real estate taxes due on the home as shown by the Tax Bureau records as of the date of the certification. This includes any delinquent taxes turned over to a third party for collection. This tax certification shall be provided to the transferee and PennDOT in conjunction with the transfer of ownership.

NOTE: If a new mobile home or manufactured home is being titled using the Manufacturer's Certificate of Origin (MCO)as the proof of ownership, **neither** the tax status certification nor Form MV-16T is required.

The tax status certification must include the following information:

- The parcel number assigned to the home.
- The amount of current or delinquent taxes owed from the parcel number.
- The date upon which a tax for the parcel number will accrue and the taxing period that the tax will cover.
- The address and telephone numbers of the tax collection authority and tax claim bureau or equivalent office.

If taxes are due for the home**,** the transferor shall pay the delinquent real estate taxes in full or cause the taxes to be paid in full and an updated tax status certification must be obtained and provided to the transferee and PennDOT before the transfer is completed.

If the mobile home or manufactured home is NOT anchored to the ground to facilitate connections with electricity, waterand sewerage OR was not used as a residence in Pennsylvania or isn't titled in Pennsylvania, Form MV-16T, "Self- Certification of Exemption from Tax Status Certificate When Transferring Ownership of a Mobile Home or ManufacturedHome," must be provided in lieu of the tax status certification. Form MV-16T is to be completed by the

transferors of the mobile home or manufactured home and provided to the transferee to be submitted with the completed application for a Pennsylvania Certificate of Title.

MAILING REQUIREMENTS

Please use the unique post office box number printed in the upper right corner of Form MV-1 when mailing your application to PennDOT. Completed applications and supporting documents must be submitted to PennDOT within 20 days from date of sale. **NOTE: Dealers applying for a dealer certificate of title only must instead use P.O. Box 67470 and the zip code of 17106-7470 and disregard the post office box number listed on the form.**

Please Note: Authorized agents are under contract with PennDOT and may charge a market driven service (delivery) fee. These are in addition to any PennDOT statutory fees for temporary, or in some cases, permanent motor vehicle registration plates and cards or other related products and services offered by the agent. The agent's service (delivery)fees are market driven and vary by agent. To compare service (delivery) fees, you are encouraged to contact the authorized agents in your area for the applicable service (delivery) fees charged.

FACT SHEET

CLICK HERE
to go to FACT SHEET

Acceptable Proof of Identification Documents for Completing Motor Vehicle Forms

PURPOSE

This fact sheet provides the proper forms of personal identification documents required to be used by an issuing agent to verify the identity of a person when completing motor vehicle forms.

REQUIREMENTS

Issuing agents are required to attach a legible photocopy of the front and back of the accepted identification credential, along with any title and/or registration application submitted to PennDOT. Agents may only accept one of the following credentials for identification purposes in order to issue title and registration documents:

1. A valid Pennsylvania Photo Driver's License;
2. A valid Pennsylvania Photo Identification Card;
3. A valid Pennsylvania Photo Exempt Driver's License;
4. A valid Pennsylvania Photo Exempt Identification Card;
5. A valid Pennsylvania 15-day temporary internet driver license or identification card renewal credential and expired DL/ID;
6. A valid Pennsylvania Camera Card and Pennsylvania Expired Identification Credential; or
7. A valid U.S. Armed Forces Common Access Card or a valid Next Generation Uniformed Services ID card
    a. U.S. Armed Forces personnel must include Active-Duty Military Orders with the U.S. Armed Forces Common Access Card or a valid Next Generation Uniformed Services ID card.
    b. NOTE: An agent can only use item 7 option to title and registration a vehicle if the Active Military Orders are for six (6) months or greater, if the customer doesn't have a Pennsylvania Driver License or Pennsylvania State ID card.
    c. Dependents of Armed Forces personnel must provide a valid United States Uniformed Services Identification and Privilege Card (DD Form 1173).

Each of the documents above must be in the same name as the name and address listed on the motor vehicle applications. If the correct address does not appear on the Pennsylvania identification credentials, the applicant must provide the agent with the Driver's License Update Card, If the applicant does not have updated credentials, they must obtain one prior to the agent completing the application for title and/or registration.

NOTE: The requirements for Pennsylvania identification do not apply to the seller or sellers of a vehicle. However, this does not exempt the seller or sellers from providing valid government issued photo identification for identification purposes when completing motor vehicle applications as the seller of a vehicle.

When completing motor vehicle applications, agents are required to examine and analyze the identification credential for purposes of validation. It is essential the authorized agent properly identifies the person whose signature is being notarized or verified in lieu of notarization. Please be aware that an authorized agent may be held legally responsible for notarizing or verifying a document without first establishing a person's identity. In order to do this, the only documents that may be used to identify the

individual making the application are a valid PA Photo Driver's License, a valid PA Photo Identification Card, a valid PA Photo Exempt Driver's License, a valid PA Photo Exempt Identification Card, a valid Pennsylvania 15-day temporary internet driver license or identification card renewal credential and expired DL/ID, a valid Pennsylvania Camera Card and Expired Identification Credential or a valid U.S. Armed Forces Common Access Card or a valid Next Generation Uniformed Service ID card. Dependents of U.S. Armed Forces personnel must provide DD Form 1173 or the Next Generation Uniformed Service ID card. U.S. Armed Forces personnel must include Active-Duty Military Orders with the U.S. Armed Forces Common Access Card or a valid Next Generation Uniformed Services ID card. NOTE: An agent can only use this option to title and registration a vehicle if the Active Military Orders are for six (6) months or greater, if the U.S. Armed Forces personnel doesn't have a valid or expired Pennsylvania Driver license or ID card. If the U.S. Armed Forces personnel has a current or expired Pennsylvania Driver's License or Identification Card, that must be included with the application.

International Driver's Licenses will not be accepted and cannot be used to identify an individual making application. Issuing agents completing motor vehicle applications for title and registration must maintain a front and back copy of the above stated proofs of identification for a period of three years from the date of application. If unsure of the validity of the credential, **DO NOT PROCESS** the title application. Processing applications for title and registration with any forms of identification other than those listed on this fact sheet, may result in the suspension or termination of your agent contract.

NOTE: Title 67, Chapter 43.5 (f)(3) states "a copy of the document used for identification" must be retained at the place of business of the issuing agent for at least three years." Issuing agents are required to retain a photocopy of the front and back of one of the acceptable identification credentials listed above.

Please Note: Authorized agents are under contract to PennDOT and may charge a market driven service (delivery) fee. These are in addition to any PennDOT statutory fees for temporary, or in some cases, permanent motor vehicle registration plates and cards or other related products and services offered by the agent. The agent's service (delivery) fees are market driven and vary by agent. To compare service (delivery) fees, you are encouraged to contact the authorized agents in your area for the applicable service (delivery) fees charged.

ITEMS AGENTS SHOULD EXAMINE TO VALIDATE IDENTIFICATION CREDENTIALS

(New Design)

Pull out your driver's license or photo identification card and compare it to the identification credential presented to you. This will assist you in determining the validity of the product.

VALID PENNSYLVANIA DRIVER'S LICENSE

Does the driver's license contain a three-digit code?

Does the driver's license contain a signature?

Is the signature in the correct position?



There in an 8-digit number.

Do the photos match?

VALID PENNSYLVANIA PHOTO IDENTIFICATION CARD

Does the identification card contain a three-digit code?

Does the identification card contain a signature?

Is the signature in the correct position?



There in an 8-digit number.

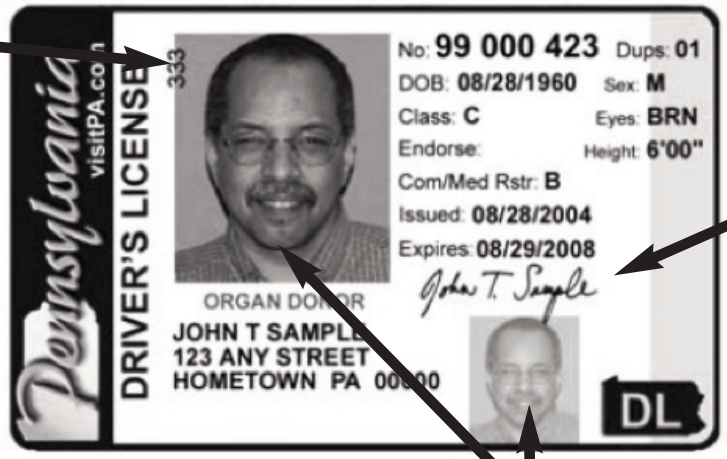
Do the photos match?

Agents are required to examine and analyze the identification credential for the purposes of validation. The information provided are examples of items agents should be examining on the identification credential provided and is <u>not</u> an all-inclusive list. There may be other items agents may find during examination such as font size, photo askew, etc., that would indicate the document, is counterfeit or altered.

ITEMS AGENTS SHOULD EXAMINE TO VALIDATE IDENTIFICATION CREDENTIALS

Pull out your driver's license or photo identification card and compare it to the identification credential presented to you. This will assist you in determining the validity of the product.

VALID PENNSYLVANIA DRIVER'S LICENSE



VALID PENNSYLVANIA PHOTO IDENTIFICATION CARD



Agents are required to examine and analyze the identification credential for the purposes of validation. The information provided are examples of items agents should be examining on the identification credential provided and is <u>not</u> an all inclusive list. There may be other items agents may find during examination such as font size, photo askew, etc., that would indicate the document, is counterfeit or altered.

TIPS FOR PROOF OF IDENTIFICATION SECTION

- Agents are required to examine and analyze the identification credential for the purposes of validation. The information provided are examples of items agents should be examining on the identification credential provided and is not an all-inclusive list. There may be other items that agents may find during examination such as font size, photo askew, etc., that would indicate the document, is invalid or unreliable.
- Only the five documents listed on the "Acceptable Proof of Identification Documents for Completing Motor Vehicle Forms Fact Sheet" are acceptable for an agent to verify the identity of a person completing motor vehicle forms. Passports are no longer accepted.
- The Pennsylvania identification requirement does not apply to the seller or sellers of a vehicle.
- Agents should also examine the reverse side of the identification credential. Read the information listed. There should not be any reference to "non-government issued" or other such language.
- International Driver's Licenses are **NOT** acceptable.
- The name listed on the identification credential must be the same name listed on the motor vehicle application.
- Accepting any identification, other than those listed on the "Acceptable Proof of Identification Documents for Completing Motor Vehicle Forms Fact Sheet," may result in suspension or termination of your contract.
- If you are not sure of the validity of the credential, **DO NOT PROCESS** the title application.
- If you suspect the identification credential being presented is fraudulent, the title/registration application should not be processed and should be returned to the customer. If possible, a copy of the ID credential should be submitted to PennDOT's Office of Risk Management at:

  Pennsylvania Department of Transportation
  Office of Risk Management
  P.O. Box 69005
  Harrisburg, PA 17106-9005

CLICK HERE
to go to FACT SHEET

FACT SHEET

Identification Requirements for Completion of Motor Vehicle Applications By Business Organizations or Non-Profit Corporations

PURPOSE

This fact sheet explains the requirements for establishing the identity and authority of an individual for the purposes of completing Pennsylvania Certificate of Title applications (buying or selling) on behalf of a business organization or a non-profit corporation. A business organization includes a sole proprietorship, a general or limited partnership, corporation, a limited liability partnership (LLP) or a limited liability company (LLC).

APPLICANT REQUIREMENTS (Buyer)

An applicant for title must establish:

(1) Their identity; please refer to the "Acceptable Proof of Identification Documents for Completing Motor Vehicle Forms Fact Sheet" for acceptable proofs of identification.

(2) The existence of the business organization or non-profit corporation, in whose name the title is to be issued, (Pennsylvania address for business must be listed), such as:

(a) A utility bill in the name of the business; or,

(b) A document issued by a federal or state government agency recognizing or authorizing the existence of the business organization or non-profit corporation. An example is a document such as a fictitious name filing form or a certificate of registration for the business issued by the Department of Revenue or Department of State; or,

(c) A document creating or governing the business organization or non-profit corporation. An example is the by-laws or articles of incorporation of a corporation, a partnership agreement for a partnership or LLP or a certificate of organization or operating agreement for an LLC.

(3) Their actual authority to act on behalf of the business organization or non-profit corporation to apply for title.

SELLER REQUIREMENTS

A seller of the vehicle must establish:

(1) Their identity; please refer to the "Acceptable Proof of Identification Documents for Completing Motor Vehicle Forms Fact Sheet" for acceptable proofs of identification.

(2) Their actual authority to act on behalf of the business organization or non-profit corporation to apply for title.

AGENT RESPONSIBILITIES

Proof of Individual Identity

An issuing agent must have satisfactory evidence the person appearing before them is the person executing the application to obtain title to a motor vehicle in the name of a business organization or non-profit corporation. For this purpose, the issuing agent is required to establish proof of identity for the person by examining one form of valid proofs of identification as listed on the "Acceptable Proof of Identification

Documents for Completing Motor Vehicle Forms Fact Sheet."

Proof of Authorization

The person must establish their actual authority to act on behalf of the business organization or non-profit corporation making application for a Pennsylvania title. The individual must be the person indicated in the chart below and provide written documentation clearly indicating the person's position within that business, organization or non-profit corporation.

If the individual making application for the title is an employee of the business organization or non-profit corporation, written documentation, on organization letterhead, clearly indicating the person's authority to act on behalf of the business organization or non-profit corporation must be provided. The written documentation must be signed by one of the authorized person(s) identified on the chart.

If the individual making application for the business organization or non-profit corporation is not one of the persons identified in the chart or an authorized employee, a valid power of attorney executed by an authorized person on behalf of the business organization or non-profit corporation must be provided. **NOTE:** A power of attorney used in this situation must be made 90 days before the application is received by PennDOT, unless the 90th day occurs during a declaration by the Governor of disaster emergency under 35 PA.C.S. 7301(C) (relating to general authority of governor). A limited power of attorney may be used for the sale, purchase or transfer of manufactured homes during the period of the disaster emergency and for 10 days following the expiration of the disaster emergency.

BUSINESS ENTITY	PERSON WHO HAS AUTHORITY TO COMPLETE A TITLE APPLICATION FOR A BUSINESS ENTITY
Sole Proprietorship	(a) Sole proprietor
Partnership	(a) A Partner
Corporation (Profit & Non-Profit)	(a) Director, if authorized (b) Executive Officer as indicated in the Articles of Incorporation
Limited Liability Partnership (LLP)	(a) A Partner
Limited Liability Corporation (LLC)	(a) Member, if member-managed LLC (b) Manager, if manager-managed LLC

PennDOT requires the agent to maintain copies of the proof of the applicant's identity, the applicant's authority to complete the title application and the document used to provide existence of the business organization or non-profit corporation.

NOTE: No agent, including an online agent, may process any motor vehicle application containing an out-of-state address. These applications and supporting documents must be forwarded to PennDOT for processing.

Please Note: Authorized agents are under contract to PennDOT and may charge a market driven service (delivery) fee; in addition to any PennDOT statutory fees for temporary, or in some cases, permanent motor vehicle registration plates and cards or other related products and services offered by the agent. The agent's service (delivery) fees are market driven and vary by agent. To compare service (delivery) fees, you are encouraged to contact the authorized agents in your area for the applicable service (delivery) fees charged.

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to go to FACT SHEET

FACT SHEET

Address Requirements for Titling and/or Registering a Vehicle in Pennsylvania

PURPOSE

This fact sheet explains Pennsylvania address requirements for all applications to title, and/or register a vehicle, or any application requesting a change of address.

REQUIREMENTS

Pennsylvania Address:

Effective Jan. 31, 2006, only a Pennsylvania address may be recorded on title and registration products. All applications to title, and/or register a vehicle, or any application requesting a change of address must list the customer's bona fide Pennsylvania numbered street address. (This applies to companies as well.) The address listed on the customer's acceptable proof of identification must be the same address listed on the title and/or registration application.

The only exceptions to motor vehicle documents being processed with an out-of-state address are:

- U.S. Armed Forces personnel or their dependents.
- An employee of federal or state government or their immediate families whose workplace is located outside of Pennsylvania.
- A business located outside of Pennsylvania with no Pennsylvania location and the vehicle is regularly operated in carrying on business within this commonwealth.
- A Park Model Trailer that is permanently located in Pennsylvania.

If the applicant is entitled to one of the above exceptions, Form MV-8, "Self Certification for Proof of Residency" must be completed and attached to the title and/or registration application or the change of address request along with a letter from the applicant's employer, on employer letterhead, to document the applicant's status, or the applicant may attach a copy of their current photo ID issued by their employer.

NOTE: Mobile home titling applications are exempt from the Pennsylvania address requirement. Form MV-8,is not required when titling a mobile home to an out-of-state address.

All applications where an out-of-state address is requested **MUST,** be forwarded to PennDOT for processing along with the required documentation. **No agent, including an on-line agent, may process any motor vehicle application containing an out-of-state address.** These applications and supporting documents must be forwarded to PennDOT for processing.

Pennsylvania residents who lease a vehicle from a leasing company located outside of the commonwealth may still title and register the vehicle in Pennsylvania provided the lessee is in fact a Pennsylvania resident, and provides one of the identification documents required to title and/or register a vehicle in Pennsylvania. This means that when the application for title and registration is completed and submitted to PennDOT with Form MV-1L, "Application for Lessee Information" blocks 2, 6 or 7 must be checked indicating the lessee is responsible for all registration documents. In

addition, if the lessee is requesting an out-of-state address they must qualify for one of the out-of-state address exemptions and must comply by submitting the necessary documents to obtain the out-of-state address. However, if blocks 0, 1 or 5 are checked indicating the leasing company is responsible for all registration documents and the leasing company is requesting an out-of-state address, they must qualify for one of the out-of-state address exemptions and must comply with submitting the necessary documents to obtain the out-of-state address. Please keep in mind any applications requesting an out-of-state address must still be submitted to PennDOT for processing.

Post Office Box:

Post Office Box addresses may only be used in conjunction with a bona fide numbered street address. Post Office Box address alone is not permitted. The Pennsylvania Vehicle Code requires actual or bona fide addresses on applications for title and registration.

Care Of (C/O):

C/O (care of) addresses are not permitted. The Pennsylvania Vehicle Code requires actual or bona fide addresses on applications for title and registration.

The only exception to this is when an insurance company is requesting a certificate of salvage. PennDOT allows insurance companies to request a certificate of salvage in their name with a C/O to a salvage auction with the salvage auction's address.

Examples of how an address would be recorded on MV records:

- *1st line*: Street address - this line would contain the physical street address information.
- *2nd line*: Additional address information - This line would contain any addition address information, such as an apartment number or any P.O. Box information.
- *3rd line*: City, State and Zip Code.

John Public
23 Bull Drive
Apt. 3
Harrisburg, PA 17104

Jane Public
123 Main Street
P.O. Bx 4
Harrisburg, PA 17106

Please Note: Authorized agents are under contract to PennDOT and may charge a market driven service (delivery) fee; these are in addition to any PennDOT statutory fees for temporary, or in some cases, permanent motor vehicle registration plates and cards or other related products and services offered by the agent. The agent's service (delivery) fees are market driven, and vary by agent. To compare service (delivery) fees, you are encouraged to contact the authorized agents in your area for the applicable service (delivery) fees charged.

MV-8 (1-25)

Pennsylvania
Department of Transportation

SELF CERTIFICATION FOR PROOF OF RESIDENCY

For Department Use Only
Bureau of Motor Vehicles • PO Box 68293 • Harrisburg, PA 17106-8293

OUT-OF-STATE ADDRESS: Motor vehicle documents to an out-of-state address will not be issued, **EXCEPT** in the case of: U.S. Armed Forces personnel and employees of federal or state governments or their families whose workplace is located outside of Pennsylvania, a business located outside of Pennsylvania with no Pennsylvania office, or a Park Model Trailer permanently located in Pennsylvania. This form must also be submitted when applying for a Persons with Disability Parking Placard using Form MV-145A to request issuance to an out-of-state address. If any of these exceptions applies to you, please check the appropriate box in Section C and include documentation with this application.

A VEHICLE INFORMATION

Vehicle Identification Number	Title Number	Registration Plate Number

B VEHICLE OWNER INFORMATION

Last Name (or Full Business Name)	First Name	Middle Name	PA DL/Photo ID# or Bus. ID#	Date of Birth

Co-Applicant Last Name	First Name	Middle Name	PA DL/Photo ID#	Date of Birth

Current Street Address		

City	State	Zip Code

C CERTIFICATION

❒ **I certify that my workplace is located outside of Pennsylvania and I am employed by, or am an immediate family member of a person employed by:**

❒ U.S. Armed Forces ❒ Federal Government ❒ Pennsylvania State Government

Person meeting exemption (check one): ❒ Self ❒ Spouse ❒ Dependent Child

Please attach a letter from your employer on their letterhead to document your status, or attach a copy of your current photo ID issued by your employer. If you are the immediate family member of a person meeting one of the allowable exceptions, attach documentation for the person entitled to the exception.

❒ **I certify that the business is located outside of Pennsylvania with no Pennsylvania location and this vehicle is regularly operated in carrying on business within this commonwealth.** Please attach documentation showing the existence of the business in a state other than Pennsylvania, the authorized person's out-of-state driver's license and documentation indicating where the vehicle is being used in Pennsylvania.

❒ **I certify that the vehicle is a Park Model Trailer and is permanently located in Pennsylvania.** Please attach a copy of your out-of-state driver's license or photo identification and documentation of where the Park Model Trailer is located in Pennsylvania.

D SIGNATURE

I hereby certify under penalty of law that ALL information is TRUE and CORRECT and that I 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 one year (18 Pa.C.S. Section 4904[b]).

Applicant's Signature	Date	Telephone Number

Co-Applicant's Signature	Date	Telephone Number

Visit us at www.pa.gov/dmv or call us at 717-412-5300. TTY callers — please dial 711 to reach us.

NOTE: If applicant is requesting an out-of-state address on Form MV-8, they must be forwarded to PennDOT for processing

MV-1 (1-19)

pennsylvania
DEPARTMENT OF TRANSPORTATION
www.dmv.pa.gov

APPLICATION FOR CERTIFICATE OF TITLE

Attach Proof of Ownership • Type or Print
Make check payable to Commonwealth of Pennsylvania

Bureau of Motor Vehicles
P.O. Box 68591
Harrisburg, PA 17106-8591

No.

MV-1 (1-19)

A. VEHICLE DESCRIPTION

Make of Vehicle	Vehicle Identification Number (VIN). If tracing required, tape securely to reverse side of this copy.	Body Type (SDN, TK, Bus, etc.)	Model Year
FORD	3GNEK13T67D458321	TK	2007

Gross Vehicle Wt. Rating	Fuel Type:	DIN/Bus. Part. ID/Mechanic #	Authorized Notary Public or Certified Inspection Mechanic (Print Name)
14,050	☐ Diesel ☐ Propane ☐ Gasoline ☑ Electric ☐ Natural Gas ☐ Hybrid ☐ Other	85-5840LA	Marion Notary

Check the appropriate block if the vehicle is to be used or was formerly used as a ☐ **Taxi** or a ☐ **Police Vehicle** (If applicable)

I certify that I have verified that a legible tracing cannot be secured and that the above VIN and vehicle weight information listed here and in Section F are correct. Sign Here: *Marion Notary*

B. APPLICANT INFORMATION

Last Name (or Full Business Name)	First Name	Middle Name	PA DL/ID# or Bus. ID#	Date of Birth
Smith	John	Ray	12-345-678	4-23-1956
Co-Purchaser Last Name	**First Name**	**Middle Name**	**PA DL/ID#**	**Date of Birth**
Jones	Amy	Sue	23-456-789	1-17-1959

Street	Date Acquired/Purchased	COUNTY CODE
1700 South Street	9-1-20XX	2 2

City	State	Zip Code	Dealer/Bus. Partner ID# (If Applicable)
Anytown	PA	17000	85-5840LA

Refer to county codes listing on reverse side of yellow copy

NOTE: If a co-purchaser other than your spouse is listed and you want the title to be listed as "Joint Tenants With Right of Survivorship" (On death of one owner, title goes to surviving owner.) **CHECK HERE** ☑. Otherwise, the title will be issued as "Tenants in Common" (On death of one owner, interest of deceased owner goes to their heirs or estate.)

NOTE: If the vehicle is to be used as a daily rental or leased vehicle, **CHECK HERE** ☐. If block is checked, complete and attach Form MV-1L.

C. MILEAGE INFORMATION

☐ Reflects the amount of mileage in excess of its mechanical limits.

☐ Is **NOT** the actual mileage. **WARNING:** Odometer discrepancy.

WARNING: Federal and state laws require that you state the mileage in connection with the transfer of ownership. failure to complete or providing a false statement may result in fines and/or imprisonment.

ODOMETER READING: 5 2 Tenths ☒

D. LIEN INFORMATION

If no lien, **CHECK** ☐. Is this an ELT? (If yes, FIN required) ☑ YES ☐ NO

1st Lienholder Financial Institution Number	1st Lienholder Name	Street	City	State	Zip Code
12345678901	ABC Bank	1 New Street	Anytown	PA	17000

If no 2nd lien, **CHECK** ☐. Is this an ELT? (If yes, FIN required) ☐ YES ☐ NO

2nd Lienholder Financial Institution Number	2nd Lienholder Name	Street	City	State	Zip Code

E. VEHICLE TRADED

Make of Vehicle	Vehicle Identification Number (VIN)	Model Year
FORD	ABC346BC059753251	2004

Body Type (SDN, BUS, TK, etc.): SDN

Condition of Vehicle: ☑ GOOD ☐ FAIR ☐ POOR

F. ADDITIONAL VEHICLE INFORMATION

Passenger, Taxi/Bus	☐ Passenger ☐ Taxi ☐ Limousine ☐ School Bus ☐ Mass Transit ☐ Other Bus	Seating Capacity
Motorcycle, Motor Driven Cycle, Moped	Cylinder Capacity 50cc or Less ☐ YES ☐ NO	Brake Horsepower ☐ 1.5 or Less ☐ 1.6 to 5.0 ☐ Over 5.0
	Operable Pedals ☐ YES ☐ NO	Max Design Speed 25 MPH or Less ☐ YES ☐ NO
	Automatic Transmission ☐ YES ☐ NO	Designed/Altered for Road Use ☐ YES ☐ NO
Motor Home	Chassis Mfr:	Body Make:
Trailer & Vehicles Below	Number of Axles: 2	Req. Registered Gross Wt. (Including Load)
	Sum of GAWR's:	Unladen Wt. (Empty): 15,050
Truck, Truck Tractor	Req. Registered Gross Combination Wt.	Gross Combination Wt. Rating: 5,397

G. APPLICATION FOR REGISTRATION

Original Registration Plate – CHECK ONE

- ☐ **Registration Plate to be Issued by Department (Proof of insurance must be attached.)**
- ☐ **Exchange Registration Plate to be Issued by Department**
- ☑ **Temporary Registration Plate Issued by Full Agent (NOTE: This registration plate will expire 90 days from date of issu**

XXX-1232

855840

Temp ... o.

☐ Transfer of Previously Issued Registration Plate ☐ Transfer & Replacement of Registration Plate
☐ Transfer & Renewal of Registration Plate

Registration Plate No.

Expires Month Year

Transferred From Title No.

Reason for Replacement: ☐ Lost ☐ Defaced ☐ Stolen ☐ Never Received (Lost in Mail)
NOTE: If "Never Received" block is checked, applicant must complete Form MV-44.

VIN

Signature of Person From Whom Registration Plate is Being Transferred (If Other Than Applicant) Sign Here

Relationship to Applicant

Insurance Company Name	NAIC No.	Policy No. (Or Attach Binder)	Policy Effective Date	Policy Expiration Date
POE Insurance Co.	12345	N04409132	8-01-20XX	6-30-20XX

ISSUING AGENT INFORMATION

I certify that on month 08 day 01 year 20XX I have checked to determine that the vehicle is insured and issued temporary registration to the above applicant, in compliance with all applicable provisions of the Vehicle Code and Department regulations.

Issuing Agent (Print Name): Marion Notary
Agent No.: 85-5840LA
Issuing Agent Signature: *Marion Notary*
Telephone No.: (717) 774-6849

I. NOTARIZATION

Subscribed And Sworn To Before Me: Month Day Year

SIGNATURE OF PERSON ADMINISTERING OATH

STAMP

Place Notary Stamp Here
SIGN IN PRESENCE OF NOTARY

I/We certify that I/we have examined and signed this application after its completion. I/We further certify that all statements herein are TRUE and CORRECT and make application for certificate of title for the vehicle described in Section A. If any exemption is claimed, the purchaser further certifies that he/she is authorized to claim this exemption. I/We acknowledge that I/we may lose my/our operating privilege(s) or vehicle registration for failure to maintain financial responsibility on the currently registered vehicle for the period of registration. I/We acknowledge that I/we may be subject to a fine not exceeding $5,000 and imprisonment of not more than two years for any false statement that I/we make on this application.

Signature of Purchaser or Authorized Signer: *John Ray Smith*
Telephone No.: (215) 886-1999
Signature of Co-Purchaser/Title of Authorized Signer: *Amy Sue Jones*
MESSENGER NO.

H. TAX/FEES

Purchase Price (See Note On Reverse.)	$15,000.00
Less Trade-In	$5,600.00
Taxable Amount	$9,400.00
Sales Tax X 6% (.06), X 7% (.07) or X 8% (.08) ★ (See Note on Reverse.)	
Less Tax Credit	
1. Sales Tax Due	$ 564.00
1A. Exemption Reason Code (must be a number from 1 to 26 or 0)	
1B. Exemption No.	
1C. PTA No.	
2. Title Fee	$55.00
3. Lien Fee	$26.00
4. Registration Or Processing Fee	$397.00
Fee Exempt Number as Assigned by the Department	
5. County Fee ◆ (See Note on Reverse)	
6. Duplicate Reg. Fee No. of Dup. Reg. Cards: _____	
7. Transfer Fee	
8. Increase Fee	
9. Replacement Fee	
10. TOTAL PAID (ADD 1 THRU 8) *Send One Check In This Amount* →	$1,042.00

1. BUREAU OF MOTOR VEHICLES

Instructions for Completing Form MV-4ST, "Vehicle Sales and Use Tax Return/Application for Registration"

FACT SHEET

CLICK HERE
to go to FACT SHEET

Instructions for Completing Form MV-4ST, "Vehicle Sales and Use Tax Return/Application for Registration"

(*FOR PENNDOT AUTHORIZED AGENTS USE ONLY*)

This form is used to obtain a Pennsylvania Certificate of Title for vehicles currently titled in Pennsylvania.

DISTRIBUTION OF FORM COPIES

- The white copy is always submitted to PennDOT.
- The yellow copy is always retained by the dealer or full agent and is to be retained for at least three years. If a temporary registration card or registration plate is issued, the yellow copy becomes the dealer/agent's record of such issuance.
- The pink copy is always retained by the individual or business in whose name the certificate of title is to be issued.

TRANSFER OF OWNERSHIP

The applicant is the first individual(s), corporation, business, etc., to whom vehicle ownership is assigned on the attached Pennsylvania Certificate of Title. Reassignment to a second applicant is only acceptable if the attached Pennsylvania Certificate of Title assigned is a pre-1989 certificate of title.

The assignment information on the attached Pennsylvania Certificate of Title must be completed, including the odometer, lienholder, purchaser name and address, seller signature(s), purchaser signature(s), and notary public information.

FORM COMPLETION

INSTRUCTIONS SECTION A – VEHICLE PURCHASED

- PA TITLE NUMBER: List the complete title number.
- MAKE OF VEHICLE: List the full trade name of the vehicle.

EXAMPLES: Ford Chevrolet Chrysler
DO **NOT** LIST MODEL NAMES SUCH AS: Mustang Cavalier New Yorker

- MODEL YEAR: List the model year of the vehicle as assigned by the manufacturer. This year should agree with what is printed on the proof of ownership document.
- VEHICLE IDENTIFICATION NUMBER (VIN): List the complete VIN as shown on the VIN plate attached to the vehicle by the manufacturer. This number should agree with the VIN shown on the proof of ownership.

- CONDITION: Check the condition of the vehicle.

SECTION B – SELLER

- List the seller's actual full last name, first name and middle name or full business name.

SECTION C & D – 1st AND 2nd PURCHASER(S)

NOTE:

Form MV-4ST allows for a reassignment of ownership to a second applicant (in Section D) ONLY if the Pennsylvania Certificate of Title assigned is a pre-1989 certificate of title.

- List the applicant's actual full last name, first name and middle name or full business name. Please DO NOT use nicknames or first and middle initials. The applicant's name is to be listed on the certificate of title application as it appears on the valid Pennsylvania identification credential you examined.
- PA DL/ID# OR BUS ID#: List the applicant's Pennsylvania Driver's License or Pennsylvania Identification Card Number. If a business, list the business's identification number (i.e., EIN number).
- DATE OF BIRTH: List the applicant's date of birth.
- CO-PURCHASER: If two individuals are applying for joint ownership as applicants, list the second individual's actual last name, first name and middle name. **NOTE: If there is a co-purchaser, be sure to read the "NOTE" regarding joint tenants with right of survivorship and check the block, if applicable, in Section I.**
- STREET: List applicant's full street address and P.O. Box number, Rural Delivery Route number or apartment number, if such numbers apply. (**NOTE: P.O. Box numbers may be used in addition to the actual address but cannot be used as the only address**.) The applicant's address listed on the valid Pennsylvania identification credential must agree with the address information that is being recorded on the title application and vehicle record. **The exceptions to this address requirement are U.S. Armed Forces personnel or their dependents; an employee of federal or state government or their immediate families whose workplace is located outside of Pennsylvania; or companies that have no Pennsylvania office and use the vehicle to regularly carry-on business within the commonwealth or a Park Model Trailer permanently located in Pennsylvania**. If the applicant is entitled to this exception, they must complete and attach Form MV-8, "Self Certification for Proof of Residency." In addition, they must attach a letter from their employer on their employer's letterhead to document their out-of-state employment status or attach a copy of their photo ID issued by their employer. If they are an immediate family member of a person meeting one of the allowable exceptions, they must attach documentation for the person entitled to the exception.
- CITY: List the full city name. Please **DO NOT** abbreviate.
- STATE: List the official state abbreviation designated by the U.S. Postal Service. If Pennsylvania, list PA.
- ZIP: List the full, correct zip code. Please take time to verify the zip code.
- DATE ACQUIRED/PURCHASED: List the date the APPLICANT received or purchased and was assigned ownership of the vehicle. This date should be listed numerically. **EXAMPLE**: mm/dd/yyyy.
- COUNTY CODE: Indicate the actual county of residence by listing the appropriate county

code from the table below:

COUNTY CODES:

01 - ADAMS	13 - CARBON	24 - ELK	35 - LACKAWANNA	46 - MONTGOMERY	57 - SULLIVAN
02 - ALLEGHENY	14 - CENTRE	25 - ERIE	36 - LANCASTER	47 - MONTOUR	58 - SUSQUEHANNA
03 - ARMSTRONG	15 - CHESTER	26 - FAYETTE	37 - LAWRENCE	48 - NORTHAMPTON	59 - TIOGA
04 - BEAVER	16 - CLARION	27 - FOREST	38 - LEBANON	49 - NORTHUMBERLAND	60 - UNION
05 - BEDFORD	17 - CLEARFIELD	28 - FRANKLIN	39 - LEHIGH	50 - PERRY	61 - VENANGO
06 - BERKS	18 - CLINTON	29 - FULTON	40 - LUZERNE	51 - PHILADELPHIA	62 - WARREN
07 - BLAIR	19 - COLUMBIA	30 - GREENE	41 - LYCOMING	52 - PIKE	63 - WASHINGTON
08 - BRADFORD	20 - CRAWFORD	31 - HUNTINGDON	42 - MCKEAN	53 - POTTER	64 - WAYNE
09 - BUCKS	21 - CUMBERLAND	32 - INDIANA	43 - MERCER	54 - SCHUYLKILL	65 - WESTMORELAND
10 - BUTLER	22 - DAUPHIN	33 - JEFFERSON	44 - MIFFLIN	55 - SNYDER	66 - WYOMING
11 - CAMBRIA	23 - DELAWARE	34 - JUNIATA	45 - MONROE	56 - SOMERSET	67 - YORK
12 - CAMERON					

SECTION E - VEHICLE TRADED

Complete this section only if the applicant traded a vehicle for the vehicle they are acquiring, and they are applying for PA Certificate of Title.

List the make of vehicle, Vehicle Identification Number (VIN), model year and body type of the traded vehicle following the guidelines for completion of Section A.

CONDITION: Check the block which best describes the condition of the traded vehicle. **NOTE**: The condition of the vehicle should, within reason, correspond to the purchase assigned in Section I.

SECTION F - APPLICATION FOR REGISTRATION

- REGISTRATION PLATE INFORMATION:
  - If original registration plate issuance, check block indicating either; (1) registration plate is to be issued by PennDOT, (2) exchange registration plate is to be issued by PennDOT, or (3) temporary registration plate is being issued by a full agent. **NOTE: If registration plate is to be issued by PennDOT, valid proof of insurance must be attached.**
  - Temporary Registration Plate Number - Place the sticker for the corresponding registration plate that was issued with the temporary registration plate on the line provided for the temporary registration plate number. A temporary registration plate is valid for 90 days. **NOTE**: Before placing the sticker on Form MV-4ST, please be sure to "handwrite" the registration plate number in the space provided. This will ensure that all three copies of Form MV-4ST have the registration plate information recorded.
- TRANSFER OF A PREVIOUSLY ISSUED REGISTRATION PLATE: Check this block if the applicant is transferring a registration plate from another vehicle.
- TRANSFER AND RENEWAL OF REGISTRATION PLATE: Check this block if the applicant is transferring a registration plate from another vehicle. The applicant may be eligible to renew their motor vehicle registration for either a one-year or two-year registration period. Both registration periods and the required fees are provided on the registration renewal form or Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees." **NOTE**: If the fee listed in the "2-yr. fee" block on the registration renewal form is "N/A," the vehicle type is not eligible to renew for a two-year period.
- TRANSFER AND REPLACEMENT OF REGISTRATION PLATE: Check this block if the applicant is transferring a registration plate from another vehicle and replacement of the registration plate is needed. Be sure to collect and submit replacement fee, if appropriate.
- REGISTRATION PLATE NUMBER: List registration plate number being transferred.
- EXPIRES: List month and year of expiration of registration plate as shown on the applicant's registration card for the registration plate being transferred.

- REASON FOR REPLACEMENT: Check appropriate block for reason for replacement of registration plate. **NOTE: If "NEVER RECEIVED" block is checked, applicant must submit a completed Form MV-50, "Application for Replacement of Never Received Product."**
- TRANSFERRED FROM TITLE NUMBER: List title number of the vehicle from which registration plate is beingtransferred.
- VIN: List Vehicle Identification Number of vehicle from which registration plate is being transferred.
- SIGNATURE OF PERSON FROM WHOM REGISTRATION PLATE IS BEING TRANSFERRED (if other than applicant): If the registration plate was not taken from a vehicle registered in the applicant's name, the signature of the person to whom the registration plate was previously registered is required.
- RELATIONSHIP TO APPLICANT: Relationship of person from whom the registration plate is being transferred mustbe listed. Under Section 1314(a) of the Pennsylvania Vehicle Code, a registration plate may be transferred betweenspouses or between parent(s) including step-parent(s) or parent(s)-in-law and their child(ren) including step- child(ren) or child(ren)-in-law. A registration plate may also be transferred: (1) to or from a vehicle leased by an individual; and (2) to or from a sole proprietorship by the sole owner of such business.
- Trailers, Trucks or Truck Tractors:
  - GVWR (Gross Vehicle Weight Rating): List the Gross Vehicle Weight Rating.
  - UNLADEN WEIGHT: List the weight of the vehicle fully equipped for service, excluding the weight of any load.
  - REQUESTED REGISTERED GROSS WEIGHT (INCLUDING LOAD): List the registered gross weight.
- If the vehicle is a truck or truck tractor which will be operated in combination:
  - REQUESTED REGISTERED GROSS COMBINATION WEIGHT: List the registered gross combination weight.
- INSURANCE INFORMATION: List the name of the applicant's insurance company, policy number, policy effectiveand policy expiration dates covering this vehicle. If a policy number has not been issued, attach a copy of the insurance binder.
- ISSUING AGENT INFORMATION:
  - Month, day and year of issuance of the temporary registration plate or the transfer of temporary registration mustbe listed. No alteration of the date will be accepted. This date certifies the date the authorized agent verified the applicant had valid proof of financial responsibility.
  - Issuing Agent: Print name exactly as registered with the Bureau of Motor Vehicles.
  - Agent Number: List card agent identification number, full agent identification number or Dealer/Business PartnerIdentification Number.
  - Issuing Agent Signature: Signature of issuing agent is required.
  - Telephone: List area code and business telephone number of issuing agent.

NOTE: The issuing agent information must be completed even if no registration was issued. The date would beblank if no registration plate was issued, or no transfer of registration was completed.

SECTION G - CERTIFICATION

- CERTIFICATION:
  - When the applicant signs this section, after completion of the entire form, it certifies that all statements on thisform are true and correct.
  - The applicant refers to the person(s) whose name(s) appear in Section C and/or Section D.
  - PURCHASER – FIRST ASSIGNMENT: Signature of first purchaser must appear on the first line in the space provided. When the vehicle is in the name of a company/corporation, the signature of an authorized representative is required. The title of the authorized signer for a business must appear on the second line. If applying for joint ownership, the co-purchaser's signature must appear on the second line in the space provided.
  - PURCHASER – SECOND ASSIGNMENT: If a second purchaser is shown in Section D, signature of the secondpurchaser must appear in the space provided.

SECTION H - TAX/FEES

For a complete listing of motor vehicle fees, refer to Form MV-70S, "Bureau of Motor Vehicle Schedule of Fees," found on our website at www.pa.gov/dmv.

NOTE: The first column is for the fees owed by the purchaser listed in Section C. The second column is for thefees owed by the purchaser listed in Section D, if applicable.

- PURCHASE PRICE: List the correct purchase price. Purchase price includes any lien or other obligation assumedby the purchaser. Enter total purchase price in Section I, including installation charges on contract sales of mobile homes. If purchase price is less than 80% of the vehicle's average fair market value, or the vehicle is over 15 yearsold and the purchase price is less than $500, Form MV-3, "Motor Vehicle Verification of Fair Market Value by the Issuing Agent," must be completed. If tax credit is claimed, evidence of tax paid must be attached.
- LESS TRADE-IN: List amount of trade-in, if applicable.
- TAXABLE AMOUNT: Determine the taxable amount by subtracting the trade-in amount received from the purchaseprice. If there was no trade-in, the purchase price is the taxable amount.
- Sales Tax:

  ❖ Multiply taxable amount by 6% (.06).

  Multiply taxable amount by 7% (.07), for residents of Allegheny County (additional 1 % sales tax). Multiply taxable amount by 8% (.08), for residents of the City of Philadelphia (additional 2 % sales tax).

  1. SALES TAX DUE: Sales tax due is the amount shown in sales tax block unless a tax credit is listed. If sales taxcredit is listed, determine sales tax due by subtracting tax credit from 6% sales tax (Allegheny County residents pay 7% sales tax and City of Philadelphia residents pay 8%) and list proper amount.

     1a. If claiming a tax exemption, indicate the proper exemption reason code from the reverse side of the whitecopy of Form MV-4ST [numeric codes 1 through 26 or 0 (explain in detail reason code)] in block 1A.

     1b. List exemption authorization number (issued by Revenue Department, ICC or PUC) in block 1B, ifapplicable.

2. TITLE FEE: List Certificate of Title fee. For a complete listing of motor vehicle fees, refer to Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees," found on our website at www.pa.gov/dmv.

3. LIEN FEE: List lien recording fee, if recording a lien against this vehicle. **NOTE: An additional lien recording fee is required foreach subsequent lien recorded.**

4. REGISTRATION OR PROCESSING FEE: If the applicant is applying for a registration plate from PennDOT or atemporary registration plate has been issued, list appropriate registration fee or list the processing fee amount in this block. The applicant may be eligible to register their motor vehicle for either a one-year or two-year registration period. Required fees are provided on Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees."

   (a) If claiming retired status, Form MV-371, "Application for a Retired Person's Processing Fee on a Vehicle Registration," must be submitted.

   (b) If claiming veteran status, Form MV-371DV, "Supplemental Application for Free Registration for Veterans," must be completed.

   - The following individuals are exempt from title and registration fees for one (1) qualified vehicle.
     - Vehicles registered to a veteran who lost a limb or eye or who became partially paralyzed while serving in the armed forces of the United States.
     - Vehicles registered to a person who, as a member of the armed forces of the United States, was captured by the enemy in any armed conflict for which the Department of Defense authorizes a campaign medal.
     - Vehicles registered to a person who has been awarded the Congressional Medal of Honor.
     - Vehicles registered to a person who has been awarded the Purple Heart.

   (c) If requesting a street rod registration plate, a fee is required when transferring and replacing a previously issued registration plate. **NOTE: If a street rod registration plate is being requested on anewly purchased vehicle, the fee must accompany the vehicle's appropriate registration fee.** For a complete listing of motor vehicle fees, refer to Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees," found on our website at www.pa.gov/dmv.

   (d) For organizations covered under Section 1901(c) of the Pennsylvania Vehicle Code, include a Processing Fee in Lieu of Registration fee. **NOTE: If an applicant is eligible for a processing fee in lieu of registration, they cannot obtain a two-year registration.** For a complete listing of motor vehicle fees, refer to Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees," found on our website at www.pa.gov/dmv.

   FEE EXEMPT CODE: If the applicant is a PennDOT-approved organization qualifying under Section 1901(c) of the Pennsylvania Vehicle Code, list the 5-digit exemption code number assigned by PennDOT.

   (e) If requesting a farm truck certificate of exemption (Type A, Type B, Type C or Type D), use Form MV-77A, "Application for Farm Vehicle 2 Year Certificate of Exemption," in conjunction with Form MV-1 or Form MV-4ST. For a listing of the applicable certificate of exemption fees by type, refer to Form MV-70s, "Bureau of Motor Vehicles Schedule of Fees" found on our website at www.pa.gov/dmv.

5. COUNTY FEE: The applicant's county of residence may implement an annual fee of $5 for each non-exempt vehicle registered to an address in that county. The $5 county fee is collected by PennDOT at the time a vehicleis registered and at the time registration is

renewed. This means registrants applying for a two-year period of registration will pay a $10 Fee for Local Use; registrants applying for a 5-year period of registration for a trailer will pay a $25 Fee for Local Use. For a listing of participating counties that enacted a fee for local use, refer to the Fee for Local Use – Participating Counties Fact Sheet, found on our website at www.pa.gov/dmv

6. DUPLICATE REGISTRATION CARD FEE AND NUMBER OF CARDS: A $2 fee for each duplicate registrationcard is due at the time of registration, replacement of registration plate or transfer of registration plate. List appropriate fee and number of cards desired.
7. TRANSFER FEE: If the applicant is transferring a registration plate, list the transfer fee. For a complete listing of motor vehicle fees, refer to Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees," found on our website at www.pa.gov/dmv.
8. INCREASE FEE: If the applicant is transferring a registration plate from a vehicle to another vehicle in a higherclass and the registration fee is greater, list the increase in fee due.
9. REPLACEMENT FEES:
    a. **Registration Plate**: A fee is required for a replacement registration plate. In conjunction with replacement of your registration plate, you will receive one registration card. For a complete listing of motor vehicle fees, refer to Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees," found on our website at www.pa.gov/dmv.
    b. If additional registration cards are desired, there is a fee for each additional registration card. (See #6 above.)
10. TOTAL PAID 1st Purchaser: Add blocks 1 thru 9 and list total amount due for column in box 10.
11. TOTAL PAID 2nd Purchaser: Add blocks 1 thru 9 and list total amount due for column in box 11.
12. GRAND TOTAL: Add blocks 10 & 11. List the total amount in Block 12. Send one check or money orderpayable to the Commonwealth of Pennsylvania.

SECTION I – ADDITIONAL TITLE INFORMATION

- JOINT OWNERSHIP: When applying for a certificate of title with a co-purchaser other than a spouse, the information contained in the "NOTE" is important. If the block is not checked, the certificate of title will be issued as "TENANTS IN COMMON."
    - JOINT TENANTSWITH RIGHT OF SURVIVORSHIP refers to a vehicle titled to more than one person, where onthe death of one owner, the vehicle goes to the surviving owner(s). This automatically applies for a spouse.
    - TENANTS IN COMMON refers to a vehicle titled to more than one person, where on the death of one owner ofthe vehicle, the deceased owner's interest in the vehicle will go to their heirs or estate.
- LEASE VEHICLE: Check block and complete Form MV-1L, if the vehicle is being leased. If the vehicle is leasedand registration is to be issued and Form MV-1L is not attached, the application will be rejected.

APPLICATIONS FOR CERTIFICATE OF TITLE FOR MOBILE HOME OR MANUFACTURED HOME

When transferring ownership of a mobile home or manufactured home, additional documentation must be included.

If a mobile home or manufactured home that has been anchored to the ground to facilitate connection with electricity, water and sewerage and **that has been** previously titled in Pennsylvania and used as a residence in Pennsylvania immediately preceding its sale or transfer, is offered for sale or transfer, the transferor shall obtain a tax status certification from the Tax Claim Bureau of the county in which the home is situated, showing the county, municipal and school district real estate taxes due on the home as shown by the Tax Bureau records as of the date of the certification. This includes any delinquent taxes turned over to a third party for collection. This tax certification shall be provided to the transferee and PennDOT in conjunction with the transfer of ownership.

NOTE: If a new mobile home or manufactured home is being titled using the Manufacturer's Certificate of Origin (MCO) as the proof of ownership, **neither** the tax status certification nor Form MV-16T is required.

The tax status certification must include the following information:

- The parcel number assigned to the home.
- The amount of current or delinquent taxes owed from the parcel number.
- The date upon which a tax for the parcel number will accrue and the taxing period that the tax will cover.
- The address and telephone numbers of the tax collection authority and tax claim bureau or equivalent office.

If taxes are due for the home, the transferor shall pay the delinquent real estate taxes in full or cause the taxes to be paid in full and an updated tax status certification must be obtained and provided to the transferee and PennDOT before the transfer is completed.

If the mobile home or manufactured home is NOT anchored to the ground to facilitate connections with electricity, water and sewerage OR was not used as a residence in Pennsylvania or isn't titled in Pennsylvania, Form MV-16T, "Self- Certification of Exemption from Tax Status Certificate When Transferring Ownership of a Mobile Home or Manufactured Home," must be provided in lieu of the tax status certification. Form MV-16T is to be completed by the transferors of the mobile home or manufactured home and provided to the transferee to be submitted with the completed application for a Pennsylvania Certificate of Title.

MAILING REQUIREMENTS

Please use the unique post office box number printed in the upper right corner of Form MV-4ST when mailing the application to PennDOT. Completed applications and supporting documents must be submitted to PennDOT within 20 days from date of sale. **NOTE: Dealers applying for a dealer certificate of title only should mail the application and supporting documents to Bureau of Motor Vehicles, P.O. Box 67470, Harrisburg, PA 17106-7470.**

Please Note: Authorized agents are under contract with PennDOT and may charge a market driven service (delivery) fee. These are in addition to any PennDOT statutory fees for temporary, or in some cases, permanent motor vehicle registration plates and cards or other related products and services offered by the agent. The agent's service (delivery) fees are market driven and vary by agent. To compare service (delivery) fees, you are encouraged to contact the authorized agents in your area for the applicable service (delivery) fees charged.

pennsylvania
DEPARTMENT OF TRANSPORTATION

MV-4ST (1-19)

pennsylvania
DEPARTMENT OF TRANSPORTATION
www.dmv.pa.gov

VEHICLE SALES AND USE TAX RETURN/ APPLICATION FOR REGISTRATION

Attach PA Title – Type or Print • Make check payable to Commonwealth of PA

Bureau of Motor Vehicles ✦ P.O. Box 68593 ✦ Harrisburg, PA 17106-8593

No.

MV-4ST (1-19)

A. VEHICLE PURCHASED

PA Title Number (as Shown on Attached Title)	Make of Vehicle	Model Year
88899988899SM	Chevrolet	2004

Vehicle Identification Number	Condition
12345ABCDE67890FG	☑ GOOD ☐ FAIR ☐ POOR

B. SELLER

Last Name (or Full Business Name)	First Name	Middle Name
Smith	James	Wyatt
Co-Seller Smith	Ruth	Violet

1ST ASSIGNMENT

C. 1ST PURCHASER

Last Name (or Full Business Name)	First Name	Middle Name	PA DL/ID# or Bus. ID#	Date of Birth
Jones	Amy	Marie	22-111-333	5-10-67
Co-Purchaser Last Name	**First Name**	**Middle Name**	**PA DL/ID#**	**Date of Birth**
Jones	John	Jacob	55-444-131	5-20-41

Street: 1535 Any Street

COUNTY CODE: 2 2

Refer to County Codes Listing on Reverse Side of Yellow Copy

City	State	Zip Code	Date Acquired/Purchased
Anytown	PA	17000	09-01-20XX

D. 2ND ASSIGNMENT 2ND PURCHASER

Last Name (or Full Business Name)	First Name	Middle Name	PA DL/ID# or Bus. ID#	Date of Birth
Co-Purchaser Last Name	**First Name**	**Middle Name**	**PA DL/ID#**	**Date of Birth**

Street:

COUNTY CODE:

Refer to County Codes Listing on Reverse Side of Yellow Copy

City	State	Zip Code	Date Acquired/Purchased

E. VEHICLE TRADED

Make of Vehicle	Vehicle Identification Number

Model Year	Body Type (CP, TK, etc.)	Condition
		☐ GOOD ☐ FAIR ☐ POOR

F. APPLICATION FOR REGISTRATION

- ☑ Registration plate to be issued by Department (Proof of insurance must be attached.)
- ☐ Exchange registration plate to be issued by Department
- ☐ Temporary registration plate issued by Full Agent (**NOTE:** This registration plate will expire 90 days from date of issuance.)

- ☑ Transfer of Previously Issued Registration Plate
- ☐ Transfer & Renewal of Registration Plate
- ☐ Transfer & Replacement of Registration Plate

Registration Plate No. ABC-1234

Expires Month 12 Year 20XX

Reason for Replacement: ☐ LOST ☐ DEFACED ☐ STOLEN ☐ NEVER RECEIVED (Lost in Mail)

NOTE: If "NEVER RECEIVED" block is checked, applicant must complete Form MV-44.

Temp. Registration Plate No.

Transferred from Title No. 12345678901DO

VIN ABC98FT589T458762

Signature of person from whom registration plate is being transferred (if other than applicant) ▶ Sign Here *Jane Doe*

Relationship To Applicant: Mother

Vehicle Purchased Weight Information (If Applicable) ▶ GVWR	Unladen Weight	Req. Reg. Gross Wt. Including Load	Req. Reg. Gross Comb. Wt. (If Applicable)

Insurance Company Name	Policy No. (Or Attach Binder)	Policy Effective Date	Policy Expiration Date
POE Insurance Co.	N04409132	08-01-20XX	08-1-20XX

ISSUING AGENT INFORMATION

I certify that on month 09 day 01 year 20XX I have checked to determine that the vehicle is insured and issued temporary registration to the above applicant, in compliance with all applicable provisions of the Vehicle Code and department regulations.

Issuing Agent (Print Name)	Agent No.
Larry's New Cars Inc.	85-9999
Issuing Agent Signature	**Telephone No.**
Marion Notary	(717) 555-8888

G. ADDITIONAL TITLE INFORMATION

NOTE: If a co-purchaser other than your spouse is listed and you want the title to be listed as "Joint Tenants with Rights of Survivorship" (on death of one owner, title goes to surviving owner.) **CHECK HERE** ☑. Otherwise, the title will be issued as "Tenants in Common" (on death of one owner, interest of deceased owner goes to their heirs or estate.)

NOTE: If the vehicle is to be used as a daily rental or leased vehicle, **CHECK HERE** ☐. If block is checked, complete and attach Form MV-1L.

I. CERTIFICATION

I/We certify that I/we have examined and signed this application after its completion. I/We further certify that all statements herein are TRUE and CORRECT and make application for certificate of title for the vehicle described in Section A. If any exemption is claimed, the purchaser further certifies that they are authorized to claim this exemption. I/We acknowledge that I/we may lose my/our operating privilege(s) or vehicle registration for failure to maintain financial responsibility on the currently registered vehicle for the period of registration. I/We acknowledge that I/we may be subject to a fine not exceeding $5,000 and imprisonment of not more than two years for any false statement that I/we make on this application.

1st ASSIGNMENT	Signature of First Purchaser or Authorized Signer: *Amy Marie Jones*	Telephone No. (717) 555-1111
	Signature of Co-Purchaser/Title of Authorized Signer: *John Jacob Jones*	
2nd ASSIGNMENT	Signature of Second Purchaser or Authorized Signer	Telephone No.
	Signature of Co-Purchaser/Title of Authorized Signer	

H. TAX/FEES

	1ST ASSIGNMENT	2ND ASSIGNMENT
Purchase Price (See Note on Reverse.)	$6,100.00	
Less Trade-In		
Taxable Amount	$6,100.00	
1. Sales Tax Due X 6% (.06), X 7% (.07) OR X 8% (.08) ★ (See Note on Reverse.)	$366.00	
1A. Exemption Reason Code (Must Be a Number From 1 To 23 Or 0)		
1B. First Assignment Exemption No.		**1B. Second Assignment Exemption No.**
2. Title Fee	$ 55.00	
3. Lien Fee		
4. Registration or Processing Fee	$38.00	
Fee Exempt No. as Assigned by the Department		
5. County Fee ✦ (See Note on Reverse.)		
6. Duplicate Reg. Fee No. of Dup. Reg. Cards _____		
7. Transfer Fee		
8. Increase Fee		
9. Replacement Fee		
Total Paid (Add 1 Thru 9)	10. $459.00	11.
12. Grand Total (Add 10 & 11)	**Send One Check In This Amount** →	$459.00

MESSENGER NO.

1. BUREAU OF MOTOR VEHICLES

Pennsylvania
Department of Revenue
REV-227 (LE+) 08-25
OFFICE OF CHIEF COUNSEL
STRAWBERRY SQ, FL 10
327 WALNUT STREET
HARRISBURG PA 17128-1061

PENNSYLVANIA SALES AND USE TAX CREDIT CHART

Information updated as of September 12, 2025

STATE	STATE SALES TAX RATE (excluding local sales tax rate)	Reciprocity Status - Credit allowed against PA sales tax except as noted below (see guidelines).		NOTES (see next page)
		Property Except Vehicles	Vehicles	
ALABAMA	4%		2%	
ALASKA	NONE	NONE	NONE	
ARIZONA	5.6%			
ARKANSAS	6.5%			
CALIFORNIA	6%			
COLORADO	2.9%			
CONNECTICUT	6.35%			
DELAWARE	NONE	NONE	NONE	1
DIST. OF COLUMBIA	6%		NONE	2
FLORIDA	6%			
GEORGIA	4%			
HAWAII	4%			
IDAHO	6%			
ILLINOIS	6.25%			3
INDIANA	7%			
IOWA	6%		NONE	4
KANSAS	6.5%			
KENTUCKY	6%			
LOUISIANA	5%			5
MAINE	5.5%			
MARYLAND	6%		NONE	6
MASSACHUSETTS	6.25%			
MICHIGAN	6%			
MINNESOTA	6.875%			
MISSISSIPPI	7%		5%	
MISSOURI	4.225%			
MONTANA	NONE	NONE	NONE	
NEBRASKA	5.5%			
NEVADA	4.6%			
NEW HAMPSHIRE	NONE	NONE	NONE	
NEW JERSEY	6.625%			
NEW MEXICO	4.875%		NONE	7
NEW YORK	4%			
NORTH CAROLINA	4.75%		NONE	8
NORTH DAKOTA	5%		NONE	9
OHIO	5.75%			
OKLAHOMA	4.5%			10
OREGON	NONE	NONE	NONE	
RHODE ISLAND	7%			
SOUTH CAROLINA	6%			11
SOUTH DAKOTA	4.2%		NONE	12
TENNESSEE	7%			
TEXAS	6.25%			
UTAH	4.85%			
VERMONT	6%			
VIRGINIA	4.3%		4.15%	
WASHINGTON	6.5%			
WEST VIRGINIA	6%		NONE	13
WISCONSIN	5%			
WYOMING	4%		NONE	

GUIDELINES

- Pennsylvania law allows a credit for sales and use tax legally owed and paid to another state, provided the other state grants a substantially similar credit for sales tax paid to Pennsylvania.
- Pennsylvania will recognize a credit for local sales and use tax paid to another state, only if the tax is collected by that state and paid under a provision of state law. This chart does not include local sales tax rates.
- The amount of the credit is equal to the tax paid to another reciprocal state, except that the credit may not exceed 6 percent statewide, 8 percent in Philadelphia and 7 percent in Allegheny County.
- Taxpayers who claim credits must present evidence showing the amount of sales tax paid to other states with legal claim to the tax.

NOTES

1) **Delaware -** Pennsylvania does not grant credit for payment of Delaware's 2.75% vehicle registration fee.
2) **District of Columbia -** Imposes an excise tax on the purchase price of motor vehicles. The District of Columbia does not grant credit for sales tax paid to Pennsylvania on motor vehicles. Effective October 1, 2025, the general sales and use tax rate will increase to 6.5% and, effective October 1, 2026 the rate will increase to 7%.
3) **Illinois -** Reduced 1% rate applies to modifications for rendering a motor vehicle usable by a disabled person.
4) **Iowa -** Retail sales of motor vehicles are exempt from sales tax and subject to a 5% one-time registration fee.
5) **Louisiana -** Rate increased from 4.0% to 4.45% as of July 1, 2018 through June 30, 2025 and subsequently increased to 5% effective January 1, 2025 through December 31, 2029. Beginning January 1, 2030, the state sales tax rate will decrease to 4.75%.
6) **Maryland -** Grants credit for sales tax paid to Pennsylvania on motor vehicles. However, there are specific rules governing the credit and how it's calculated.
7) **New Mexico -** Imposes an excise tax on the purchase price of motor vehicles. New Mexico does not grant credit for sales tax paid to Pennsylvania on motor vehicles. Sales tax rate decreased from 5% to 4.875% as of July 1, 2023.
8) **North Carolina -** Retail sales of motor vehicles are exempt from sales tax.
9) **North Dakota -** Imposes an excise tax on the purchase price of motor vehicles. North Dakota does not grant credit for sales tax paid to Pennsylvania on motor vehicles.
10) **Oklahoma -** Rate of 4.5% consists of 3.25% excise tax and 1.25% sales tax. Oklahoma does not grant credit for sales tax paid to Pennsylvania on motor vehicles.
11) **South Carolina -** Retail sales of motor vehicles are exempt from sales tax and subject to the Infrastructure Maintenance Fee as of July 1, 2017.
12) **South Dakota -** Imposes an excise tax on the purchase price of motor vehicles. South Dakota does not grant credit for sales tax paid to Pennsylvania on motor vehicles. Sales tax rate decreased from 4.5% to 4.2% as of July 1, 2023.
13) **West Virginia -** Does not grant credit for sales tax paid to Pennsylvania on motor vehicles.

CHAPTER 43 of TITLE 67

Annex A

Title 67. TRANSPORTATION

PART I. DEPARTMENT OF TRANSPORTATION

SUBPART A. VEHICLE CODE PROVISION

ARTICLE III. REGISTRATION

CHAPTER 43. TEMPORARY REGISTRATION CARDS AND PLATES

§ 43.1. Purpose.

This chapter established rules and regulations governing the issuance of temporary registration plates and cards by authorized dealers, manufacturers, full agents and card agents under 75 Pa.C.S. § § 1310 and 1331 (relating to temporary registration cards; and issuance and reissuance of registration plates).

§ 43.2. Definitions.

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise: Act—75 Pa.C.S. § § 101—9821 (relating to the Vehicle Code).

Applicant—A person, as defined in the act, who applies for registration of a vehicle and for a temporary registration card or plate.

Bureau—The Bureau of Motor Vehicles of the Department.

Card agent—A notary public, commissioned by the Department of State, Bureau of Legislation, Commissions and Elections, who is approved by the Department to issue temporary registration cards in conjunction with applications for transfer of registration plates. A notary public from another state may also serve as a card agent and may issue a temporary registration card to a Commonwealth registrant who has purchased a vehicle in the state and who wishes to apply for transfer of a Commonwealth registration plate. The notary shall be commissioned or licensed as a notary by a governmental agency of the state.

Certificate of authorization—The document issued to an agent which indicates the agent has complied with the requirements of the Department and is permitted to issue temporary registration cards or plates, or both.

Dealer—A person engaged in the business of buying, selling or exchanging vehicles, including passenger cars, trucks, implements of husbandry, special mobile equipment and trailers, who is registered by the Department under § 53.3(b) (relating to issuance of plates). The term does not include a miscellaneous motor vehicle business, unless the business is also registered as a dealer under § 53.3(b).

Department—The Department of Transportation of the Commonwealth.

Established place of business—The place occupied either continuously or at regular periods by a dealer, manufacturer or full agent, where the books and records are kept, where a large share of the business is transacted and which meets local zoning rules, ordinances and building codes.

Full agent—A county treasurer or a person other than a manufacturer or dealer authorized by the Bureau to issue temporary registration cards and plates.

Issuing agent—A full agent or card agent, or a dealer or manufacturer, who has been authorized by the Bureau to issue temporary registration cards and plates.

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

Regular registration plate—A metal registration plate issued by the Bureau for a specific vehicle in conjunction with a permanent registration card, or a metal registration plate issued by an authorized dealer, manufacturer or full agent as a temporary plate and validated for regular use by issuance of a regular registration card.

Temporary registration card—A form provided by the Department for issuance to an applicant for registration or transfer of registration for use by the applicant until receipt of the regular registration card. A form issued with a temporary registration plate for a vehicle which is to be driven or otherwise moved to another state or country for titling, registration, use or resale there.

Temporary registration plate—A registration plate to be used by the applicant until regular registration is received. There are two types of temporary registration plates: metal registration plates, for issuance only for vehicles which are being registered in this Commonwealth, and cardboard registration plates for issuance only for vehicles which are to be driven or otherwise moved to another state or country for titling, registration, use or resale there.

(i) Metal temporary plates are issued to an applicant for use during the period of time in which the application for regular registration is being submitted to and processed by the Department.

(ii) A cardboard registration plate may also be issued under special conditions, as authorized by the Department.

§ 43.3. Card agents.

(a) Card agent shall be a notary public. In order to be approved as a card agent by the Department, a person shall be commissioned as a notary public by the Department of State, Bureau of Legislation, Commissions and Elections, or by a similar agency in another state.

(b) Application for forms. When a card agent applies to the Department for an official form, they shall affix their notarial seal and signature to the application to the Department for forms to be issued by the card agent.

(c) Revocation of commission as a notary public. A card agent shall comply with rules and regulations under The Notary Public Law (57 P. S. § § 147—169). In the event that the commission of a notary public is revoked, their status as a card agent will also be revoked until the commission as a notary public has been reinstated.

(d) Other requirements. A card agent is subject to other provisions of this chapter concerning the issuance of temporary registration cards.

§ 43.4. Authorization to issue temporary registration plates.

(a) Application procedure. A person wishing to be authorized to issue temporary registration plates

shall apply to the Department on forms furnished by the Department. For a person to be authorized, the person shall be a resident of this Commonwealth. The application shall include:

(1) Photographs, interior and exterior, of the proposed place of business, including branch offices. The photographs of the exterior shall show the entrance way and signs, required under subsection (b)(2). Photographs of the interior of the proposed agent's office shall show the desk, phone, secure area for storage of temporary cards and plates, and the complete schedule of fees and charges relating to the issuance of temporary cards and plates, posted in accordance with subsection (b)(1).

(2) A letter of reference from a bank or other financial institution which indicates that accounts of the applicant are handled in a satisfactory manner that is consistent with standard banking practices.

(3) Three letters of reference from business concerns, on their business stationery, attesting to the character of the applicant.

(4) The bond prescribed by § 43.9 (relating to bond), on the form of the Department, or a surety's binding commitment to issue the bond upon approval of the application.

(5) A notarized statement listing outstanding liabilities of the business or of the owners and officers of the business that are due and owing to the Commonwealth or, if none, a notarized statement to that effect.

(6) The names, addresses and social security numbers of owners or corporate officers, and employees authorized to issue temporary registration cards and plates, of the manufacturer's, dealer's or full agent's business.

(7) A criminal history record, obtained from the State Police, of each owner or corporate officer.

(8) A notarized statement attesting that the applicant has read and understands this chapter.

(9) The name, address and notary seals of a notary who is an employee during all of the hours of operation. The owner may be the notary.

(10) A schedule of business hours. This schedule shall contain a minimum of 20 business hours per week, or a minimum of 10 business hours per week plus an additional 10 business hours when a person may make an appointment. Business hours of operation shall be convenient to the public and be indicated on the sign required under subsection (b)(2).

(11) A statement that the business location meets local zoning ordinances and building codes.

(b) Established place of business. Authorized dealers and full agents shall maintain an established place of business. A copy of business records shall be maintained at the established place of business for 3 years. The following shall be posted in a conspicuous place in view of the public:

(1) A complete schedule of fees and charges pertaining to the issuance of temporary registration cards and plates.

(i) The schedule shall indicate amounts payable to the Department and amounts charged by the issuing agent.

(ii) The schedule shall be at least 3 square feet in size with lettering at least 1/2-inch high.

(2) The hours during which the place of business is open to the public.

(3) The certificate of authorization to issue temporary registration plates.

(c) Review of application. The Department will examine and determine the genuineness, regularity and legality of every application for a certificate of authorization. The Department may investigate the applicant with regard to one or more of the following:

(1) The condition of the applicant's proposed business premises.

(2) Departmental and other Commonwealth records pertaining to the business of an owner or officer.

(3) The personal history of an owner, officer or employee related to a conviction for a crime, under 18 Pa.C.S. (relating to the Crimes Code) or under the penal law of the United States, which involves moral turpitude or which reflects adversely on the owner's or officer's business integrity or responsibility.

(4) Unsatisfied judgments against the business, owner or officer.

(5) The credit rating of the business and its owners and officers.

(6) The assets and liabilities of the business.

(d) Denial of application. The Department may deny an application for a certificate of authorization on the basis of information revealed in an investigation, or if the applicant fails to disclose material information required or if the applicant has made a materially false statement on the application, or if the applicant's business is operated, managed or otherwise controlled or affiliated with a person who is ineligible for authorization, including a relative, family member, corporate officer or shareholder.

(e) Opportunity for review. If the Department denies an application for a certificate of authorization, the Department will provide the applicant with an opportunity to show cause why the application should not be denied.

(f) Temporary certificate of authorization. After reviewing an application, the Department may issue a temporary certificate of authorization. The temporary certificate of authorization will be issued for 60 days, during which period the Bureau may investigate the operations of the dealer, manufacturer or full agent. When the temporary certificate of authorization expires, the Bureau may issue a regular certificate of authorization.

(g) Issuance of a certificate of authorization. The Department will issue a certificate of authorization to an approved applicant.

(h) Transfer of certificate of authorization. A certificate of authorization may not be transferred and shall be valid only for the owner in whose name it is issued.

(1) In the case of a change of ownership, the dealer, manufacturer or full agent shall notify the Bureau within 10 days. It is the responsibility of a new owner to comply with this section.

(2) The following are regarded as changes of ownership:

(i) The owner takes on a new partner.

(ii) The owner sells the business.

(iii) The business is incorporated.

(iv) A controlling interest in a corporation is sold.

(v) The owner retires or dies.

(i) Change in location of place of business. If a manufacturer, dealer or full agent changes the location of the office, they shall notify the Department within 10 days. Other provisions of this chapter concerning the place of business shall apply to a change in location of the office. The issuance or transfer of temporary registration plates may not be conducted at the new location until the location has been approved by the Department.

§ 43.5. Issuance of temporary registration cards.

(a) General rule. Cards will be issued in the following manner:

(1) Temporary registration cards will be issued only by the Bureau, by dealers, manufacturers, card agents and full agents authorized by the Bureau and by government agencies authorized by the Bureau. When required by law, dealers and manufacturers shall be licensed by the State Board of Vehicle Manufacturers, Dealers and Salespersons as a prerequisite to authorization by the Bureau.

(2) Temporary registration cards will be issued only in conjunction with issuance of a temporary registration plate by the Bureau, an authorized dealer, manufacturer, full agent or authorized government agency, or in conjunction with the transfer of a registration plate.

(b) Obtaining temporary registration cards. Issuing agents may obtain temporary registration cards at offices of the Bureau or upon written request to the Bureau.

(c) Issuance of temporary registration cards in connection with transfer of registration. Every issuing agent shall, upon request, issue a temporary registration card to the owner or lessee of a vehicle who has made proper application for transfer of registration on an application for certificate of title or other appropriate Departmental form. The agent information on the Departmental forms shall be completed in full by the agent.

(d) Duty to examine documents. The duty to examine documents includes the following:

(1) Before issuing a temporary registration card, the issuing agent shall examine the documents necessary to the transaction.

(2) A temporary registration card may not be issued unless the following items are found to be in order:

(i) Insurance information.

(A) Except as provided in clause (B), determination shall be made that the vehicle is insured by examining one of the following documents covering the subject vehicle, the vehicle traded for the subject vehicle or another vehicle owned by the applicant:

(I) An identification card as required in 31 Pa. Code Chapter 67, Subchapter B (relating to evidence of financial responsibility).

(II) The declaration page of an insurance policy.

(III) A valid binder of insurance issued by an insurance company licensed to sell motor vehicle liability insurance in this Commonwealth.

(IV) A copy of an application to the Pennsylvania Automobile Insurance Plan.

(V) A certificate of self-insurance issued by the Department.

(B) The requirement to check one of the documents listed in clause (A) does not require the agent to verify the information submitted unless the agent has reason to believe the documents are fraudulent.

(C) If the vehicle was acquired in this Commonwealth for transportation under its own power to another state for registration there, the issuing agent shall examine the driver's license or other appropriate identification of the applicant to ascertain that:

(I) The applicant is an out-of-State resident.

(II) The vehicle was purchased within the previous 60 days.

(III) The applicant possesses one of the proof of insurance items identified in clause (A) issued by a company authorized to transact business in this Commonwealth or in the state to which the vehicle is being transported for title and registration therein.

(ii) Application. The application shall be properly and completely executed and notarized, as required, accompanied by the correct fees, taxes and other required forms or documents.

(e) Preparation of application. The issuing agent shall complete in ink, or by typewriter, or by data processing equipment the application for temporary registration. The issuing agent identification number shall be on all documents, including checks submitted by the issuing agent, submitted to the Bureau for processing.

(f) Copies of temporary registration card. Copies of the temporary registration card shall be handled as follows:

(1) The original copy of the temporary registration card, including the copy completed for the cardboard temporary, the regular registration card, and documents and fees necessary to the transaction shall be forwarded by the issuing agent to the Bureau within 20 days of issuance of the temporary registration card. These materials shall be forwarded either by an authorized messenger service, by mail or by delivery to an area designated by the Bureau.

(2) The applicant's copy of the temporary registration card shall be given to the applicant, for possession by the driver of the vehicle whenever the vehicle is being driven on the highway.

(3) The agent's copy of the temporary registration card, copies of related documents including bills of sale when the agent is also the dealer and a copy of the document used for identification and copies of the documents used for insurance verification shall be retained at the place of business of the issuing agent for at least 3 years and shall

be made available for inspection only by police and authorized representatives of the Department. Cards issued in conjunction with the transfer of registration plates shall be kept separate from cards issued in conjunction with temporary registration plates. Cards shall be kept in chronological order according to the date of issuance.

(g) Fee not to be charged. An issuing agent may not charge a fee for issuing a temporary registration card in connection with transfer of registration except fees for notarization and messenger service, if requested by the applicant.

(h) Expiration or voidance of temporary registration cards. Temporary registration cards shall expire and become void upon the occurrence of one of the following:

(1) The receipt of the regular registration card from the Bureau.

(2) The rescission of a contract to purchase a vehicle.

(3) The expiration of 60 days from the date of issuance, or, in the case of a vehicle which was acquired in this Commonwealth for transportation to another state for registration or other use there, the expiration of 30 days from the date of issuance.

(4) The temporary registration plate is lost, stolen or defaced.

(i) Confidentiality. The agent's copy of the temporary registration card and documents related to the application for title or registration shall be kept in strict confidentiality by the issuing agent, unless otherwise required by law or legal purpose.

(j) Receipts. An agent shall complete an itemized receipt, in duplicate, which lists the total fees payable to the Commonwealth on one line, and each fee charged for the agent's services on a separate line.

A copy shall be given to the customer and the other copy shall be retained by the agent for 3 years and shall be made available for inspection.

§ 43.6. Issuance of temporary registration plates.

(a) Limits on issuance. Temporary registration plates will be issued in the following manner:

(1) Temporary registration plates other than those specified in paragraph (4) will be issued only by the Bureau, approved governmental agencies, dealers, manufacturers and full agents authorized by the Bureau.

(2) Temporary registration plates shall be issued only in conjunction with an application for title and registration of a vehicle within this Commonwealth or for the purpose of driving or otherwise moving a vehicle purchased in this Commonwealth to another state or country for titling, registration, use or resale there.

(3) Notwithstanding paragraphs (1) and (2), a full agent who is also an authorized messenger service under Chapter 255 (relating to messenger services), may issue a temporary registration plate in one of the following circumstances after receiving authorization from the Department indicating the vehicle record is clear of a suspension or other impediment to issuance of the registration plate:

(i) For a vehicle for which the applicant already has a Pennsylvania Certificate of Title.

(ii) To a person who is applying for replacement of a lost, stolen or defaced registration plate.

(iii) For a vehicle for which the applicant has an Out-of-State title and registration, but is also required to be registered, but not titled, in this Commonwealth.

(4) Temporary registration plates for reconstructed and specially constructed vehicles will be issued only by the Bureau.

(b) Issuance at other locations. The Department may provide written authorization for individual dealers, manufacturers or full agents to issue temporary registration plates at a location other than the places of business of the dealer, manufacturer or full agent for a period not to exceed 1 year. The privilege to issue temporary registration plates from a location other than the designated dealer, manufacturer or full agent's place of business is revocable if the Department finds that the dealer, manufacturer or full agent has violated this chapter or the terms of the written authorization.

(c) Obtaining temporary registration plates. Temporary registration plates shall be obtained by submitting the appropriate form and paying the applicable fee to the Bureau.

(d) Issuance of temporary registration card in conjunction with issuance of temporary registration plates. Upon the issuance of a temporary registration plate, the authorized dealer, full agent or manufacturer shall issue a temporary registration card, in the manner prescribed on forms provided by the Department and in § 43.5 (relating to issuance of temporary registration cards).

(1) The number of the temporary registration plate shall be indicated on the temporary registration card.

(2) If the vehicle is not to be titled in this Commonwealth, it shall be noted on the temporary registration card.

(e) Issuance of temporary registration plates. Temporary registration plates shall be issued in consecutive order, beginning with the lowest number in each series.

(f) Issuance of cardboard temporary registration plates. Upon issuance of a cardboard temporary registration plate, the authorized dealer, manufacturer or full agent shall punch out the month, day and year of expiration at the space provided and shall record the following information clearly and indelibly on the face of the temporary plate:

(1) The date of issuance.

(2) The year, make and model of vehicle.

(3) The vehicle identification number.

(4) The identification number of the authorized dealer, manufacturer or full agent.

(g) Fee charged. The fee charged for providing an applicant with a temporary plate may not exceed:

(1) Ten dollars if the plate was obtained from the Department for a fee of $5.

(2) Five dollars if the plate was obtained from the Department for a fee of $1.

§ 43.7. Inventory of temporary registration cards and plates.

(a) Inventory report. Every dealer, manufacturer and full agent is responsible for providing the Bureau with a report on the temporary registration plates which it has in inventory, within 30 days of the Bureau's request for the information.

(b) Security. Temporary registration cards and plates shall be kept in a secure place, which shall meet the approval of the Bureau. Issuing agents shall be responsible for security of temporary registration cards and plates obtained by them until they are issued to applicants.

(c) Report on lost or stolen plates. If plates are lost or stolen, the dealer, manufacturer or full agent shall notify the Department of the loss or theft within 48 hours of the occurrence. This notice shall be in the form of a notarized statement and shall give complete details of the loss or theft of the plates. In the event of theft, a police report shall be submitted to the Department within 10 days of the theft.

(d) Available for inspection. Temporary registration plates and related documents shall be available for inspection, with or without notice, by authorized Commonwealth employees which includes the State Police. Records required by the Department to be maintained by the issuing agent in carrying out its duties under this chapter shall be subject to periodic inspection by authorized representatives of the Commonwealth or its designated agents under the following conditions:

(1) Place. The inspection will be conducted at the issuing agent's established place of business.

(2) Time. The inspection will be conducted during regular and usual business hours.

(3) Scope. The inspection will be limited to examination of the records and plate inventory which are subject to the recordkeeping requirements of this chapter and which are on the premises.

§ 43.8. Return or surrender of temporary registration cards and plates.

(a) Discontinued business. An issuing agent, other than a card agent, who discontinues their business shall, within 5 days, return to the Department the certificate of authorization and the temporary registration cards and plates in the agent's possession. The Bureau will make appropriate refunds under subsection (c).

(b) Suspension. An issuing agent, other than a card agent, whose right to issue temporary registration cards and plates has been suspended shall surrender the certificate of authorization and the registration cards and plates in the agent's possession at the agent's established place of business to an authorized representative of the Department.

(c) Refunds. A refund of the fee paid by an agent for a temporary registration plate may be obtained upon the return of the plate by the agent, accompanied by the appropriate form provided by the Department, except when the plate is being returned by a dealer, manufacturer or full agent whose authorization has been suspended or revoked. The Bureau will deduct $25 from the refund amount due to cover processing of the request for refund.

§ 43.9. Bond.

(a) Authorized dealers, manufacturers and full agents to be bonded. Every authorized dealer, manufacturer and full agent shall file and maintain with the Bureau a bond executed by a surety company authorized to transact business in this Commonwealth. The bond shall be for the use and benefit of the Commonwealth and a person who has sustained a monetary loss within the limitations of the bond as specified in subsection (d).

(b) Amount of bond. Issuing agents, other than card agents, shall be bonded in the amount as set forth in the Agent Services Agreement.

(c) Decrease in amount of bond. If the amount of the bond is decreased, or if there is a final judgment outstanding against the bond, the right of the authorized dealer, manufacturer or full agent to issue temporary registration cards and plates will be suspended until steps are taken, satisfactory to the Bureau, to restore the original amount of the bond, provide additional bond or satisfy the judgment.

(d) Limitations of bond. The bond required under this section shall cover transactions in which the Commonwealth or a person specified in subsection (a), has sustained a monetary loss due to the agent, dealer or manufacturer submitting a dishonored or uncollectible check to the Commonwealth (including protest and uncollectible check fees), or failing to remit to the Commonwealth a fee or tax when the monetary loss is incurred in connection with the business of the dealer or manufacturer. A check which is dishonored upon presentment, or an application for title or registration which is received without a required fee or tax, shall constitute a monetary loss. Failure to pay a monetary penalty within 45 days of assessment shall also constitute a monetary loss. The bond required under this section may not cover a loss for a transaction which is not mentioned in this subsection relating to the issuance of temporary registration cards or plates in connection with the business of the dealer, manufacturer or full agent. If the dealer, manufacturer or full agent has one or more branch offices, the amount of the bond shall be as specified in the Agent Services Agreement.

(e) Bond already on file. An authorized dealer, manufacturer or full agent who has filed a bond with the Commonwealth will 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 at least equal to the amount and coverage of the bond required under this section.

(f) Acceptance. The surety and terms of bonds or riders shall be subject to review and acceptance by the Bureau.

(g) Change of address. When a change of address occurs, a stipulation or rider to the original bond shall be submitted for the new address.

(h) Authorized claims. The Bureau has the right to make and settle claims upon the bond with the surety company on behalf of the Commonwealth and a person who has incurred a monetary loss as specified in subsection (a). The Bureau will, upon written request, assign this right to a person for that person's claim; however, in this event, the Commonwealth is released from any duty to the person towards obtaining satisfaction of that person's claim. The Commonwealth will have priority, to the exclusion of all others, in receiving payment from the surety. If the aggregate amount of valid claims exceeds the amount of the bond, priority for the payment of claims shall be as follows:

(1) Claims made by the Commonwealth.

(2) Claims made by the Commonwealth for persons.

(3) Claims made by persons who obtained assignment from the Bureau.

§ 43.10. Prohibited acts.

(a) False information not knowingly to be given. An issuing agent may not knowingly issue a temporary registration card or plate containing misstatement of facts or other false information.

(b) Alteration. A temporary registration card or plate may not be altered. An alteration on a temporary registration card or plate, including copies submitted to the Bureau, renders it invalid.

(c) Renewal or reissuance. An issuing agent may not renew or reissue a temporary registration

card or plate which has expired, except upon written authorization of the Department or except as provided for in §43.6(a)(3) (relating to issuance of temporary registration plates).

(d) Refusal to issue. An authorized dealer, manufacturer or full agent may not refuse, upon request, to issue a temporary registration plate to the owner or lessee of a vehicle who possesses proper documentation under this chapter.

(e) Issuance at location not approved by the Department. Temporary registration plates may not be issued by an authorized dealer, manufacturer or full agent at a location other than the approved places of business of the authorized dealer, manufacturer or full agent, except under §43.6(b).

(f) Refusal to accept separate check or money order. An issuing agent may not refuse to accept a separate check or money order made payable to the Commonwealth for fees and taxes due to the Commonwealth in association with a title application.

(g) Consignment. An authorized dealer, manufacturer or full agent may not consign or transfer to other issuing agents or persons, any of the inventory of temporary registration plates issued by the Department to the authorized dealer, manufacturer or full agent.

(h) Issuance of temporary registration without proper documentation. An authorized dealer, manufacturer or full agent may not issue a temporary registration card or plate if proper documentation is not complete and if information is not verified if required. This includes proof of ownership, insurance coverage, odometer statements, proof of identity and other documentation that may be required.

(i) Gifts. An issuing agent may not offer or deliver money, gifts or other items of substantial value nor offer and deliver money, gifts or other items to a Commonwealth employee.

(j) Reportable transactions. An issuing agent may not fail to report a transaction involving the sale or transfer of a vehicle consistent with Internal Revenue Service statutes, regulations and rules.

§ 43.11. (Reserved).

§ 43.12. Use of temporary registration plate.

(a) Applicability. This section pertains to the use of a temporary registration plate by the person to whom it was issued.

(b) Temporary registration plate nontransferable. Temporary registration plates may not be transferred from one vehicle to another. If a person purchases another vehicle before receiving the regular registration card from the Bureau, the person shall wait until receipt of the regular registration card and then transfer the registration plate in the usual manner.

(c) Expiration of temporary registration plates. Temporary registration plates shall expire as follows:

(1) Rules pertaining to cardboard plates.

(i) A cardboard temporary registration plate shall expire and become void upon the occurrence of one of the following:

(A) Issuance of registration from another state.

(B) Rescission of a contract to purchase a vehicle.

(C) Expiration of 30 days from the date of issuance. **NOTE: Act 165 signed into law on November 4, 2016 changed this expiration date to 60 days.**

(ii) Upon expiration of a cardboard temporary registration plate, the person to whom it was issued shall destroy it.

(2) Rules pertaining to metal plates. A metal temporary registration plate may not be used after the expiration of 60 days from the date of issuance of the temporary card and plate until the registrant receives a regular registration card from the Bureau.

(d) Use of temporary registration plates on vehicles transporting a load. Vehicles transporting a load shall comply with the following:

(1) Temporary metal registration plates may be used on a vehicle transporting a load if the vehicle has a gross vehicle weight rating of 26,000 pounds or less and the vehicle and load have a gross weight of 26,000 pounds or less.

(2) Temporary metal registration plates may not be used on a vehicle transporting a load, if the vehicle has a gross vehicle weight rating in excess of 26,000 pounds or the vehicle and load have a gross weight in excess of 26,000 pounds, unless the vehicle is operating only within this Commonwealth or through jurisdictions which are not members of the International Registration Plan.

(3) Temporary cardboard registration plates may not be used on a commercial vehicle transporting a load.

(e) Prosecution. A person who violates subsection (c) shall be subject to prosecution under 75 Pa.C.S. § 1301 (relating to driving unregistered vehicle prohibited).

§ 43.13. Special temporary registration cards and plates.

The Secretary may authorize the issuance of special temporary registration cards and plates for special occasions which they deem to be in the best interests of the Commonwealth. Temporary registration cards and plates shall be valid for a period of time the Secretary will determine.

PART II
TITLE, REGISTRATION AND LICENSING

Chapter

11. Certificate of Title and Security Interests
13. Registration of Vehicles
15. Licensing of Drivers
16. Commercial Drivers
17. Financial Responsibility
18. Motor Vehicle Insurance Fraud
19. Fees
20. Motor Vehicle Insurance Rate Review Procedures
21. Motor Carriers Road Tax Identification Markers
23. Motor Vehicle Transaction Recovery Fund

Enactment. Part II was added June 17, 1976, P.L.162, No.81, effective July 1, 1977, unless otherwise noted.

CHAPTER 11
CERTIFICATE OF TITLE AND SECURITY INTERESTS

Subchapter

A. Certificate of Title
B. Security Interests
C. Electronic Titling Program
D. Salvage Vehicles, Theft Vehicles, Reconstructed Vehicles and Flood Vehicles

Enactment. Chapter 11 was added June 17, 1976, P.L.162, No.81, effective July 1, 1977.

Cross References. Chapter 11 is referred to in sections 1301, 1373 of this title.

SUBCHAPTER A
CERTIFICATE OF TITLE

Sec.

1101. Certificate of title required.
1102. Vehicles not requiring certificate of title.
1103. Application for certificate of title (Repealed).
1103.1. Application for certificate of title.
1104. Examination of records upon receipt of application.
1105. Issuance of certificate of title.
1106. Content and effect of certificate of title.
1107. Delivery of certificate of title.
1108. Registration without certificate of title.
1109. Refusing issuance of certificate.
1110. Duplicate certificate of title to replace original.
1111. Transfer of ownership of vehicle.
1111.1. Transfer of ownership of vehicles used for human habitation.

1112. Disclosure of odometer reading and tampering with odometer (Repealed).
1113. Transfer to or from manufacturer or dealer.
1114. Transfer of vehicle by operation of law.
1115. Correction of certificate of title.
1116. Issuance of new certificate following transfer.
1117. Vehicle destroyed, dismantled, salvaged or recycled (Repealed).
1118. Suspension and cancellation of certificate of title.
1119. Application for certificate of title by agent.

§ 1101. Certificate of title required.

(a) General rule.--Except as provided in section 1102 (relating to vehicles not requiring certificate of title), every owner of a vehicle which is in this Commonwealth and for which no certificate of title has been issued by the department shall make application to the department for a certificate of title of the vehicle.

(b) Registration without certificate prohibited.--The department shall not register or renew the registration of a vehicle unless a certificate of title has been issued by the department to the owner or an application for a certificate of title has been delivered by the owner to the department.

(c) Penalty.--Failure to obtain a certificate of title as required by law is a summary offense.

§ 1102. Vehicles not requiring certificate of title.

No certificate of title is required for:

(1) A vehicle owned by the United States unless it is registered in this Commonwealth.

(2) A golf cart, motor-driven cycle, go-cart or other similar vehicle unless it is registered in this Commonwealth.

(3) A new vehicle owned by a manufacturer or registered dealer before and until sale.

(4) A vehicle owned by a nonresident of this Commonwealth and not required by law to be registered in this Commonwealth.

(5) A vehicle owned by a resident legally required to be registered in another state, based and used principally outside of this Commonwealth, and not required by law to be registered in this Commonwealth.

(6) A vehicle regularly engaged in the interstate transportation of persons or property for which a currently effective certificate of title has been issued in another state.

(7) A vehicle moved solely by human or animal power.

(8) An implement of husbandry unless required to be registered.

(9) Special mobile equipment unless required to be registered.

(10) A multipurpose agricultural vehicle.

(11) A tow dolly.

(12) An electric personal assistive mobility device.

(Mar. 7, 1982, P.L.152, No.49, eff. imd.; July 11, 1985, P.L.220, No.56, eff. 60 days; Aug. 5, 1991, P.L.238, No.26, eff. imd.; July 4, 2002, P.L.692, No.105, eff. 60 days)

2002 Amendment. Act 105 added par. (12).
1991 Amendment. Act 26 added par. (11).
1985 Amendment. Act 56 added par. (10).

1982 Amendment. Act 49 amended the intro. par. and deleted par. (10).

Cross References. Section 1102 is referred to in section 1101 of this title.

§ 1103. Application for certificate of title (Repealed).

1990 Repeal. Section 1103 was repealed June 30, 1990, P.L.266, No.63, effective immediately, and July 10, 1990, P.L.356, No.83, effective immediately.

§ 1103.1. Application for certificate of title.

(a) Contents of application.--Application for a certificate of title shall be made upon a form prescribed and furnished by the department and shall contain a full description of the vehicle, the vehicle identification number, odometer reading, date of purchase, the actual or bona fide name and address of the owner, a statement of the title of applicant, together with any other information or documents the department requires to identify the vehicle and to enable the department to determine whether the owner is entitled to a certificate of title, and the description of any security interests in the vehicle. Program participants in the Address Confidentiality Program under 23 Pa.C.S. Ch. 67 (relating to domestic and sexual violence victim address confidentiality) may use a substitute address designated by the Office of Victim Advocate as their address.

(b) Signing and filing of application.--Application for a certificate of title shall be made within 20 days of the sale or transfer of a vehicle or its entry into this Commonwealth from another jurisdiction, whichever is later. The application shall be accompanied by the fee prescribed in this title and any tax payable by the applicant under the laws of this Commonwealth in connection with the acquisition or use of a vehicle or evidence to show that the tax has been collected. The application shall be signed and verified by oath or affirmation by the applicant if a natural person; in the case of an association or partnership, by a member or a partner; and in the case of a corporation, by an executive officer or some person specifically authorized by the corporation to sign the application.

(c) Manufacturer's Statement of Origin for new vehicles.--If the application refers to a new vehicle, it shall be accompanied by the Manufacturer's Statement of Origin for the vehicle.

(d) Vehicles purchased from dealers.--If the application refers to a vehicle purchased from a dealer, the dealer shall mail or deliver the application to the department within 20 days of the date of purchase. The application shall contain the names and addresses of any lienholders in order of priority and the amounts and the dates of the security agreements and be assigned by the dealer to the owner and signed by the owner. Any dealer violating this subsection is guilty of a summary offense and shall, upon conviction, be sentenced to pay a fine of $50 for each violation. The requirement that the dealer mail or deliver the application to the department does not apply to vehicles purchased by fleet owners or governmental or quasi-governmental agencies.

(d.1) Presumption of receipt and grace period prior to prosecution.--Within one business day of receiving an application referring to a vehicle purchased from a dealer, the department shall stamp the application with a work identification number, which shall include the year and day that the application was

received at the department. In determining whether a dealer has submitted an application in accordance with subsection (d), an additional ten-day period shall be calculated and allotted to the dealer to account for any possible delay of the mail or by the department in timely stamping an application as to the year and day received. No issuing authority or court shall extend this period. An application, or copy thereof certified by the department, which displays the stamped work identification document number shall be accepted by any issuing authority or court in any proceeding as prima facie evidence of the date that the application was received by the department. If the displayed stamp is not legible, a certification by the department of the date that the application was received shall be accepted by the issuing authority or court as prima facie evidence of that date.

(e) Out-of-State vehicles.--If the application refers to a vehicle last previously titled or registered in another state or country, the following information shall be contained in or accompany the application or be forwarded in support of the application as required by the department:

(1) Any certificate of title issued by the other state or country.

(2) A tracing of the vehicle identification number taken from the official number plate or, where it is impossible to secure a legible tracing, verification that the vehicle identification number of the vehicle has been inspected and found to conform to the description given in the application. The department shall provide by regulation the persons who are authorized to verify vehicle identification numbers under this paragraph.

(3) Any other information and documents the department reasonably requires to establish the ownership of the vehicle and the existence or nonexistence of security interests in the vehicle.

(f) Foreign vehicles owned by military personnel.--If the application refers to a vehicle last previously registered in another country by a person on active duty in the armed forces of the United States, the department may accept a complete form issued by the United States Department of Defense as evidence of ownership.

(g) Specially constructed, reconstructed or modified vehicles.--If the vehicle to be titled is a specially constructed, reconstructed or modified vehicle, that fact shall be stated in the application. The department may promulgate rules and regulations pertaining to the titling of specially constructed, reconstructed or modified vehicles.

(g.1) Verification.--In lieu of notarization of any document required to be submitted with the application for certificate of title, the department shall accept the verification of a person's signature by a wholesale vehicle auction licensed by the State Board of Vehicle Manufacturers, Dealers and Salespersons or its employee, or an issuing agent who is licensed as a vehicle dealer by the State Board of Vehicle Manufacturers, Dealers and Salespersons, or its employee. The name and identification number and the signature of the issuing agent or wholesale vehicle auction or respective employee shall be written in the space reserved for a notarization or verification. If an issuing agent or wholesale vehicle auction or respective employee falsely

verifies a person's signature, the department shall suspend the issuing agent's or wholesale vehicle auction's authority to issue temporary registration plates and cards for not less than 30 days. When verification is used in lieu of notarization, the issuing agent or its employee shall verify a person's identity by using at least one form of government-issued photo identification. A copy of the form of identification used shall be maintained by the issuing agent for a period of three years from the date of the verification.

(h) Penalties.--Any person who falsely verifies a signature under subsection (g.1) or a vehicle identification number under subsection (e)(2) or who verifies a vehicle identification number without being authorized as provided in subsection (e)(2) commits a summary offense punishable by a fine of $300.

(June 30, 1990, P.L.266, No.63, eff. imd.; July 10, 1990, P.L.356, No.83, eff. imd.; Dec. 7, 1994, P.L.820, No.115, eff. 60 days; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days; Dec. 9, 2002, P.L.1278, No.152, eff. 60 days; Nov. 30, 2004, P.L.1474, No.188, eff. 180 days; July 14, 2005, P.L.285, No.50, eff. 60 days)

2005 Amendment. Act 50 amended subsec. (g.1).

2004 Amendment. Act 188 amended subsec. (a).

2002 Amendment. Act 152 amended subsecs. (g) and (g.1).

1998 Amendment. Act 151 amended subsec. (h) and added subsec. (g.1).

1994 Amendment. Act 115 added subsec. (d.1).

1990 Amendments. Acts 63 and 83 added section 1103.1. The amendments by Acts 63 and 83 are identical except for a reference by Act 83 in subsecs. (b) and (d) to "20 days" which has been given effect in setting forth the text of section 1103.1.

Cross References. Section 1103.1 is referred to in sections 1111, 6308 of this title.

§ 1104. Examination of records upon receipt of application.

The department, upon receiving an application for a certificate of title, shall check the vehicle identification number shown in the application against the records of vehicles required to be maintained under section 1105 (relating to issuance of certificate of title) and against the record of stolen vehicles required to be maintained under section 7114 (relating to records of stolen vehicles). If the record indicates that the vehicle is stolen, the application and accompanying documents may be retained by the department pending investigation.

§ 1105. Issuance of certificate of title.

(a) General rule.--The department shall file each application received and, when satisfied as to the genuineness and regularity of the application and that the applicant is entitled to the issuance of a certificate of title, shall issue a certificate of title for the vehicle. The department shall use reasonable diligence in ascertaining whether or not the facts stated in the application are true.

(b) Maintenance of records.--The department shall maintain a record of all certificates of title issued by the department as follows:

(1) Under a distinctive title number assigned to the vehicle.

(2) Under the vehicle identification number.

(3) Alphabetically, under the name of the owner.

(4) In the discretion of the department, by any other method determined by the department.

(c) Title transfer odometer readings.--The department shall compare the odometer reading of the vehicle each time a certificate of title is transferred and ascertain the reported mileage against the most recent previously reported mileage for the vehicle.

(June 14, 1983, P.L.16, No.8, eff. 60 days)

1983 Amendment. Act 8 added subsec. (c).

Cross References. Section 1105 is referred to in section 1104 of this title.

§ 1106. Content and effect of certificate of title.

(a) Vehicle identification and encumbrances.--A certificate of title shall contain such description and other evidence of identification of the vehicle for which it is issued as the department may deem necessary and the odometer reading, together with a statement of any liens or encumbrances, including the names of the holder or holders of the liens or encumbrances and any indication of special use or condition set forth under subsection (b).

(b) Indication of special use or condition.--No person shall assign a certificate of title to any vehicle unless the certificate clearly contains notice of the use or condition if the vehicle is or has been:

(1) used as a police car;

(2) used as a taxicab for the transport of passengers, for hire, having a seating capacity of nine or fewer passengers;

(3) an abandoned vehicle;

(4) a flood vehicle;

(5) a modified vehicle;

(6) a reconstructed vehicle;

(7) a specially constructed vehicle;

(8) a recovered theft vehicle or a theft vehicle if required to be retitled under section 1164 (relating to theft vehicles);

(9) a vehicle originally manufactured for intended distribution outside the United States;

(10) bearing a VIN plate differing from its original;

(11) a motor vehicle returned to a vehicle dealer or manufacturer pursuant to the act of March 28, 1984 (P.L.150, No.28), known as the Automobile Lemon Law; or

(12) a highly automated vehicle.

Indication of the use or condition shall be deemed part of the description of the vehicle. Any person violating this subsection commits a summary offense and shall, upon conviction, be sentenced to pay a fine of $200.

Indication of the use or condition shall be deemed part of the description of the vehicle. Any person violating this subsection commits a summary offense and shall, upon conviction, be sentenced to pay a fine of $200.

(c) Certificate as evidence and notice.--A certificate of title issued by the department is prima facie evidence of the facts appearing on the certificate. The certificate shall be adequate notice to the Commonwealth, creditors, subsequent lienholders and purchasers that a lien against the vehicle exists.

The printed name of the secretary shall constitute a signature on the certificate.
(June 14, 1983, P.L.16, No.8, eff. 60 days; Dec. 18, 1992, P.L.1411, No.174, eff. 60 days; Dec. 9, 2002, P.L.1278, No.152, eff. 60 days; June 28, 2018, P.L.498, No.74, eff. 180 days; Nov. 3, 2022, P.L.1946, No.130, eff. one year)

2022 Amendment. Act 130 amended subsec. (b)(10) and (11) and added subsec. (b)(12).
2018 Amendment. Act 74 amended subsec. (b).
2002 Amendment. Act 152 amended subsecs. (a) and (b).
1992 Amendment. Act 174 amended subsec. (c).
Cross References. Section 1106 is referred to in section 8508 of this title.

§ 1107. Delivery of certificate of title.

The certificate of title shall be mailed to the first lienholder or encumbrancer named in the certificate or, if there is no lienholder or encumbrancer, the title shall be mailed or delivered to the owner in accordance with the department regulations.

§ 1108. Registration without certificate of title.

If the department is not satisfied as to the ownership of the vehicle or that there are no undisclosed security interests in the vehicle, the department may register the vehicle but shall withhold issuance of a certificate of title until the applicant presents documents reasonably sufficient to satisfy the department as to the ownership by the applicant of the vehicle and that there are no undisclosed security interests in the vehicle.

§ 1109. Refusing issuance of certificate.

The department may refuse issuance of a certificate of title or certificate of salvage when it has reasonable grounds to believe:

(1) That any required fee has not been paid.

(2) That any taxes payable under the laws of this Commonwealth on or in connection with, or resulting from, the acquisition or use of the vehicle have not been paid.

(3) That the applicant is not the owner of the vehicle.

(4) That the application contains a false or fraudulent statement.

(5) That the applicant has failed to furnish required information or documents or any additional information the department reasonably requires.

(6) That the vehicle is a nonrepairable vehicle.

(Dec. 9, 2002, P.L.1278, No.152)

2002 Amendment. Act 152 amended the entire section, effective immediately as to par. (6) and 60 days as to the remainder of the section.

§ 1110. Duplicate certificate of title to replace original.

(a) Application for duplicate.--In the event of a lost, destroyed, defaced, stolen or illegible certificate of title, application for a duplicate may be made by furnishing information satisfactory to the department upon a form prescribed and furnished by the department. The form shall be signed by the first lienholder or, if none, the owner or legal representative of the owner, verified by oath or affirmation of the applicant, accompanied by the fee provided in this title.

(b) Status of original and duplicate.--If the original certificate of title is found after the duplicate is issued, the original title shall be returned to the department with an explanation. Only the duplicate title is valid once issued. Subsequent transfer of ownership can be made only on the duplicate.

§ 1111. Transfer of ownership of vehicle.

(a) Duty of transferor.--In the event of the sale or transfer of the ownership of a vehicle within this Commonwealth, the owner shall execute an assignment and warranty of title to the transferee in the space provided on the certificate or as the department prescribes, sworn to before a notary public or other officer empowered to administer oaths or verified by a wholesale vehicle auction licensed by the State Board of Vehicle Manufacturers, Dealers and Salespersons, or its employee, or an issuing agent who is licensed as a vehicle dealer by the State Board of Vehicle Manufacturers, Dealers and Salespersons, or its employee, and deliver the certificate to the transferee at the time of the delivery of the vehicle.

(a.1) Exception for dealers.--When a certificate of title for a vehicle acquired by a licensed dealer for the purpose of resale is encumbered by a lien or when there is a manufacturer's statement of origin for a new vehicle, delivery of the certificate of title or manufacturer's statement of origin by the dealer as a transferor at the time of delivery of the vehicle upon resale shall not be required if, prior to delivery of the vehicle, the dealer obtains the applicable powers of attorney to properly execute transfer of the title or manufacturer's statement of origin and the dealer requests and receives the departmental verification of any lienholders, ownership, odometer information and title brands, on titled vehicles, and any other information that the department deems necessary to be verified. Upon payment of the established fee, the department shall provide the dealer or authorized messenger service with verification of the required information. The department may supply the verified information by either written or electronic means. The application and a properly assigned certificate of title or manufacturer's statement of origin shall be delivered to the department within the time period prescribed by section 1103.1 (relating to application for certificate of title). If a dealer sells a vehicle after verification of the required information for a certificate of title encumbered by a lien, but fails to satisfy the lien or deliver an assignment and warranty of title to the dealer's transferee within 90 days of the date of purchase, and this failure is the result of an act or omission by the dealer, the dealer shall accept return of the vehicle from the transferee and shall refund the purchase price less actual depreciation of the vehicle while it was within the possession of the transferee. In refunding the purchase price, the price shall include the listed dollar value of any trade-in vehicle as stated in the sales transaction document in lieu of returning the transferee's trade-in vehicle.

(a.2) Exception for sales at licensed wholesale auctions.--In the event of the offering for sale or transfer of a vehicle between automobile dealers licensed by this Commonwealth or another state at a wholesale vehicle auction which is licensed by the State Board of Vehicle Manufacturers, Dealers and Salespersons

as a wholesale vehicle auction, the licensed dealer need not execute an assignment and warranty of title to the transferee at the time of the offering of the vehicle for sale if, prior to the offering of the sale of the vehicle, it is noted that the title is not present. The transferor shall deliver a properly assigned and warranted title to that transferee within ten days of the date that the vehicle was offered for sale, and the sale shall not be consummated until the transferor has delivered the title to the transferee.

(b) Duty of transferee.--Except as otherwise provided in section 1113 (relating to transfer to or from manufacturer or dealer), the transferee shall, within 20 days of the assignment or reassignment of the certificate of title, apply for a new title by presenting to the department the properly completed certificate of title, sworn to before a notary public or other officer empowered to administer oaths or verified before an issuing agent, who is licensed as a vehicle dealer by the State Board of Vehicle Manufacturers, Dealers and Salespersons, or its employee, and accompanied by such forms as the department may require.

(b.1) Transfers relating to the RESET program.--A motor vehicle transferred to the Commonwealth or a political subdivision for use in the RESET program administered under section 405.1 of the act of June 13, 1967 (P.L.31, No.21), known as the Public Welfare Code, shall not be subject to sales or use tax under Article II of the act of March 4, 1971 (P.L.6, No.2), known as the Tax Reform Code of 1971, upon the removal of the vehicle from inventory by any:

(1) motor vehicle dealer, importer or wholesaler; or

(2) "broker," "dealer" or "distributor," as defined in section 2 of the act of December 22, 1983 (P.L.306, No.84), known as the Board of Vehicles Act.

(c) Penalty.--Any person violating subsection (a) shall be guilty of a summary offense and shall, upon conviction, be sentenced:

(1) For a first offense, to pay a fine of $100.

(2) For a subsequent offense, to pay a fine of not less than $300 nor more than $1,000.

(July 10, 1984, P.L.679, No.146, eff. 60 days; Dec. 20, 1995, P.L.666, No.74; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days; July 14, 2005, P.L.285, No.50, eff. 60 days; Oct. 24, 2012, P.L.1431, No.178, eff. 60 days)

2012 Amendment. Act 178 amended subsecs. (a.1) and (b).

2005 Amendment. Act 50 amended subsec. (a).

References in Text. The short title of the act of June 13, 1967, P.L.31, No.21, known as the Public Welfare Code, referred to in subsection (b.1), was amended by the act of December 28, 2015, P.L.500, No.92. The amended short title is now the Human Services Code.

Cross References. Section 1111 is referred to in sections 1113, 1161, 6308 of this title.

§ 1111.1. Transfer of ownership of vehicles used for human habitation.

(a) Tax status certification.--If a mobile home or manufactured home that has been anchored to the ground to facilitate connections with electricity, water and sewerage, and previously titled in this Commonwealth to a person using the

mobile home or manufactured home as a residence in this Commonwealth immediately preceding its sale or transfer, is offered for sale or transfer, the transferor shall obtain a tax status certification from the tax claim bureau of the county in which the mobile home or manufactured home is situated showing the county, municipal and school district real estate taxes due on the mobile home or manufactured home, as shown by the bureau's records as of the date of the certification, including any delinquent taxes turned over to a third party for collection. The tax status certification shall be provided to the transferee and the department in conjunction with the transfer of the mobile home or manufactured home and shall include the following:

(1) The parcel number assigned to the vehicle.

(2) The amount of current or delinquent taxes owed from the parcel number.

(3) The date upon which a tax for the parcel number will accrue and the taxing period that the tax will cover.

(4) The addresses and telephone numbers of the tax collection authority and tax claim bureau or equivalent office.

(b) Certification obtained by third party.--The transferor may request a notary public or other officer empowered to administer oaths or a vehicle dealer or its employee licensed by the State Board of Vehicle Manufacturers, Dealers and Salespersons and authorized by the department to complete certificate of title transfer paperwork to obtain the tax status certification on his behalf. The person or entity obtaining the tax status certification on behalf of the transferor may recoup the fee paid for each certification from the transferor and is not liable to the transferor, transferee or the tax claim bureau or equivalent office of the county in which a mobile home or manufactured home is situated for an error or omission on the tax status certification or for payment of a tax due.

(c) Real estate taxes due.--If taxes are due from the mobile home or manufactured home, the transferor shall pay the delinquent real estate taxes in full or cause the taxes to be paid in full and an updated tax status certification must be obtained and provided to the transferee and the department before the transfer is completed. Payment of delinquent real estate taxes shall be made in accordance with section 204 of the act of July 7, 1947 (P.L.1368, No.542), known as the Real Estate Tax Sale Law.

(d) Tax liability.--If any tax status certification incorrectly indicates that a tax has been paid or that less than the true and correct amount is owed and a transferor, transferee or third party securing the certification acts in reliance upon such representations, the transferor, transferee or third party shall not be liable for the amount of the error. If a tax certification is requested in connection with a particular transfer or sale of a mobile home or manufactured home, the parties to the transaction shall be presumed to have acted in reliance upon the representations in the certification.

(e) Issuance of certification.--Notwithstanding any other provision of law and regardless of the timing of a tax due to accrue to the mobile home or manufactured home, the tax claim bureau or an equivalent office shall issue a tax status certification as provided in this section upon request by the transferor or transferor's agent.

(Apr. 18, 2014, P.L.430, No.36, eff. 60 days; June 30, 2014, P.L.814, No.85, eff. 60 days; Oct. 19, 2018, P.L.544, No.81, eff. 60 days)

2018 Amendment. Act 81 amended subsec. (a).

2014 Amendments. Act 36 added section 1111.1 and Act 85 amended subsec. (a).

§ 1112. Disclosure of odometer reading and tampering with odometer (Repealed).

1983 Repeal. Section 1112 was repealed June 14, 1983, P.L.16, No.8, effective in 60 days. The subject matter is now contained in Subchapter D of Chapter 71 of this title.

§ 1113. Transfer to or from manufacturer or dealer.

(a) Transfer to manufacturer or dealer.--When the purchaser or transferee of a vehicle is a manufacturer or registered dealer who holds the vehicle for resale, a certificate of title need not be applied for as provided for in section 1111 (relating to transfer of ownership of vehicle), but the transferee shall, within seven days from the date of assignment of the certificate of title to the manufacturer or dealer, forward to the department, upon a form prescribed and furnished by the department, notification of the acquisition of the vehicle. Notification in lieu of applying for a certificate of title as authorized in this section may not be used in excess of three consecutive transactions after which time an application shall be made for a certificate of title. Notwithstanding the foregoing, a transferee of a motor vehicle shall apply for a certificate of title no later than six months from the date of the assignment.

(b) Execution and display of notice of transfer.--The manufacturer or dealer making notification as to any vehicle acquired pursuant to subsection (a) shall execute at least two copies, the original of which shall be forwarded to the department, and one copy shall be retained by the manufacturer or dealer for at least one year after a subsequent transfer, to be exhibited, with a copy of the assigned certificate of title, upon request of any police officer or authorized department employee.

(c) Transfer from manufacturer or dealer.--Except as otherwise provided in this section when the transferee is another manufacturer or dealer:

(1) The manufacturer or dealer, upon transferring their interest in the vehicle, shall execute an assignment and warranty of title to the transferee in the space provided on the certificate or as the department prescribes.

(2) The transferee shall complete the application for certificate of title in the name of the transferee.

(3) The manufacturer or dealer shall forward the certificate of title and any other required forms to the department within 20 days of the transfer.

(d) Exception for repossessed vehicles.--This section does not apply to a vehicle repossessed upon default of performance of a lease, contract of conditional sale or similar agreement.

(e) Penalty.--Any manufacturer or dealer violating any of the provisions of this section is guilty of a summary offense and shall, upon conviction, be sentenced to pay a fine of $50 for each violation.

(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, eff. imd.; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days)

1998 Amendment. Act 151 amended subsecs. (a), (b) and (c).

Cross References. Section 1113 is referred to in sections 1111, 1952, 6308, 7134 of this title.

§ 1114. Transfer of vehicle by operation of law.

(a) General rule.--If the interest of an owner in a vehicle passes to another other than by voluntary transfer, the transferee shall, except as otherwise provided, promptly mail or deliver to the department the last certificate of title, if available, and shall apply for a new certificate of title on a form prescribed and furnished by the department. The application shall be accompanied by such instruments or documents of authority, or certified copies thereof, as may be sufficient or required by law to evidence or effect a transfer of title or interest in or to chattels in such case.

(b) Transfer to surviving spouse.--Transfer of a certificate of title to a surviving spouse, or any person designated by the spouse, may be made without the necessity of filing for letters of administration notwithstanding the fact that there are minor children surviving the decedent provided the surviving spouse files an affidavit that all the debts of the decedent have been paid.

(c) Surrender of certificate.--A person holding a certificate of title whose interest in a vehicle has been extinguished or transferred other than by voluntary transfer shall immediately surrender the certificate of title to the person to whom the right to possession of the vehicle has passed. Upon request of the department, such person shall mail or deliver the certificate to the department. Delivery of the certificate pursuant to the request of the department does not affect the rights of the person surrendering the certificate.

Saved from Suspension. Pennsylvania Rule of Civil Procedure for District Justices No. 482(10), as amended April 25, 1979, provided that section 1114 shall not be deemed suspended or affected. Rules 401 through 482 relate to execution of judgments for the payment of money rendered by district justices. Act 207 of 2004 changed justices of the peace to magisterial district judges. Rule 482 can now be found in Rules of Conduct, Office Standards and Civil Procedure for Magisterial District Judges.

Pennsylvania Rule of Civil Procedure No. 3159(b)(11), adopted April 20, 1998, provided that section 1114 shall not be deemed suspended or affected by Rules 3101 through 3149 relating to enforcement of money judgments for the payment of money.

References in Text. Section 28 of Act 207 of 2004 provided that any and all references in any other law to a "district justice" or "justice of the peace" shall be deemed to be references to a magisterial district judge.

Cross References. Section 1114 is referred to in sections 1902, 6308 of this title; section 367 of Title 15 (Corporations and Unincorporated Associations).

§ 1115. Correction of certificate of title.

(a) General rule.--When any certificate of title has been issued in error to a person not entitled to the certificate or

contains incorrect information or information has been omitted from the certificate, the department shall notify in writing the person to whom the certificate has been issued or delivered that the certificate has been recalled. Unless a departmental hearing is requested pursuant to subsection (a.1), such person shall immediately return the certificate of title within ten days, together with any other information necessary for the adjustment of departmental records, and, upon receipt of the certificate, the department shall cancel the certificate and issue a corrected certificate of title.

(a.1) Opportunity for hearing and appeal.--The department's notice of recall shall advise the person to whom the certificate has been issued that said person may request an informal departmental hearing within ten days of the date of said notice if said person wishes to contest the recall. If an informal departmental hearing is requested within ten days, said hearing shall be held within 15 days of said request. If, as a result of the hearing, the department determines that the recall was proper, the person to whom the certificate of title was issued or delivered shall return the certificate of title within ten days of the determination. Such person may appeal the informal departmental determination by requesting, within ten days of the date of the determination, a formal hearing as prescribed by departmental regulations (pertaining to administrative practice and procedure).

(b) Change in material information on certificate.--If any material information on the certificate of title is changed or different from the information originally set forth, the owner shall immediately inform the department and apply for a corrected certificate of title. For the purposes of this subsection, a change of address shall not be deemed material.

(b.1) Change in name on certificate.--Whenever there is a change of name because of marriage or divorce, the owner shall not be required to apply for a corrected certificate of title but shall, in such manner as the department shall prescribe, inform the department of the new name and of the title number of every vehicle titled in the owner's former name. Upon receipt of such information, the department shall correct the vehicle record of the owner to indicate the name change. The department shall not be required to produce a new certificate of title for a name change because of marriage or divorce, unless the owner submits an application for a new certificate of title. In the event that the owner submits an application for a new certificate of title, such owner shall be required to remit the fee set forth in section 1952 (relating to certificate of title) for the issuance of a certificate of title by the department.

(c) Seizure of certificate on conviction.--(Deleted by amendment).

(d) Issuance of corrected certificate after seizure or cancellation.--Upon failure of a person to return a certificate of title as required by the provisions of this section, the department may delegate authority to any department employee or police officer to seize the certificate of title. Upon failure of the department to receive, as required by this section, the certificate of title to which a person is not entitled or which contains incorrect or omitted information, the department may proceed to cancel the certificate of title issued in error and,

upon receipt of sufficient evidence that the vehicle is within the possession of the proper owner or lienholder, may issue to the proper owner or lienholder a correct certificate of title.

(e) Penalty.--Any person violating this section shall be guilty of a summary offense and shall, upon conviction, be sentenced to pay a fine of not less than $100 nor more than $300. (July 2, 1993, P.L.408, No.58, eff. imd.; Feb. 10, 1994, P.L.10, No.2, eff. imd.; Dec. 20, 1995, P.L.669, No.75, eff. 120 days)

1995 Amendment. Act 75 added subsec. (b.1).

1994 Amendment. Act 2 amended subsec. (a).

§ 1116. Issuance of new certificate following transfer.

(a) Voluntary transfer.--The department, upon receipt of a properly assigned certificate of title with an application for a new certificate of title, the required fee and any other required documents and articles, shall issue a new certificate of title in the name of the transferee as owner and mail it to the first lienholder named in the certificate or, if none, to the owner.

(b) Involuntary transfer.--The department, upon receipt of an application for a new certificate of title by a transferee other than by voluntary transfer, on a form prescribed and furnished by the department together with proper proof satisfactory to the department of the transfer, the required fee and any other required documents and articles, shall issue a new certificate of title in the name of the transferee as owner.

(c) Filing and retention of surrendered certificate.--The department shall file and retain for five years every surrendered certificate of title, or a copy, in such a manner as to permit the tracing of title of the vehicle.

Saved from Suspension. Pennsylvania Rule of Civil Procedure for District Justices No. 482(10), as amended April 25, 1979, provided that section 1116(b) shall not be deemed suspended or affected. Rules 401 through 482 relate to execution of judgments for the payment of money rendered by district justices. Act 207 of 2004 changed justices of the peace to magisterial district judges. Rule 482 can now be found in the Rules of Conduct, Office Standards and Civil Procedure for Magisterial District Judges.

Pennsylvania Rule of Civil Procedure No. 3159(b)(11), adopted April 20, 1998, provided that section 1116 shall not be deemed suspended or affected by Rules 3101 through 3149 relating to enforcement of money judgments for the payment of money.

References in Text. Section 28 of Act 207 of 2004 provided that any and all references in any other law to a "district justice" or "justice of the peace" shall be deemed to be references to a magisterial district judge.

Cross References. Section 1116 is referred to in section 367 of Title 15 (Corporations and Unincorporated Associations).

§ 1117. Vehicle destroyed, dismantled, salvaged or recycled (Repealed).

2002 Repeal. Section 1117 was repealed December 9, 2002, P.L.1278, No.152, effective in 60 days.

§ 1118. Suspension and cancellation of certificate of title.

(a) Return of new vehicle.--The department may cancel the certificate of title issued for a new vehicle when it is shown by satisfactory evidence that the vehicle has been returned within

the time specified in the department regulations to the manufacturer or dealer from whom obtained.

(b) Vehicles sold to nonresidents or abandoned, nonrepairable or salvage.--The department may cancel certificates of title for vehicles sold to residents of other states or foreign countries when the vehicle is to be registered in the other jurisdiction or for an abandoned vehicle processed under this title or a nonrepairable or salvage vehicle.

(c) Surrender of Pennsylvania certificate in other jurisdiction.--The department, upon receipt of notification from another state or foreign country that a certificate of title issued by the department has been surrendered by the owner in conformity with the laws of the other state or foreign country, may cancel the certificate of title.

(d) Surrender of foreign certificate to department.--When an owner surrenders a certificate of title from another state or foreign country to the department, the department may notify the state or foreign country in order that the certificate of title may be cancelled or otherwise disposed of in accordance with the law of the other jurisdiction.

(e) Conviction for misstatement of facts.--The department, upon receipt of certification from the clerk of any court showing conviction for a misstatement of facts on any application for an original or duplicate certificate of title or any transfer of a certificate of title, shall suspend the certificate of title and require that the certificate be returned immediately to the department, whereupon the department may cancel the certificate.

(f) Nonpayment of fee.--The department may suspend a certificate of title when a check received in payment of the fee is not paid on demand or when the fee for the certificate is unpaid and owing.

(g) Security interest unaffected by suspension or cancellation.--Suspension or cancellation of a certificate of title does not, in itself, affect the validity of a security interest noted on the certificate.

(h) Surrender of certificate.--The department may request the return of certificates of title which have been suspended or cancelled. The owner or person in possession of the certification of title shall immediately mail or deliver the certificate to the department.

(Dec. 9, 2002, P.L.1278, No.152, eff. 60 days)

2002 Amendment. Act 152 amended subsec. (b).

§ 1119. Application for certificate of title by agent.

(a) Authorization to make application.--

(1) Except as provided in paragraph (2), no person shall make application for a certificate of title when acting for another person unless authorization to make the application is in effect and is verified by oath or affirmation of the other person, made not more than 90 days before the application is received by the department.

(2) The 90-day provision contained in paragraph (1) shall not apply to:

(i) Fleet owners who are lessees of vehicles.

(ii) A wholesale vehicle auction licensed pursuant to the act of December 22, 1983 (P.L.306, No.84), known as the Board of Vehicles Act.

(iii) Blanket powers of attorney issued for general purposes not limited to the sale, purchase or transfer of vehicles.

(iv) If the 90th day occurs during a declaration by the Governor of disaster emergency under 35 Pa.C.S. § 7301(c) (relating to general authority of Governor), a limited power of attorney may be used for the sale, purchase or transfer of manufactured homes during the period of the disaster emergency and for 10 days following the expiration of the disaster emergency.

(b) Certificate not to be assigned in blank.--No person shall make application for, or assign or physically possess, a certificate of title, or direct or allow another person in his employ or control to make application for, or assign or physically possess, a certificate of title, unless the name of the transferee is placed on the assignment of certificate of title simultaneously with the name of the transferor and duly notarized. Wholesale vehicle auctions and vehicle dealers licensed pursuant to the Board of Vehicles Act are exempt from the limitations of this subsection with respect to certificates of title for vehicles that are entrusted to the licensed wholesale vehicle auction for sale or transfer.

(c) Persons authorized to hold certificate.--

(1) No person shall receive, obtain or hold a certificate of title recorded in the name of another person for the other person who is not in the regular employ of, or not a member of the family of, the other person.

(2) The following persons are exempt from the limitations of paragraph (1):

(i) A lienholder who has a valid undischarged lien recorded in the department against the vehicle represented by the certificate of title.

(ii) A vehicle auction, licensed pursuant to the act of December 22, 1983 (P.L.306, No.84), known as the Board of Vehicles Act, when offering vehicles for sale.

(iii) A vehicle dealer, licensed pursuant to the Board of Vehicles Act, offering a vehicle for sale pursuant to a written consignment agreement with the transferor.

(d) Penalty.--Any person violating any of the provisions of this section is guilty of a summary offense and shall, upon conviction, be sentenced to pay a fine of $100.

(May 21, 1992, P.L.244, No.37, eff. 60 days; July 11, 1996, P.L.660, No.115, eff. 60 days; Dec. 21, 1998, P.L.1126, No.151, eff. imd.; Dec. 9, 2002, P.L.1278, No.152, eff. 60 days; July 14, 2005, P.L.285, No.50, eff. 60 days; July 23, 2020, P.L.644, No.64, eff. imd.)

2020 Amendment. Act 64 added subsec. (a)(2)(iv).
2005 Amendment. Act 50 amended subsecs. (a) and (b).
1998 Amendment. Act 151 amended subsec. (c)(2)(ii) and (iii).
1996 Amendment. Act 115 amended subsec. (c).
Cross References. Section 1119 is referred to in section 6308 of this title; section 5601 of Title 20 (Decedents, Estates and Fiduciaries).

SUBCHAPTER B

SECURITY INTERESTS

Sec.
1131. Applicability of subchapter.
1132. Perfection of security interest (Deleted by amendment).
1132.1. Perfection of a security interest in a vehicle.
1133. Creation of security interest for titled vehicle (Deleted by amendment).
1134. Assignment by lienholder of security interest.
1135. Satisfaction of security interest.
1136. Duty of lienholder to disclose pertinent information.
1137. Subchapter exclusive for perfecting security interest.
1138. Duration of perfection.
1139. Terminal rental adjustment clauses.
1140. Cancellation of certificate of title or ownership for mobile home.

§ 1131. Applicability of subchapter.

This subchapter does not apply to or affect:

(1) A lien given by statute or rule of law to a supplier of services or materials for the vehicle.

(2) A lien given by statute to the United States, the Commonwealth or any political subdivision.

(3) A security interest in a vehicle which is inventory held for sale or lease by a person or leased by that person as lessor and that person is in the business of selling goods of that kind.

(4) Any vehicle for which a certificate of title is not required under this chapter.

(June 8, 2001, P.L.123, No.18, eff. July 1, 2001)

2001 Amendment. Act 18 amended par. (3).

§ 1132. Perfection of security interest (Deleted by amendment).

2001 Amendment. Section 1132 was deleted by amendment June 8, 2001, P.L.123, No.18, effective July 1, 2001.

§ 1132.1. Perfection of a security interest in a vehicle.

(a) Perfection.--A security interest in a vehicle titled in this Commonwealth is perfected at the time the department receives all of the following:

(1) A completed application specifying the lienholder's name and address. Program participants in the Address Confidentiality Program under 23 Pa.C.S. Ch. 67 (relating to domestic and sexual violence victim address confidentiality) may use a substitute address designated by the Office of Victim Advocate as their address.

(2) An amount equal to or greater than the fee required by section 1953 (relating to security interest).

(3) The manufacturer's statement of origin or the existing certificate of title for the vehicle.

(b) Duty of a lienholder.--If an additional security interest in a vehicle titled in this Commonwealth is being created by the owner of the vehicle and the certificate of title is in the possession of a lienholder, the lienholder shall, at the request of the owner, deliver the certificate of title to the person perfecting the security interest in the vehicle. Upon receipt of the certificate of title, the person perfecting the security

interest in the vehicle shall deliver the certificate of title to the department in accordance with subsection (a).

(c) Work identification number.--Upon receipt of items required in subsection (a), the department shall assign or place a work identification number on each of the items. The first two numbers in the work identification number shall indicate the year in which the items were received. The next three numbers in the work identification number shall indicate the day of the year the items were received. The date indicated in the work identification number shall constitute conclusive evidence of the date of receipt and the date of perfection.

(d) Delivery of certificate of title.--Upon perfection of a security interest in a vehicle, the department shall issue a certificate of title with the names of the first two lienholders and indicate the number of additional lienholders existing at that time. The department shall mail the certificate of title to the first lienholder named in the certificate of title.

(June 8, 2001, P.L.123, No.18, eff. July 1, 2001; Nov. 30, 2004, P.L.1474, No.188, eff. 180 days)

2004 Amendment. Act 188 amended subsec. (a).

2001 Amendment. Act 18 added section 1132.1.

§ 1133. Creation of security interest for titled vehicle (Deleted by amendment).

2001 Amendment. Section 1133 was deleted by amendment June 8, 2001, P.L.123, No.18, effective July 1, 2001.

§ 1134. Assignment by lienholder of security interest.

(a) General rule.--A lienholder may assign, absolutely or otherwise, his security interest in the vehicle to a person other than the owner without affecting the interest of the owner or the validity or perfection of the security interest but any person without notice of the assignment is protected in dealing with the lienholder as the holder of the security interest and the lienholder remains liable for any obligations as lienholder under this chapter until the assignee is named as lienholder on the certificate of title.

(b) Duty of assignee.--The assignee shall deliver to the department the certificate of title and an assignment by the lienholder named in the certificate of title on a form prescribed and furnished by the department and accompanied by the required fee. Failure of the assignee to make the delivery shall not affect the validity or perfection of the security interest.

(c) Division 9.--The provisions of this subchapter are subject to 13 Pa.C.S. § 9308(e) (relating to when security interest or agricultural lien is perfected; continuity of perfection).

(June 8, 2001, P.L.123, No.18, eff. July 1, 2001)

§ 1135. Satisfaction of security interest.

(a) Absence of subsequent liens.--Where there are no subsequent liens upon a vehicle, the following rules apply upon the satisfaction of a security interest in the vehicle:

(1) The outstanding certificate of title shall be mailed or delivered immediately to the owner of the vehicle with proper evidence of satisfaction and release or the lienholder may apply for corrected title to be issued in the name of the owner.

(2) The owner may mail or deliver the certificate of title with proper evidence of satisfaction of the security interest to the department which shall issue a corrected certificate of title without a statement of liens or encumbrances. The corrected certificate of title may also be issued when the outstanding certificate of title cannot be returned and proper evidence is produced that all recorded security interests have been satisfied.

(b) Prior or subsequent liens.--Where there are subsequent liens upon a vehicle or the lien to be released is not a first lien, the following rules apply upon the satisfaction of a security interest in the vehicle:

(1) If the lienholder whose security interest is satisfied has possession of the certificate of title, the lienholder shall mail or deliver the certificate of title, immediately upon satisfaction, to the department with proper evidence of satisfaction and release of the security interest. A corrected certificate of title, containing a statement of the remaining security interests on record, shall be mailed by the department to the person holding the next lien upon the vehicle.

(2) Upon the satisfaction of a security interest in a vehicle for which the certificate of title is in the possession of a prior lienholder, the lienholder whose security interest is satisfied shall, immediately upon satisfaction, mail or deliver to the owner proper evidence of the satisfaction and release of the security interest. Upon request of the owner and receipt of the release, the lienholder in possession of the certificate of title shall mail or deliver the certificate of title together with the release to the department. The department shall issue a corrected certificate of title which shall be mailed to the first lienholder.

(c) Penalties.--

(1) Any person failing to deliver upon demand a satisfied certificate of title as required by subsection (a)(1) is guilty of a summary offense and shall, upon conviction, for a first offense be sentenced to pay a fine of $50 and for a subsequent offense be sentenced to pay a fine of $100.

(2) Any person failing to return to the department a certificate of title where there are other liens, for correction and delivery, as required by subsection (b) is guilty of a summary offense and shall, upon conviction, be sentenced to pay a fine of $100.

(3) No person shall be deemed guilty of a violation of this section if the person delivers the certificate of title to the department within five days of the satisfaction of the lien.

(June 8, 2001, P.L.123, No.18, eff. July 1, 2001)

2001 Amendment. Act 18 amended subsec. (a)(2).

Cross References. Section 1135 is referred to in section 7508 of this title.

§ 1136. Duty of lienholder to disclose pertinent information.

A lienholder named in a certificate of title shall, upon written request of the owner or of another lienholder named on the certificate, disclose any pertinent information as to the security agreement and the indebtedness secured by the agreement.

§ 1137. Subchapter exclusive for perfecting security interest.

The method provided in this subchapter for perfecting and giving notice of security interests is exclusive, except as otherwise provided in 13 Pa.C.S. §§ 9315 (relating to secured party's rights on disposition of collateral and in proceeds) and 9316(d) and (e) (relating to effect of change in governing law).
(June 8, 2001, P.L.123, No.18, eff. July 1, 2001; June 27, 2013, P.L.154, No.30, eff. July 1, 2013)

§ 1138. Duration of perfection.

(a) General rule.--Perfection of a security interest is effective for a period of 30 years in the case of a mobile home or emergency vehicle, 20 years for a motor home or recreational trailer, eight years in the case of a truck tractor or trailer weighing in excess of 10,000 pounds and six years in all other cases, in each case dating from the time of perfection as provided for in this subchapter and subject to renewal as provided in subsection (b).

(b) Renewal.--The effectiveness of perfection lapses on the expiration of the periods specified in subsection (a) unless a renewal form is filed within the six months immediately preceding expiration. Upon the timely filing of a renewal form, the effectiveness of perfection continues for a period of three years, commencing on the date on which perfection would have lapsed in the absence of the filing. Perfection may be renewed for as many three-year periods as may be necessary by the holder of the security interest upon a form furnished by the department, signed by the secured party and accompanied by the fee provided in this title.

(c) Corrected certificate when perfection expires.--A corrected certificate of title without a statement of liens or encumbrances shall be issued by the department, upon the request of the owner, when perfection of the security interests recorded on the certificate of title have expired.
(July 10, 1984, P.L.679, No.146, eff. 60 days; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days; June 8, 2001, P.L.123, No.18, eff. July 1, 2001; June 22, 2001, P.L.411, No.33, eff. 120 days; Dec. 20, 2015, P.L.489, No.86, eff. 180 days)

2015 Amendment. Act 86 amended subsec. (a).

2001 Amendments. Act 18 amended the entire section and Act 33 amended subsec. (a). Act 33 overlooked the amendment by Act 18, but the amendments do not conflict in substance and have both been given effect in setting forth the text of subsec. (a).

§ 1139. Terminal rental adjustment clauses.

Notwithstanding any other provision of law, a lease agreement which pertains to the commercial use of a motor vehicle or trailer and which includes a terminal rental adjustment clause does not create a sale or security interest merely because the terminal rental adjustment clause provides that the rental price is permitted or required to be adjusted under the agreement either upward or downward by reference to the actual value of the motor vehicle or trailer upon lease termination or sale or other disposition of the motor vehicle or trailer. Actual value shall be determined as agreed upon by the parties. This section is not applicable to a consumer lease agreement pertaining to a motor vehicle or trailer leased or used primarily for personal, family or household purposes.
(July 6, 1995, P.L.315, No.48, eff. 60 days)

1995 Amendment. Act 48 added section 1139.

§ 1140. Cancellation of certificate of title or ownership for mobile home.

(a) General rule.--The department may cancel a certificate of title for a mobile home affixed to real property. The person requesting the cancellation shall submit to the department an application for cancellation and the certificate of title. The application must be on a form prescribed by the department. Upon cancellation, the ownership interest in the mobile home, together with all liens and encumbrances thereon, shall be transferred to and shall encumber the real property to which the mobile home has become affixed.

(b) New certificate of title after cancellation.--If the department has previously canceled a certificate of title to a mobile home under subsection (a), the owner of the mobile home shall submit to the department all of the following:

(1) An application for a certificate of title on the forms prescribed by the department.

(2) A certificate from an attorney or title company that there are no mortgages, judgments or other liens of record against the mobile home or, if there is a lien, a certified copy of a release of lien executed by the lienholder and issued by the recorder of deeds or prothonotary, as appropriate.

(3) Such other information as the department shall require.

(June 8, 2001, P.L.123, No.18, eff. July 1, 2001)

2001 Amendment. Act 18 added section 1140.

SUBCHAPTER C
ELECTRONIC TITLING PROGRAM

Sec.

1151. Electronic media system for vehicle titles (Expired).
1151.1. Program.
1152. Development of pilot program (Expired).
1153. Administration of system.
1154. Expansion of pilot program (Expired).
1155. Certification.

Enactment. Subchapter C was added December 20, 1995, P.L.666, No.74, effective immediately.

Subchapter Heading. The heading of Subchapter C was amended December 21, 1998, P.L.1126, No.151, effective in 60 days.

§ 1151. Electronic media system for vehicle titles (Expired).

2007 Expiration. Section 1151 expired January 1, 2007. See Act 113 of 2006.

§ 1151.1. Program.

(a) General rule.--The department shall administer an electronic titling program that permits the recording of vehicle title information for new, transferred and corrected certificates of title through electronic media in a cost-effective manner in

lieu of the submission and maintenance of paper documents otherwise required by this chapter.

(b) Description.--The electronic titling program shall include, but not be limited to, methods by which vehicle title information, including the perfection, release and assignment of vehicle security interests, may be submitted through electronic media.

(c) Mandatory participation.--Except for individuals and lienholders who are not normally engaged in the business or practice of financing vehicles, lienholders shall participate in the electronic titling program.

(July 10, 2006, P.L.1086, No.113)

2006 Amendment. Act 113 added section 1151.1, effective in two years as to subsec. (c) and 60 days as to the remainder of the section.

§ 1152. Development of pilot program (Expired).

2007 Expiration. Section 1152 expired January 1, 2007. See Act 113 of 2006.

§ 1153. Administration of system.

To carry out its responsibilities under this subchapter, the department is authorized to contract with private industries for the purpose of administrating a system which will permit the electronic communication of title information and security interest notification. A third party operating a secured host computer system interfacing with the department's computer system and the computer system of a lending institution or other sales finance company shall be bonded in the amount specified by the department and shall maintain audit trails for a period of time specified by the department. The department is authorized to pay a reasonable fee to a third party to administer the system. Information received under this section by a third party shall remain confidential as specified by the department.

§ 1154. Expansion of pilot program (Expired).

2007 Expiration. Section 1154 expired January 1, 2007. See Act 113 of 2006.

§ 1155. Certification.

Notwithstanding any other provision of law, a written or printed report of an electronic transaction or recording permitted under this subchapter, if certified as true and correct by the department, shall serve as evidence of any signature, acknowledgment or information which was provided to or by the department through electronic means, and the certification shall be admissible in any legal proceeding as evidence of the facts stated therein.

SUBCHAPTER D
SALVAGE VEHICLES, THEFT VEHICLES, RECONSTRUCTED VEHICLES AND FLOOD VEHICLES

Sec.

1161. Certificate of salvage required.
1162. Transfer to vehicle salvage dealer.

1163. Transfer to scrap metal processor.
1164. Theft vehicles.
1165. Reconstructed vehicles.
1165.1. Inspection of reconstructed, modified and specially constructed vehicles.
1165.2. Specialized Vehicle Compliance Inspection Advisory Panel (Expired).
1166. Flood vehicles.
1167. Penalty.

Enactment. Subchapter D was added December 9, 2002, P.L.1278, No.152, effective in 60 days.

Cross References. Subchapter D is referred to in sections 4729, 7309 of this title.

§ 1161. Certificate of salvage required.

(a) General rule.--Except as provided in sections 1162 (relating to transfer to vehicle salvage dealer) and 1163 (relating to transfer to scrap metal processor), a person, including an insurer or self-insurer as defined in section 1702 (relating to definitions), who owns, possesses or transfers a vehicle located or registered in this Commonwealth which qualifies as a salvage vehicle shall make application to the department for a certificate of salvage for that vehicle.

(b) Application for certificate of salvage.--An owner who transfers a vehicle to be destroyed or dismantled, salvaged or recycled shall assign the certificate of title to the person to whom the vehicle is transferred. Except as provided in section 1163, the transferee shall immediately present the assigned certificate of title to the department or an authorized agent of the department with an application for a certificate of salvage upon a form furnished and prescribed by the department. An insurer as defined in section 1702 to which title to a vehicle is assigned upon payment to the insured or claimant of the replacement value of a vehicle shall be regarded as a transferee under this subsection, and an assignment of title to an insurer under this subsection is exempt from the requirements of notarization and verification in section 1111(a) (relating to transfer of ownership of vehicle). If an owner retains possession of a vehicle which is damaged to the extent that it qualifies for vehicle replacement payment, the owner shall apply for a certificate of salvage immediately. In this case, an insurer shall not pay vehicle replacement value until the owner produces evidence to the insurer that the certificate of salvage has been issued. A self-insurer as defined in section 1702 shall apply for a certificate of salvage when a vehicle is damaged to the extent that the cost of repairs would exceed the replacement value of the vehicle as certified by a licensed motor vehicle physical damage appraiser.

(c) Issuance and effect of certificate of salvage.--Upon proper application for a certificate of salvage, the department or agent of the department shall issue to the transferee a certificate of salvage which shall authorize the holder to possess or by endorsement transfer ownership of the salvage vehicle. A certificate of title or registration shall not again be issued or renewed for the vehicle except upon application containing the information the department requires, accompanied by any necessary documents required under section 1165 (relating to reconstructed vehicles).

(d) Out-of-State salvage vehicles.--The owner of a salvage vehicle possessing a valid certificate of title or certificate of salvage from a state or jurisdiction other than this Commonwealth does not need to apply for a certificate under subsection (a). If the owner wishes to transfer the salvage vehicle, the owner shall make application to the department and attach the out-of-State certificate of title or certificate of salvage along with any other information and documents the department reasonably requires to establish the ownership of the vehicle and the existence or nonexistence of security interests in the vehicle. The person identified on the application must be located or the owner or lienholder must be domiciled in this Commonwealth to qualify for issuance of a certificate of salvage by the department.

(e) Certificate not to be assigned in blank.--No person shall make application for or assign or physically possess a certificate of salvage or direct or allow another person in his employ or control to make application for or assign or physically possess a certificate of salvage unless the name and address of the transferee is placed on the assignment of the certificate of salvage simultaneously with the name of the transferor.

(f) Repairs to personal vehicle.--Nothing herein shall require a vehicle owner to obtain a certificate of salvage to repair or replace parts or component parts which malfunction or wear out as a result of normal use and operation which has occurred after the vehicle was transferred to the owner.

(Oct. 24, 2012, P.L.1431, No.178, eff. 60 days)

2012 Amendment. Act 178 amended subsec. (b).

Cross References. Section 1161 is referred to in sections 1162, 6308 of this title.

§ 1162. Transfer to vehicle salvage dealer.

(a) General rule.--Any owner who transfers a vehicle or a salvage vehicle to a vehicle salvage dealer, as defined in section 1337(c)(2) (relating to use of "Miscellaneous Motor Vehicle Business" registration plates), shall assign the certificate of title or salvage certificate to the vehicle salvage dealer. A certificate of title or salvage certificate for a vehicle transferred to a vehicle salvage dealer is exempt from the requirements of notarization and verification by a corporate officer.

(b) Certificate of title.--Upon transfer of a certificate of title to a salvage vehicle dealer, the salvage vehicle dealer shall immediately send to the department or an authorized agent of the department either of the following:

(1) The assigned certificate of title attached to a form prescribed by the department indicating that the vehicle is to be designated as a nonrepairable vehicle. A copy of the form shall be retained for record in accordance with section 6308(d) (relating to investigation by police officers). The vehicle shall not be rebuilt, retitled or issued a certificate of any kind.

(2) The assigned certificate of title with an application for a certificate of salvage upon a form prescribed by the department. The certificate of salvage, when issued to the vehicle salvage dealer, shall have the same effect as provided in section 1161(c) (relating to certificate of salvage required).

(c) Vehicles with defective or lost title.--Any person on whose property is located a vehicle which is a salvage vehicle and which has a faulty, lost or destroyed title may transfer the vehicle to a salvor or to a salvage program operated by a political subdivision for removal to a suitable place of storage or for scrapping, provided the salvor or salvage program complies with the requirements of this section, except that the report to the department that the vehicle is a salvage vehicle shall be verified by the transferor of the vehicle instead of the police department.

Cross References. Section 1162 is referred to in sections 1161, 6308 of this title.

§ 1163. Transfer to scrap metal processor.

(a) Flattened vehicles.--When a vehicle has been flattened, crushed or processed to the extent that it is no longer identifiable as a vehicle, its certificate of title, certificate of salvage or nonrepairable certificate shall be attached to a form prescribed by the department and immediately sent to the department. The form shall include such information as the department shall require. A copy of the form shall be retained for record in accordance with section 6308(d) (relating to investigation by police officers). The vehicle scrap material shall no longer be considered a vehicle and shall not be reconstructed, retitled or issued a certificate of any kind.

(b) Vehicles.--Any owner who transfers a vehicle or a salvage vehicle to a scrap metal processor shall assign the certificate of title or certificate of salvage to the scrap metal processor. Such certificate of title or certificate of salvage is exempt from the requirements of notarization and verification by a corporate officer.

(c) Certificate of title.--Upon transfer of a certificate of title to a scrap metal processor, the scrap metal processor shall immediately send to the department or an authorized agent of the department the assigned certificate of title attached to a form prescribed by the department indicating that the vehicle is to be designated as a nonrepairable vehicle. A copy of the form shall be retained for record in accordance with section 6308(d). The vehicle shall not be rebuilt, retitled or issued a certificate of any kind.

(c.1) Title not assigned.--

(1) An insurance company may request the department to issue a salvage certificate for a vehicle if the insurance company is unable to obtain the properly endorsed certificate of title or certificate of salvage within 30 days following oral, written or electronic acceptance by the vehicle owner of an offer of an amount in settlement of a total loss:

(i) The request must be made on a form approved by the department and signed under penalty of perjury, accompanied by documentation as the department may require.

(ii) Prior to request for the certificate of salvage as provided for under this paragraph:

(A) The insurance company must make at least two written attempts mailed or delivered to obtain the assigned certificate of title or certificate of salvage.

(B) The insurance company must mail or deliver the settlement payment.

(2) The department shall issue a certificate of salvage for the vehicle upon receipt of the properly executed application.

(3) This subsection does not apply to a vehicle that has been driven or taken without the consent of the vehicle owner.

(4) The provisions of paragraph (1) do not apply to a vehicle where there was not oral, written or electronic acceptance by the owner of the total loss settlement.

(d) Vehicles with defective or lost title.--A vehicle owner may transfer a salvage vehicle with a faulty, lost or destroyed title located on the vehicle owner's property to a scrap metal processor for removal to a suitable place of storage or for scrapping, provided that the scrap metal processor complies with the requirements of this section. The report to the department that the vehicle is a salvage vehicle shall be verified by the transferor of the vehicle.

(July 20, 2016, P.L.820, No.91, eff. 60 days)

Cross References. Section 1163 is referred to in sections 1161, 6308 of this title.

§ 1164. Theft vehicles.

(a) General rule.--Upon payment to the insured of the replacement value for a theft vehicle, the owner or insurer shall apply for a certificate of salvage branded as a theft vehicle.

(b) Assessing damage on recovered theft vehicles.--If a theft vehicle has been recovered, the vehicle shall be assessed as to the level of damage at the time of recovery by an insurer or licensed physical damage appraiser:

(1) If the cost of repairs exceeds the replacement value of the vehicle, the theft-branded certificate of salvage shall serve as an ownership document. If the vehicle thereafter passes the reconstructed salvage vehicle inspection requirements under section 1165 (relating to reconstructed vehicles), it shall receive a certificate of title branded reconstructed and recovered-theft vehicle.

(2) If the cost of repairs is more than 50% of the replacement value of the vehicle and the owner elects to retain title to the vehicle, the owner shall apply for a certificate of title branded recovered-theft vehicle. A legible copy of the vehicle damage appraisal report completed by an insurer or licensed physical damage appraiser must accompany an application under this paragraph. The damage appraisal report shall include the replacement value of the vehicle.

(3) If an owner has received a certificate of salvage branded as a theft vehicle after a payment has been made and the stolen vehicle is located and thereafter passes an inspection by a licensed physical damage appraiser in which the damage does not rise to the level of paragraph (2), the owner may apply to the department for an unbranded title. A legible copy of the vehicle damage appraisal report completed by an insurer or licensed physical damage appraiser must accompany an application under this paragraph. The damage appraisal report shall include the replacement value of the vehicle.

(4) An individual who has not been paid the replacement value for the vehicle and has not received a certificate of

salvage may use the existing certificate of title without applying for a new title.

(c) Self-insurer requirement.--If the insurer is a self-insurer, the assessment of damage under this section shall be completed by a licensed physical damage appraiser who is not affiliated with or employed by the self-insurer.
(June 28, 2018, P.L.498, No.74, eff. 180 days)

2018 Amendment. Act 74 amended subsec. (b) and added subsec. (c).

Cross References. Section 1164 is referred to in sections 1106, 6308 of this title.

§ 1165. Reconstructed vehicles.

(a) General rule.--If a vehicle, other than an antique or classic vehicle, for which a certificate of salvage has been issued is thereafter restored to operating condition, it shall be regarded as a reconstructed vehicle.

(b) Application for a reconstructed vehicle certificate of title.--A reconstructed vehicle title and registration shall be issued to an applicant if the applicant presents to the department an application for a certificate of title upon a form furnished and prescribed by the department and any other information the department deems appropriate.

Cross References. Section 1165 is referred to in sections 1161, 1164, 1166 of this title.

§ 1165.1. Inspection of reconstructed, modified and specially constructed vehicles.

(a) Findings of fact.--The General Assembly finds that a key element for successfully converting a stolen vehicle into a marketable item is obtaining a title to that vehicle. In a report to the Congress of the United States, the Motor Vehicle Titling, Registration and Salvage Advisory Committee made several recommendations that would assist state motor vehicle agencies to combat the vehicle theft and title fraud that has been rising at an alarming rate throughout the nation. In the committee's report, recommendations were for each state to establish a two-part inspection procedure. Part one would be to inspect each vehicle to verify the VIN and replacement parts (supported by titles, proof of ownership, bills of sale) and owner affirmation. Part two would be to provide a uniform safety inspection for rebuilt salvage vehicles.

(b) General rule.--All reconstructed, modified and specially constructed vehicles shall be required to undergo an enhanced vehicle safety inspection as specified in departmental contracts, policy guidelines or regulations as deemed appropriate by the advisory panel convened under section 1165.2 (relating to Specialized Vehicle Compliance Inspection Advisory Panel).
(Dec. 1, 2004, P.L.1767, No.228, eff. Jan. 1, 2007)

2004 Amendment. Act 228 added section 1165.1.

References in Text. Section 1165.2, referred to in subsec. (b), expired.

Cross References. Section 1165.1 is referred to in section 4702.1 of this title.

§ 1165.2. Specialized Vehicle Compliance Inspection Advisory Panel (Expired).

2007 Expiration. Section 1165.2 expired January 1, 2007. See Act 228 of 2004.

§ 1166. Flood vehicles.

(a) General rule.--Upon payment to the insured of the replacement value for a flood vehicle, the owner or insurer shall apply for a certificate of salvage branded as a flood vehicle.

(b) Assessing damage of flood vehicles.--A flood vehicle shall be assessed as to the level of damage by an insurer or licensed physical damage appraiser:

(1) If the cost of repairs exceeds the replacement value of the vehicle, the flood-branded certificate of salvage shall serve as an ownership document. If the vehicle thereafter passes the reconstructed salvage vehicle inspection requirements under section 1165 (relating to reconstructed vehicles), it shall receive a certificate of title branded reconstructed and flood vehicle.

(2) If the cost of repairs does not exceed the replacement value of the vehicle, the owner shall apply for a certificate of title branded flood vehicle. A legible copy of the vehicle damage appraisal report completed by an insurer or licensed physical damage appraiser must accompany an application under this paragraph. The damage appraisal report shall include the replacement cash value of the vehicle.

§ 1167. Penalty.

A person who violates the provisions of this subchapter commits a summary offense and shall, upon conviction, be sentenced to pay a fine of $500 for each violation.

CHAPTER 13
REGISTRATION OF VEHICLES

Subchapter
A. General Provisions
B. Registration Plates
C. Violations and Suspensions

Enactment. Chapter 13 was added June 17, 1976, P.L.162, No.81, effective July 1, 1977, unless otherwise noted.

Special Provisions in Appendix. See section 25 of Act 115 of 1996 in the appendix to this title for special provisions relating to pilot programs for decentralized services for motor vehicle and driver license transactions.

See section 15 of Act 23 of 1999 in the appendix to this title for special provisions relating to joint study on registration validation stickers.

Cross References. Chapter 13 is referred to in sections 1516, 1752, 1798.3, 1911, 3722, 6117, 7702 of this title.

SUBCHAPTER A
GENERAL PROVISIONS

Sec.
1301. Registration and certificate of title required.
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1303. Vehicles of nonresidents exempt from registration.
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1321. Contributions for pediatric cancer research.
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§ 1301. Registration and certificate of title required.

(a) Driving unregistered vehicle prohibited.--No person shall drive or move and no owner or motor carrier shall knowingly permit to be driven or moved upon any highway any vehicle which is not registered in this Commonwealth unless the vehicle is exempt from registration.

(b) Proof of residency.--A person charged under this section has the burden of proving that he is a nonresident whenever he asserts a defense based on section 1303 (relating to vehicles of nonresidents exempt from registration). If he produces at the office of the issuing authority satisfactory proof that he is a nonresident and is in compliance with section 1303 within five days after being charged with a violation of this section, the issuing authority shall dismiss the charge.

(c) Certificate of title prerequisite to registration.--No vehicle shall be registered unless a certificate of title has been applied for or issued if one is required by Chapter 11 (relating to certificate of title and security interests).

(c.1) Reconstructed, recovered theft, flood, modified and specially constructed vehicles.--Only the department shall issue a temporary registration plate or card, or permit the transfer of a registration plate, in conjunction with any application for reconstructed, recovered theft, flood, modified and specially constructed vehicles. Proof of financial responsibility must accompany the application for registration prior to the issuance of a registration plate.

(c.2) Special inspection prerequisite to operation.--After the effective date of this section, no reconstructed, modified or specially constructed vehicle may be operated on the highway until it has successfully passed an inspection at a reconstructed vehicle inspection station.

(d) Penalty.--Any person violating the provisions of subsection (a) is guilty of a summary offense and shall, upon conviction, be sentenced to pay a fine of $75 or double the registration fee, whichever is greater, except when the vehicle was previously registered in this Commonwealth within 60 days of the commission of the offense whereupon the fine shall be $25. In the case of a motor carrier vehicle other than a trailer, the fine shall be $50 if the motor carrier vehicle was previously registered in this Commonwealth within 60 days of the commission of the offense or, if the registration occurs outside the 60-day period, the fine shall be double the registration fee for the maximum weight at which the vehicle could have been registered in this Commonwealth.

(July 22, 1983, P.L.122, No.32, eff. imd.; Mar. 29, 1984, P.L.155, No.30, eff. 60 days; July 10, 1984, P.L.679, No.146, eff. 60 days; July 8, 1986, P.L.432, No.90, eff. imd.; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days; Dec. 9, 2002, P.L.1278, No.152, eff. 60 days; Dec. 1, 2004, P.L.1767, No.228, eff. Jan. 1, 2007)

2004 Amendment. Act 228 added subsec. (c.2).
2002 Amendment. Act 152 added subsec. (c.1).
1998 Amendment. Act 151 amended subsecs. (a) and (d).
Cross References. Section 1301 is referred to in sections 1311, 6309, 6309.1 of this title.

§ 1302. Vehicles exempt from registration.

The following types of vehicles are exempt from registration:

(1) Any vehicle used in conformance with the provisions of this chapter relating to dealers, persons registered under any

of the miscellaneous motor vehicle business classes or nonresidents.

(2) (Deleted by amendment).

(2.1) Any implement of husbandry, other than a commercial implement of husbandry, used exclusively for agricultural operations. Vehicles are exempt from registration under this paragraph when operated within 50 miles of the farm or farms owned or operated by the vehicle owner.

(2.2) Any implement of husbandry, trailer or semitrailer used exclusively for agricultural operations when being towed or hauled by an implement of husbandry or farm vehicle within 50 miles of the farm or farms owned or operated by the owner of the towed or hauled vehicle.

(3) Any self-propelled golf cart used for the transportation of persons or equipment for sporting, maintenance or recreational purpose while crossing certain public highways.

(4) Any vehicle moved by special permit as provided for in sections 4965 (relating to single permits for multiple highway crossings), 4966 (relating to permit for movement of quarry equipment), and 4970(a) (relating to permit for movement of construction equipment).

(5) Any vehicle registered and displaying plates issued in a foreign country by the armed forces of the United States for a period of 45 days from the date of the return of the owner to the United States.

(6) Any vehicle owned by a resident legally required to be registered in another state based and used principally outside of this Commonwealth.

(7) Any vehicle moved solely by human or animal power.

(8) (Deleted by amendment).

(9) Any mobile home or modular housing unit.

(10) Any farm vehicle used exclusively upon a farm or farms owned or operated by the owner of the vehicle, subject to the following:

(i) (Deleted by amendment).

(ii) (Deleted by amendment).

(i.1) Type A--Such a farm vehicle with a gross vehicle weight rating not exceeding 10,000 pounds may be driven upon highways only from sunrise to sunset and between:

(A) Parts of one such farm.

(B) Such farms located not more than 50 miles apart.

(C) Such farm or farms and a place of business located within a radius of 50 miles from such farm or farms for the purpose of buying or selling agricultural commodities or supplies.

(D) Such farm or farms and a place of business located within a radius of 50 miles from such farm or farms for the purpose of repairing or servicing of the farm vehicle or the trailer or semitrailer being towed or hauled by the farm vehicle.

(i.2) Type B--Such a farm vehicle with a gross vehicle weight rating of greater than 10,000 pounds and not exceeding 17,000 pounds may be driven upon highways only from sunrise to sunset and between:

(A) Parts of one such farm.

(B) Such farms located not more than 25 miles apart.

(C) Such farm or farms and a place of business located within a radius of 25 miles from such farm or farms for the purpose of buying or selling agricultural commodities or supplies.

(D) Such farm or farms and a place of business located within a radius of 50 miles from such farm or farms for the purpose of repairing or servicing of the farm vehicle or the trailer or semitrailer being towed or hauled by the farm vehicle.

(i.3) Type C--Such a farm vehicle which does qualify as a motor carrier vehicle and which does not display a currently valid certificate of inspection may be driven upon highways only from sunrise to sunset and between:

(A) Parts of one such farm.

(B) Such farms located not more than ten miles apart.

(C) Such farm or farms and a place of business located within a radius of ten miles from such farm or farms for the purpose of buying or selling agricultural commodities or supplies.

(D) Such farm or farms and a place of business located within a radius of 25 miles from such farm or farms for the purpose of repairing or servicing of the farm vehicle or the trailer or semitrailer being towed or hauled by the farm vehicle.

(i.4) Type D--Such a farm vehicle which does qualify as a motor carrier vehicle and displays a currently valid certificate of inspection may be driven without any restriction as to time but may only be driven on highways between:

(A) Parts of one such farm.

(B) Such farms located not more than 50 miles apart.

(C) Such farm or farms and a place of business located within a radius of 50 miles from such farm or farms for the purpose of buying or selling agricultural commodities or supplies or for repairing or servicing of the farm vehicle or the trailer or semitrailer being towed or hauled by the farm vehicle.

(iii) A biennial certificate of exemption shall be required for a farm vehicle exempt under this paragraph.

(iv) The owner of the farm vehicle shall maintain such minimum levels of liability insurance coverage on the vehicle as are required to be maintained under Chapter 17 (relating to financial responsibility) by owners of registered motor vehicles. The owner shall satisfy the requirements of this subparagraph if the minimum amounts of liability insurance coverage for the farm vehicle have been provided under farm liability insurance coverage maintained generally by the owner. Coverage prescribed in Subchapter B of Chapter 17 shall not be required to be maintained or provided for the farm vehicle.

(11) Any trailer or semitrailer, including but not limited to non-self-propelled special mobile equipment and amusement rides constructed as an integral part of the trailer chassis to

create a single unit, to be used primarily for off highway use and only operated incidentally upon the highway.

(12) Any military vehicle used for training by a private, nonprofit, tax exempt military educational institution when such vehicle does not travel on public roads in excess of one mile and the property on both sides of the public road is owned by the institution.

(13) Any oversized or overweight vehicle which may be moved or operated only under a permit and without a load pursuant to section 4961(a) (relating to authority to issue permits) and 4962(f) (relating to when loads permitted).

(14) Any vehicle used for golf course maintenance, resort maintenance or college, university or seminary campus maintenance when such vehicle does not travel on public roads in excess of one mile and the property on both sides of the public road is owned by said golf course, resort or college, university or seminary.

(15) Any motor vehicle being towed.

(16) Any trailer registered in another state towed by a motor vehicle registered in this Commonwealth provided:

(i) the owner has as many trailers registered in this Commonwealth as combinations so registered; or

(ii) the towing vehicle is being operated under a permanent lease to a person meeting the requirements of subparagraph (i).

(17) Any multipurpose agricultural vehicle. Vehicles exempt from registration under this paragraph shall be used exclusively upon a farm or farms owned or operated by the owner of the vehicles or upon highways between:

(i) Parts of one such farm.

(ii) Such farms located not more than five miles apart.

(18) Any farm and garden vehicle under 20 horsepower driven incidentally upon a highway, as determined by the department.

(19) A tow dolly.

(20) An electric personal assistive mobility device.

(21) Special mobile equipment engaged in construction activities within one mile of an active construction site where the vehicle is being used. Unregistered vehicles used under this paragraph shall be required to meet lighting and other requirements of special mobile equipment. This exemption shall not apply to tracked vehicles.

(22) Any portable traffic control signal or device upon a trailer not exceeding 3,000 pounds gross vehicle weight.

(23) Any all-terrain vehicle exempt from registration under Chapter 77 (relating to snowmobiles and all-terrain vehicles) and operated as an emergency vehicle by a police or fire department or emergency medical services agency when the vehicle does not travel on public highways in excess of two miles and is primarily for off-highway use and only operated incidentally upon the highway. An all-terrain vehicle so operated shall comply with section 4571 (visual and audible signals on emergency vehicles).

(July 20, 1979, P.L.168, No.55, eff. imd.; Feb. 15, 1980, P.L.12, No.8, eff. imd.; July 11, 1980, P.L.550, No.113, eff. 60 days; Oct. 10, 1980, P.L.791, No.147, eff. imd.; Mar. 7, 1982, P.L.152, No.49, eff. imd.; June 23, 1982, P.L.605, No.171, eff. imd.; July

10, 1984, P.L.679, No.146, eff. 60 days; July 11, 1985, P.L.204, No.52, eff. 90 days; July 11, 1985, P.L.220, No.56, eff. 60 days; Dec. 12, 1986, P.L.1562, No.170, eff. 60 days; Aug. 5, 1991, P.L.238, No.26, eff. imd.; Dec. 18, 1992, P.L.1411, No.174, eff. 60 days; May 20, 1993, P.L.30, No.10, eff. 60 days; Dec. 7, 1994, P.L.820, No.115, eff. 60 days; July 6, 1995, P.L.246, No.30, eff. imd.; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days; July 4, 2002, P.L.692, No.105, eff. 60 days; Dec. 1, 2004, P.L.1767, No.228, eff. 60 days; Oct. 19, 2010, P.L.557, No.81, eff. 60 days; Oct. 24, 2012, P.L.1307, No.163, eff. 60 days; Oct. 24, 2012, P.L.1407, No.174, eff. 120 days; Nov. 29, 2017, P.L.1184, No.57, eff. 60 days)

2017 Amendment. Act 57 amended pars. (3) and (14) and added par. (23).

2012 Amendments. Act 163 added par. (22) and Act 174 amended pars. (10) and (17), added pars. (2.1) and (2.2) and deleted par. (2).

2010 Amendment. Act 81 amended par. (11). The preamble of Act 81 provided that Act 81 may be referred to as the Sgt. Michael C. Weigand Law.

2004 Amendment. Act 228 added par. (21).

2002 Amendment. Act 105 added par. (20).

1998 Amendment. Act 151 amended par. (18) and deleted par. (8).

1995 Amendment. See section 5 of Act 30 in the appendix to this title for special provisions relating to equipment standards and inspection criteria.

Cross References. Section 1302 is referred to in sections 2105, 4921, 77A01 of this title.

§ 1303. Vehicles of nonresidents exempt from registration.

(a) General rule.--A nonresident owner of any foreign vehicle may operate or permit the operation of the vehicle within this Commonwealth without registering the vehicle in this Commonwealth or paying any fees to the Commonwealth, provided the vehicle at all times when operated in this Commonwealth is duly registered and in full compliance with the registration requirements of the place of residence of the owner and further provided the vehicle is not:

(1) used for the transportation of persons for hire, compensation or profit;

(2) regularly operated in carrying on business within this Commonwealth;

(3) designed, used or maintained primarily for the transportation of property for hire, compensation or profit and not subject to reciprocity under section 6144 (relating to vehicle registration and licensing) or 6149 (relating to automatic reciprocity); or

(4) special mobile equipment if not also required to be and actually registered under the laws of the place of residence of the owner.

(b) Transportation of persons for hire, compensation or profit.--Every owner of a foreign vehicle operated within this Commonwealth for the transportation of persons for hire, compensation or profit either regularly according to schedule or for a period exceeding 30 days in the calendar year, unless exempted from registration under the terms of a reciprocity

agreement shall register the vehicle according to the laws of this Commonwealth.

(c) Carrying on business in this Commonwealth.--Every nonresident, including any foreign corporation, carrying on business within this Commonwealth and operating in the business any vehicle within this Commonwealth, unless exempted from registration under the terms of a reciprocity agreement, shall be required to register each such vehicle according to the laws of this Commonwealth. A foreign corporation having its principal place of business in this Commonwealth is regarded as a resident of this Commonwealth for the purposes of this section.

(d) Members of armed forces.--A member of the armed forces of the United States who is serving on active duty in this Commonwealth need not register a personal passenger vehicle in this Commonwealth if the vehicle is registered in the state of his residence.

(e) Trailer as part of registered combination.--(Deleted by amendment).

(Mar. 7, 1982, P.L.152, No.49, eff. imd.; July 10, 1984, P.L.679, No.146, eff. 60 days; Dec. 28, 1994, P.L.1450, No.172, eff. 60 days)

1994 Amendment. Act 172 amended subsec. (b).

1984 Amendment. Act 146 deleted subsec. (e).

1982 Amendment. Act 49 amended subsec. (c).

Cross References. Section 1303 is referred to in section 1301 of this title.

§ 1304. Registration criteria.

(a) General rule.--Except as otherwise provided in this section, vehicles shall be registered for a flat fee.

(b) Classification of vehicles.--The department may identify vehicles by type as to weight, design, loading, use, ownership or other significant characteristics for purposes of registration.

(c) Trucks, truck tractors and trailers.--The department shall register trucks, truck tractors and trailers at the gross weight requested by the applicant, provided that the weight is not greater than allowed in subsection (d) or less than allowed in subsection (e).

(d) Maximum registered gross weight.--No truck, truck tractor or trailer shall be registered at a gross weight in excess of the lowest of:

(1) the limiting weights established on the basis of axle load, tire load, horsepower or gross weight by type of vehicles;

(2) the gross vehicle weight rating assigned by the manufacturer; or

(3) a combination weight greater than the gross combination weight rating.

In the case of a vehicle in which no gross vehicle weight rating or gross combination weight rating is assigned by the manufacturer or where the vehicle has been altered subsequent to manufacture to change its weight bearing capacity, an equivalent rating shall be determined by the department on the basis of the vehicle's horsepower, braking ability, axle limitations and such other factors related to safe operation as may be established by regulations of the department.

(e) Minimum registered gross weight.--No truck, truck tractor or trailer shall be registered at less than the total of the

weight of the unladen vehicle, the maximum weight of the proposed load, the equivalent weight of the fuel capacity, 150 pounds times the seating capacity, and the weight of any permanently or temporarily attached appurtenances.

(f) Registered gross weight of trucks and truck tractors.-- Every truck shall have its own registered gross weight and may also be registered at a registered gross weight for a combination. Every truck tractor shall be registered at a registered gross weight for a combination.

(g) Buses other than school buses.--The department shall register buses, other than school buses, on the basis of passenger seating capacity.

§ 1305. Application for registration.

(a) General rule.--Application for the registration of a vehicle shall be made to the department upon the appropriate form or forms furnished by the department. The application shall contain the full name and address of the owner or owners; the make, model, year and vehicle identification number of the vehicle; and such other information as the department may require. Program participants in the Address Confidentiality Program under 23 Pa.C.S. Ch. 67 (relating to domestic and sexual violence victim address confidentiality) may use a substitute address designated by the Office of Victim Advocate as their address. Applicants for registration of a truck, truck tractor, trailer or bus shall provide the vehicle's Gross Vehicle Weight Rating (GVWR), or the Gross Combination Weight Rating (GCWR), as applicable. If the manufacturer's ratings are not available, the applicant shall provide sufficient information as to the horsepower, braking capacity and such other data as necessary for the department to determine an equivalent measure of the vehicle's hauling and stopping capability. If the applicant wishes to register a vehicle at a registered gross weight less than the gross vehicle weight rating, the application shall include information as to weight, load and any other such information as the department may require. The application shall be accompanied by self-certification of financial responsibility and the applicable fee.

(b) Evidence of P.U.C. approval for buses and taxis.--Before registering any bus or taxi which is required under the laws of this Commonwealth to obtain a certificate of public convenience from the Pennsylvania Public Utility Commission, the department shall require evidence that the certificate has been issued and has not been revoked or has not expired.

(c) Designation of lessee as registrant.--The owner as lessor may designate the lessee as the registrant of the vehicle and the name and address of the lessee may be substituted on the registration card for the address of the lessor. However, even if the lessor does not designate the lessee as the registrant of the vehicle, the lessor shall still provide the department with the name and address of the lessee. The department shall designate the relationship upon the card in a manner it deems appropriate. This subsection is applicable only for the period during which the lease remains in effect.

(d) Self-certification of financial responsibility.--In addition to the other requirements to registration, the applicant shall file a self-certification of financial responsibility which shall include:

(1) The complete name, address and telephone number of the applicant. Program participants in the Address Confidentiality

Program under 23 Pa.C.S. Ch. 67 may use a substitute address designated by the Office of Victim Advocate as their address.

(2) The name of the insurance company which is insuring the subject vehicle.

(3) The policy number, effective date and expiration date of the policy of insurance insuring the vehicle.

(Feb. 12, 1984, P.L.26, No.11, eff. Oct. 1, 1984; Feb. 7, 1990, P.L.11, No.6, eff. 60 days; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days; Nov. 30, 2004, P.L.1474, No.188, eff. 180 days)

2004 Amendment. Act 188 amended subsecs. (a) and (d).

1998 Amendment. Act 151 amended subsec. (c).

Cross References. Section 1305 is referred to in sections 1306, 1331 of this title; section 5712 of Title 53 (Municipalities Generally).

§ 1306. Grounds for refusing registration.

The department shall refuse registration, renewal or transfer of registration when any of the following circumstances exists:

(1) The applicant is not entitled to registration under the provisions of this chapter.

(2) The applicant has at registration or titling neglected or refused to furnish the department with the information required on the appropriate official form, or any reasonable additional information required by the department.

(3) The department has reasonable grounds to believe that the application contains false or fraudulent information, or that the vehicle is stolen, which fact the department shall ascertain by reference to the stolen vehicle file required to be maintained under section 7114 (relating to records of stolen vehicles), or that the granting of registration would constitute a fraud against the rightful owner or other person having a valid lien upon the vehicle.

(4) The fees required by law have not been paid.

(5) The vehicle is not constructed or equipped as required by this title.

(6) The registration of the vehicle stands suspended for any reason as provided for in this title.

(7) Self-certification of financial responsibility, as required under section 1305(d) (relating to application for registration), is not filed with the registration application.

(8) (Repealed).

(9) (Repealed).

(10) An out-of-service order has been issued for the vehicle, the owner or operator by the department or the United States Department of Transportation.

(11) Self-certification of current safety inspection for a motor carrier vehicle, as required by section 1309 (relating to renewal of registration), is not filed with the application for renewal of registration.

(May 26, 1982, P.L.435, No.129, eff. imd.; Feb. 12, 1984, P.L.26, No.11, eff. Oct. 1, 1984; Apr. 26, 1989, P.L.13, No.4, eff. imd.; Feb. 7, 1990, P.L.11, No.6, eff. 60 days; Dec. 16, 1992, P.L.1250, No.166; Dec. 15, 1995, P.L.655, No.72, eff. imd.; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days; June 22, 2001, P.L.559, No.37, eff. 60 days; Dec. 23, 2002, P.L.1982, No.229, eff. 6 months)

2002 Amendment. Act 229 added par. (11).

2001 Amendment. Act 37 amended the intro. par. and par. (10).

1995 Repeal. Act 72 repealed pars. (8) and (9).

§ 1307. Period of registration.

(a) Staggered renewal system to be established.--The department shall establish a system of staggered registration renewal in a manner that an approximately equal number of registrations will expire every month throughout the year. In order to implement and maintain the staggered registration system, the department may prorate annual registration fees over registration periods of from 6 to 18 months.

(a.1) Seasonal registration.--Upon application on a form prescribed by the department, the owner or lessee of a passenger car, recreational motor vehicle, motorcycle, truck or farm vehicle which does not have a gross vehicle weight rating of more than 14,000 pounds may register the vehicle with the department for a period of successive months of less than one year. The applicant shall specify the period of months during which the vehicle shall be registered. Except when the department initially converts a currently valid annual registration to a seasonal registration, the annual fee prescribed for the vehicle by Chapter 19 (relating to fees) shall be paid in full by the applicant regardless of the number of months chosen for registration by the applicant. Upon receipt of the appropriate fee and the properly completed form, including all information required by this chapter, the department shall issue a seasonal registration that shall expire on the last day of the expiration month chosen by the registrant. No insurer of a vehicle belonging to any owner or lessee who obtains a seasonal registration and who applies for or receives a reduced automobile insurance premium on account thereof shall be required to provide any contractual coverage, whether in the form of the provision of a defense or the payment of first-party or third-party benefits or otherwise, to the owner or lessee in connection with any event occurring during that part of the year in which the vehicle is not registered; and such owner or lessee shall be treated for all purposes, including, without limitation, ascertaining rights to stack coverages and to uninsured and underinsured motorist coverage, as a person who does not own that vehicle and has no duty to carry financial responsibility on it for that part of the year.

(b) New registration.--A new registration is effective on the date of issuance of a registration card by the department or the date of issuance of a temporary registration card by an authorized agent of the department under section 1310 (relating to temporary registration cards).

(c) Renewal of registration.--A renewed registration shall be effective on issuance by the department of a renewed registration card.

(d) Expiration of registration.--A registration shall expire on the last day of the month designated on the registration card.

(e) Antique, classic and collectible vehicles.--Antique, classic and collectible motor vehicle registrations shall expire upon the salvaging, scrapping or transfer of ownership of the vehicle, except that if the transfer is between spouses or between parent and child the registration may be transferred upon payment of a transfer fee.

(f) Optional permanent trailer registration.--Except as set forth in section 1920(c) (relating to trailers), the registration of trailers permanently registered as provided in section 1920(c)

shall expire upon salvaging of the vehicle or transfer of ownership.

(g) Election.--Upon application on a form prescribed by the department, the owner or lessee of a motor vehicle, except a motor vehicle registered under the International Registration Plan and a motor vehicle with a seasonal registration or a circus or carnival plate, may elect to pay an annual registration fee for a two-year period. The fee shall be two times the amount of the registration fee otherwise payable for the motor vehicle under this title.
(May 26, 1982, P.L.435, No.129, eff. imd.; Dec. 20, 1995, P.L.669, No.75, eff. 120 days; July 11, 1996, P.L.660, No.115, eff. 60 days; Apr. 17, 1997, P.L.6, No.3, eff. July 1, 1997; Dec. 1, 2004, P.L.1771, No.229, eff. 60 days; Dec. 18, 2007, P.L.436, No.67, eff. 60 days; Nov. 25, 2013, P.L.974, No.89; July 2, 2014, P.L.988, No.109, eff. 60 days)

2014 Amendment. Act 109 amended subsec. (a.1).

2013 Amendment. Act 89 amended subsec. (f) and added subsec. (g), effective January 1, 2014, as to subsec. (f) and December 31, 2016, as to subsec. (g). See the preamble to Act 89 in the appendix to this title for special provisions relating to legislative findings and declarations.

2004 Amendment. Act 229 amended subsec. (a).

1995 Amendment. Act 75 amended subsec. (e).

1982 Amendment. Act 129 amended subsecs. (a) and (c).

Cross References. Section 1307 is referred to in section 1786 of this title.

§ 1307.1. Permanent fleet registration.

The department may establish a system for issuing permanent registration cards and plates to the owner or lessee of a fleet of vehicles and may promulgate rules and regulations to implement the permanent registration system. The department may authorize permanently registered vehicles to be exempt from such requirements of this chapter as it deems necessary and may charge, in addition to any other fees due for registration of vehicles, a reasonable service fee for each fleet vehicle at the time of initial application for permanent registration.
(July 10, 1984, P.L.679, No.146, eff. 60 days)

1984 Amendment. Act 146 added section 1307.1.

§ 1308. Issuance of registration card.

(a) General rule.--The department, upon registering a vehicle, shall issue to the registrant a registration card which shall contain the registration number assigned to the vehicle, the name and address of the registrant and the name of the owner, if other than the registrant, a description of the vehicle including the vehicle identification number, the expiration date and such other information as may be determined by the department.

(b) Trucks.--The registration card for a truck shall indicate the registered gross weight of the truck, and the registered gross weight of the combination, if the truck is so registered, in addition to other information required.

(c) Truck tractors.--The registration card for a truck tractor shall indicate the registered gross weight of the combination in addition to other information required.

(d) Trailers.--The registration card for a trailer shall indicate the registered gross weight of the trailer in addition to other information required.

(e) Buses.--The registration card for a bus shall indicate the passenger seating capacity of the bus.

§ 1309. Renewal of registration.

At least 60 days prior to the expiration of each registration, the department shall send to the registrant an application for renewal of registration. Upon return of the application, accompanied by self-certification of financial responsibility and the applicable fee or fees, the department shall send to the registrant a renewed registration card. An application for renewal of registration for a motor carrier vehicle shall also be accompanied by self-certification of current safety inspection. Failure to receive a renewal application shall not relieve a registrant from the responsibility to renew the registration.
(May 26, 1982, P.L.435, No.129, eff. imd.; Feb. 12, 1984, P.L.26, No.11, eff. Oct. 1, 1984; Apr. 26, 1989, P.L.13, No.4, eff. imd.; Dec. 23, 2002, P.L.1982, No.229, eff. 6 months)

Cross References. Section 1309 is referred to in sections 1306, 1331 of this title.

§ 1309.1. Apportioned registration renewal.

The department shall establish a system of staggered apportioned registration renewal in a manner that apportioned registrations will expire in no less than four periods throughout the year. In order to implement and maintain the staggered apportioned registration system, the department may prorate annual apportioned registration fees.
(July 11, 2022, P.L.1585, No.90, eff. 18 mos.)

2022 Amendment. Act 90 added section 1309.1.

§ 1310. Temporary registration cards.

(a) General rule.--The department shall provide temporary registration cards for use pending issuance or transfer of permanent registration cards. Temporary registration cards and plates may be delivered to designated agents who shall have the authority to issue them in accordance with regulations promulgated by the department. When determining whether to suspend, revoke or impose a monetary penalty upon an agent, the department may consider relevant mitigating events.

(b) Duration.--Temporary registration cards shall be valid for such period as the department shall designate. Temporary registration cards issued to a vehicle acquired in this Commonwealth for transportation to another state for registration or use in the other state shall be valid for 60 days from the date of issuance.

(c) Charges by designated agent.--A designated agent may not charge any fee for issuing a temporary registration card other than notary fees.
(July 11, 1996, P.L.660, No.115, eff. 60 days; Nov. 4, 2016, P.L.1277, No.165, eff. 60 days)

2016 Amendment. Act 165 amended subsec. (b).

1996 Amendment. Act 115 amended subsec. (a).

Cross References. Section 1310 is referred to in sections 1307, 1314 of this title.

§ 1310.1. Temporary registration permits.

(a) General rule.--A registration permit shall be issued to the registrant concurrent with the issuance of a temporary

registration card and plate.

(b) Content of registration permit.--Every registration permit shall contain the following information:

(1) The term "Pennsylvania" preprinted on the permit.

(2) The term "temporary registration permit" preprinted on the permit.

(3) The sticker issued by the department which will contain the number of the temporary registration plate and the dealer identification number (DIN).

(4) The expiration date (month/day/year) of the temporary registration plate handprinted on the permit in permanent black marker.

(5) The control number preprinted on the permit.

(c) Location of registration permit.--Except as otherwise provided, a registration permit shall be affixed to the extreme lower left-hand (driver side) inside corner of the rear window of a vehicle with the printed information visible from the outside. On trailers, motorcycles, mopeds, motor-driven cycles and convertibles, the registration permit shall be carried with the vehicle at all times while the vehicle is being operated on the highway.

(June 22, 2001, P.L.559, No.37, eff. 60 days)

2001 Amendment. Act 37 added section 1310.1.

§ 1311. Registration card to be signed and exhibited on demand.

(a) Signing card.--Upon receiving the registration card or any duplicate, the registrant shall sign his name in the space provided.

(b) Carrying and exhibiting card.--Every registration card shall, at all times while the vehicle is being operated upon a highway, be in the possession of the person driving or in control of the vehicle or carried in the vehicle and shall be exhibited upon demand of any police officer.

(c) Production to avoid penalty.--No person shall be convicted of violating this section or section 1301 (relating to driving unregistered vehicle prohibited) if the person produces at the office of the issuing authority or at the office of the arresting police officer within five days of the violation, a registration card valid in this Commonwealth at the time of the arrest.

(July 20, 1979, P.L.168, No.55, eff. imd.)

§ 1312. Notice of change of name or address.

Any person whose address is changed from the address named in the application for registration or on the registration card or whose name is changed shall, within 15 days, notify the department in writing of the old and new address, or of such former and new names, and of the title or registration number of every vehicle registered in the person's name.

(June 30, 1990, P.L.266, No.63, eff. 60 days)

§ 1313. Duplicate registration cards.

(a) Additional cards upon request.--The department shall, if so requested, issue to the registrant of any vehicle whose registration is not under suspension a duplicate registration card, or as many duplicate registration cards as requested, upon payment of the fee provided in this title for each card.

(b) Replacement of lost or illegible card.--In the event of a lost, stolen, destroyed or illegible registration card, the registrant shall apply to the department for a duplicate within 48 hours of discovery of the loss or defacement of such registration

card, upon a form furnished by the department, and accompanied by the fee provided in this title.

(c) Affidavit to avoid penalty.--No owner or operator of a vehicle shall be subject to a fine for failure to have the registration card if the owner or operator makes affidavit that the card was lost or stolen within the period of 20 days preceding and that application for new registration card was made within 48 hours as required in this section.

§ 1314. Transfer of registration.

(a) General rule.--Registration and registration plates may be transferred to another vehicle owned or leased by the registrant, or to a vehicle owned or leased by the spouse, parent or child of the registrant.

(b) Procedure for transfer.--In order to transfer registration and registration plates, the transferee shall apply for a temporary registration card in accordance with section 1310 (relating to temporary registration cards) and simultaneously apply for transfer of registration under this section.

(c) Same vehicle type.--If the transfer is within the same vehicle type, the transferee shall retain the registration plate previously issued, unless lost or destroyed. A new registration card shall be issued by the department.

(d) Different vehicle type.--If the transfer is to another vehicle type, a new registration plate and card shall be issued to the transferee. The previously issued plate shall be returned to the department for cancellation immediately upon receipt of the new registration plate, unless lost or destroyed. In addition to the transfer fee, the transferee shall pay the difference in registration fees when transferring registration to a type or class of vehicle requiring a higher fee. No refund shall be payable on transferring to a type or class of vehicle requiring a lower fee.

Cross References. Section 1314 is referred to in section 1334.1 of this title.

§ 1315. Operation of vehicle following death of owner.

When the owner of a vehicle is deceased, the vehicle may be operated by or for any heir or personal representative of the decedent for the remainder of the current registration period and throughout the next following registration period, provided that the registration is renewed in the name of the decedent's estate as otherwise required by this chapter. Registration may continue to be renewed thereafter in the name of the decedent's estate by any person entitled to the family exemption until the final account is approved by the court.

§ 1316. Department records.

The department shall maintain suitable records in a manner permitting identification of vehicles and owners, including:

(1) All registrations and transfers of registrations issued.

(2) All registrations and transfers of registrations denied and reasons for denial. Registrations and transfers returned for correction of errors or omissions need not be recorded.

§ 1317. Acknowledgment of littering provisions.

On every vehicle registration card, the following statement shall be printed immediately above or below the signature of the applicant:

I hereby acknowledge this day that I have received notice of the provisions of section 3709 of the Vehicle Code.

Also printed on the registration card shall be the following:

Section 3709 provides for a fine of up to $300 for dropping, throwing or depositing, upon any highway, or upon any other public or private property without the consent of the owner thereof or into or on the waters of this Commonwealth from a vehicle, any waste paper, sweepings, ashes, household waste, glass, metal, refuse or rubbish or any dangerous or detrimental substance, or permitting any of the preceding without immediately removing such items or causing their removal.

For any violation of section 3709, I may be subject to a fine of up to $300 upon conviction, including any violation resulting from the conduct of any other persons operating, in possession of or present within this vehicle with my permission, if I do not with reasonable certainty identify the driver of the vehicle at the time the violation occurred.

(Mar. 27, 1986, P.L.71, No.24, eff. July 1, 1986)

1986 Amendment. Act 24 added section 1317.

§ 1318. Duties of agents.

(a) Verification of financial responsibility.--An agent of the Department of Transportation who is authorized to issue on behalf of the department a vehicle registration renewal or temporary registration shall be required to verify financial responsibility prior to issuance.

(b) Proof.--Proof of financial responsibility shall be verified by examining one of the following documents:

(1) An identification card as required by regulations promulgated by the Insurance Department.

(2) The declaration page of an insurance policy.

(3) A certificate of financial responsibility.

(4) A valid binder of insurance issued by an insurance company licensed to sell motor vehicle liability insurance in Pennsylvania.

(5) A legible photocopy, facsimile or printout of an electronic transmission of a document listed in paragraphs (1) through (4), provided the agent receives the photocopy, facsimile or printout directly from a licensed insurance company or licensed insurance agency. The agent shall not accept a photocopy, facsimile or printout unless the licensed insurance company or licensed insurance agency provides it on the letterhead of the company or the agency, or with a letter written upon the company's or agency's letterhead, which specifically references the proof of financial responsibility by the insured's name and address and the make, model and vehicle identification number of the insured vehicle. An issuing agent of the department shall not accept a photocopy, facsimile or printout of an electronic transmission as proof of financial responsibility under this paragraph when the issuing agent is also acting as an insurance agent for the licensed insurance company or licensed insurance agency.

(c) Handwritten proof of financial responsibility.--If handwritten proof of financial responsibility is acceptable proof of insurance in the state where the vehicle is to be registered, the issuing agent is authorized to accept such handwritten proof,

provided the issuing agent receives written confirmation from the applicable state, insurance company or insurance agency that handwritten proof is acceptable in that state. The agent shall retain a copy of the written confirmation along with the copy of the document provided as proof of financial responsibility.

(d) Verification of information on application.--In addition to any other duty prescribed by this title or departmental regulations, an agent shall verify that the purchase price stated on the application approximates the fair market value of the vehicle in a manner prescribed by the department as set forth in a notice published in the Pennsylvania Bulletin.

(e) Penalty.--Any person who violates this section, in addition to any penalty, suspension or revocation imposed by the department, commits a summary offense and shall, upon conviction, be sentenced to pay a fine of not less than $100 nor more than $500 and for each subsequent or additional offense a fine of not less than $200 nor more than $500, or to imprisonment for not more than 90 days, or both.

(Feb. 7, 1990, P.L.11, No.6, eff. 60 days; July 11, 1996, P.L.660, No.115, eff. 60 days; Apr. 17, 1997, P.L.6, No.3, eff. 60 days)

1997 Amendment. Act 3 added subsecs. (d) and (e).

§ 1319. Duties of motor carrier vehicle owners.

(a) Currently valid certificate of inspection.--A motor carrier vehicle is required to have a currently valid certificate of inspection at the time that the department renews the registration of the vehicle.

(b) Audit.--The department shall establish an audit procedure to monitor compliance with the requirement that motor carrier vehicles have a currently valid certificate of inspection at the time of registration renewal.

(Dec. 23, 2002, P.L.1982, No.229, eff. 6 months)

2002 Amendment. Act 229 added section 1319.

§ 1320. Contributions to Veterans' Trust Fund.

(a) Option.--The department shall provide for all of the following:

(1) Ability of an applicant for an original or renewal driver's license or identification card to make a contribution of $5 to the Veterans' Trust Fund.

(2) Ability of an applicant for a renewal vehicle registration to make a contribution of $5 to the Veterans' Trust Fund.

(3) Ability of an applicant for a two-year vehicle registration to make a contribution of $10 to the Veterans' Trust Fund on the department's publicly accessible Internet website.

(b) Implementation.--

(1) A contribution under subsection (a) shall be added, as appropriate, to the regular fee for:

(i) an original or renewal driver's license or identification card; and

(ii) a renewal of a vehicle registration.

(2) One contribution under subsection (a) may be made for:

(i) each issuance or renewal of a driver's license or identification card; and

(ii) each renewal vehicle registration.

(c) Use.--Contributions under subsection (a) shall be used exclusively for purposes set forth in 51 Pa.C.S. § 1721(c) (relating to Veterans' Trust Fund).

(d) Deposits.--

(1) The department shall determine on a monthly basis the total amount collected under this section and report the amount to the State Treasurer.

(2) The State Treasurer shall transfer the amount collected to the Veterans' Trust Fund.

(e) Reimbursement.--The Veterans' Trust Fund shall reimburse the Motor License Fund for the actual costs incurred by the department in the administration of this section.

(Oct. 24, 2012, P.L.1602, No.194, eff. 30 days; Oct. 24, 2018, P.L.918, No.149, eff. 60 days; June 30, 2021, P.L.255, No.55, eff. imd.)

2021 Amendment. Act 55 amended subsec. (a). Section 2 of Act 55 provided that no later than September 1, 2022, the Department of Transportation shall implement the amendment of section 1320(a).

2012 Amendment. Act 194 added section 1320.

Cross References. Section 1320 is referred to in section 1721 of Title 51 (Military Affairs).

§ 1321. Contributions for pediatric cancer research.

(a) General rule.--Within one year of the effective date of this section, the department shall provide for all of the following:

(1) Ability of a person renewing a driver's license or identification card electronically through the department's publicly accessible Internet website to make a contribution of $5 to the Pediatric Cancer Research Fund.

(2) Ability of a person renewing a vehicle registration electronically through the department's publicly accessible Internet website to make a contribution of $5 to the Pediatric Cancer Research Fund.

(b) Implementation.--

(1) A contribution under subsection (a) shall be added, as appropriate, to the regular fee for:

(i) a renewal of a driver's license or identification card; and

(ii) a renewal of a vehicle registration.

(2) One contribution under subsection (a) may be made for:

(i) each renewal of a driver's license or identification card; and

(ii) each renewal of a vehicle registration.

(c) Use.--Contributions under subsection (a) shall be used exclusively for pediatric cancer research approved by the Pennsylvania Cancer Control, Prevention and Research Advisory Board established by the act of December 18, 1980 (P.L.1241, No.224), known as the Pennsylvania Cancer Control, Prevention and Research Act.

(d) Deposits.--

(1) The department shall determine on a monthly basis the total amount collected under this section and report the amount to the State Treasurer.

(2) The State Treasurer shall transfer the amount collected to the Pediatric Cancer Research Fund, which fund is hereby established.

(e) Reimbursement.--The Pediatric Cancer Research Fund shall reimburse the Motor License Fund for the actual costs incurred by the department in the administration of this section.

(f) Information.--

(1) The department shall provide adequate information concerning the contribution for pediatric cancer research in its instructions for the applicants described in subsection (a). The information concerning the contribution shall include the listing of an address furnished by the Department of Health to which contributions may be sent by individuals wishing to make additional contributions.

(2) The Department of Health shall conduct a public information campaign on the availability of this opportunity to Pennsylvania taxpayers.

(g) Reporting.--The Department of Health shall report annually to the respective committees of the Senate and the House of Representatives that have jurisdiction over health matters on the amount received from the contributions authorized by this section and how the funds were used.

(June 28, 2018, P.L.496, No.73, eff. 60 days)

2018 Amendment. Act 73 added section 1321.

§ 1322. Contributions to Keystone Tree Restricted Account.

(a) General rule.--Within one year of the effective date of this section, the department shall provide for all of the following:

(1) Ability of a person renewing a driver's license or identification card electronically through the department's publicly accessible Internet website to make a contribution of $3 to the Keystone Tree Restricted Account established by 27 Pa.C.S. § 6602 (relating to establishment).

(2) Ability of a person renewing a vehicle registration electronically through the department's publicly accessible Internet website to make a contribution of $3 to the Keystone Tree Restricted Account.

(b) Implementation.--

(1) A contribution under subsection (a) shall be added, as appropriate, to the regular fee for:

(i) A renewal of a driver's license or identification card.

(ii) A renewal of a vehicle registration.

(2) One contribution under subsection (a) may be made for:

(i) Each renewal of a driver's license or identification card.

(ii) Each renewal of a vehicle registration.

(c) Use.--Contributions under subsection (a) shall be used exclusively for purposes specified in 27 Pa.C.S. § 6604 (relating to authorized purposes).

(d) Deposits.--The department shall determine on a monthly basis the total amount collected under this section and direct the State Treasurer to transfer the amount from the Motor License Fund to the Keystone Tree Restricted Account by the 15th of the following month.

(e) Reimbursement.--The Keystone Tree Restricted Account shall reimburse the Motor License Fund for the actual costs incurred by the department in the administration of this section.

(Nov. 7, 2019, P.L.609, No.78, eff. 60 days)

2019 Amendment. Act 78 added section 1322.

Cross References. Section 1322 is referred to in sections 6603, 6604 of Title 27 (Environmental Resources).

§ 1323. Contributions for breast cancer research.

(a) General rule.--Within one year of the effective date of this section, the department shall provide for all of the following:

(1) Ability of a person renewing a driver's license or identification card electronically through the department's publicly accessible Internet website to make a contribution of $5 to the Pennsylvania Breast Cancer Coalition.

(2) Ability of a person renewing a vehicle registration electronically through the department's publicly accessible Internet website to make a contribution of $5 to the Pennsylvania Breast Cancer Coalition.

(b) Implementation.--

(1) A contribution under subsection (a) shall be added, as appropriate, to the regular fee for:

(i) a renewal of a driver's license or identification card; and

(ii) a renewal of a vehicle registration.

(2) One contribution under subsection (a) may be made for:

(i) each renewal of a driver's license or identification card; and

(ii) each renewal of a vehicle registration.

(c) Use.--Contributions under subsection (a) shall be used exclusively for breast cancer research approved and administered by the Pennsylvania Breast Cancer Coalition.

(d) Deposits.--The department shall determine annually the total amount designated under this section and shall report the amount to the State Treasurer who shall transfer the amount from the Motor License Fund to the Pennsylvania Breast Cancer Coalition.

(e) Information.--

(1) The department shall provide adequate information concerning the contribution for breast cancer research in its instructions for the applicants described in subsection (a). The information concerning the contribution shall include the address of the Pennsylvania Breast Cancer Coalition to which contributions may be sent by individuals wishing to make additional contributions.

(2) The Pennsylvania Breast Cancer Coalition shall conduct a public information campaign on the availability of this opportunity to Pennsylvania taxpayers.

(f) Reporting.--The Pennsylvania Breast Cancer Coalition shall report annually to the respective committees of the Senate and the House of Representatives that have jurisdiction over health matters on the amount received from the contributions authorized by this section and how the funds were used.

(g) Reimbursement.--The Pennsylvania Breast Cancer Coalition shall reimburse the Motor License Fund for the actual costs incurred by the department in the administration of this section.

(June 25, 2021, P.L.60, No.23, eff. 120 days)

2021 Amendment. Act 23 added section 1323.

§ 1324. Contributions for the prevention of child abuse and neglect.

(a) General rule.--Within one year of the effective date of this section, the department shall provide for all of the following:

(1) Ability of a person renewing a driver's license or identification card electronically through the department's publicly accessible Internet website to make a contribution of $5 to the Children's Trust Fund.

(2) Ability of a person renewing a vehicle registration electronically through the department's publicly accessible Internet website to make a contribution of $5 to the Children's Trust Fund.

(b) Implementation.--

(1) A contribution under subsection (a) shall be added, as appropriate, to the regular fee for:

(i) a renewal of a driver's license or identification card; and

(ii) a renewal of a vehicle registration.

(2) One contribution under subsection (a) may be made for:

(i) each renewal of a driver's license or identification card; and

(ii) each renewal of a vehicle registration.

(c) Use.--Contributions made under subsection (a) shall be used by the Children's Trust Fund Board exclusively for the prevention of child abuse and neglect.

(d) Deposits.--The department shall determine annually the total amount designated under this section and shall report the amount to the State Treasurer who shall transfer the amount from the Motor License Fund to the Children's Trust Fund.

(e) Information.--The department shall provide adequate information concerning the contribution for the prevention of child abuse and neglect in its instructions for the applicants described in subsection (a). The information concerning the contribution shall include the address of the Children's Trust Fund to which contributions may be sent by individuals wishing to make additional contributions.

(f) Reporting.--The Children's Trust Fund Board shall include in its annual report required under section 5(6) of the act of December 15, 1988 (P.L.1235, No.151), known as the Children's Trust Fund Act, the amount received from the contributions authorized by this section and how the funds were used.

(g) Reimbursement.--The Children's Trust Fund shall reimburse the Motor License Fund for the actual costs incurred by the department in the administration of this section.

(h) Definitions.--As used in this section, the following words and phrases shall have the meanings given to them in this subsection unless the context clearly indicates otherwise:

"Children's Trust Fund." The fund created under section 8 of the Children's Trust Fund Act.

"Children's Trust Fund Board." The board created under section 4 of the Children's Trust Fund Act.

(Nov. 3, 2022, P.L.1734, No.112, eff. 180 days)

2022 Amendment. Act 112 added section 1324.

SUBCHAPTER B
REGISTRATION PLATES

Sec.

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§ 1331. Issuance and reissuance of registration plates.

(a) Department to provide plates.--Registration plates shall be provided by the department.

(b) Information on plate.--Every registration plate shall have displayed upon it the identifying numbers or letters assigned to the vehicle, the name of the Commonwealth, which may be abbreviated, and any other data the department may deem necessary.

(c) Temporary registration plates.--The department shall provide temporary registration plates for use on vehicles which are to be removed from this Commonwealth or for use as necessary pending issuance of permanent registration plates.

(d) Reflectorizing material on plate.--All registration plates, except temporary plates, shall be treated with reflectorizing material in accordance with standards approved by the department.

(e) Issuance of plates by agents.--The department may deliver registration plates, other than special plates, to designated agents, who shall have the authority to issue them in conjunction with the issuance of temporary registration cards.

(f) Periodic reissuance of registration plates.--The department shall develop, implement and administer a program to provide for the reissuance of current registration plates previously issued under this section. The program to be established under this subsection shall address the following criteria:

(1) Other than the annual registration fee required under sections 1305 (relating to application for registration) and 1309 (relating to renewal of registration) and Subchapter B of Chapter 19 (relating to registration fees), the reissued registration plate shall be issued under section 1934 (relating to general reissuance).

(2) The program shall provide that current registration plates issued under this section be replaced. The program may provide that the department provide for reissuance of

registration plates on a staggered basis which will replace registration plates issued under this section.

(3) The program may provide for the return of and the recycling of the older registration plates.

(4) (Deleted by amendment).

(5) (Deleted by amendment).

(6) The program may contain any other conditions, limitations, contractual arrangements or other factors which the department deems necessary to implement this subsection.

(Dec. 21, 1998, P.L.1126, No.151; Nov. 26, 2008, P.L.1658, No.133, eff. 60 days)

2008 Amendment. Act 133 amended subsec. (f).

1998 Amendment. Act 151 amended the section heading and added subsec. (f), effective in 60 days as to the section heading and July 1, 1999, as to subsec. (f).

§ 1332. Display of registration plate.

(a) General rule.--Every registration plate shall, at all times, be securely fastened to the vehicle to which it is assigned or on which its use is authorized in accordance with regulations promulgated by the department.

(a.1) Motorcycle registration plate.--

(1) A registration plate issued for a motorcycle may be mounted on the motorcycle in a vertical manner if:

(i) the identifying characters on the plate are displayed in a vertical alignment; and

(ii) the mounting complies with all other provisions of this section.

(2) A registration plate that has its identifying characters displayed horizontally shall not be displayed and mounted vertically.

(3) The department shall produce a registration plate for motorcycles which displays the identifying characters on the plate in a vertical alignment. The department shall issue such a plate upon request and upon payment of a fee of $20, which shall be in addition to the annual registration fee.

(4) No later than January 1, 2016, the department shall report to the chairman and minority chairman of the Transportation Committee of the Senate and the chairman and minority chairman of the Transportation Committee of the House of Representatives on the number of motorcycle registration plates issued in a vertical alignment, the cost of issuance and any required revision to the fee so as to maintain necessary financial support for the highway system in this Commonwealth.

(b) Obscuring plate.--It is unlawful to display on any vehicle a registration plate which:

(1) is so dirty as to prevent the reading of the number or letters thereon at a reasonable distance;

(2) is illegible, obscured, covered or otherwise obstructed in any manner which inhibits the proper operation of an automated red light enforcement system in place pursuant to section 3116 (relating to automated red light enforcement systems in first class cities) or 3117 (relating to automated red light enforcement systems in certain municipalities) or any other automated enforcement system authorized by this title or an electronic toll collection system as authorized under 74 Pa.C.S. § 8117 (relating to electronic toll collection);

(3) is illegible, obscured, covered or otherwise obstructed in any manner at a reasonable distance;

(4) is illegible, obscured, covered or otherwise obstructed in any manner which inhibits the visibility of the issuing jurisdiction at a reasonable distance; or

(5) has a tinted plate cover.

(b.1) Construction.--Nothing under subsection (b) shall be construed to prohibit a vehicle from being affixed with a registration plate frame that minimally outlines the registration plate in such a manner that the registration plate's number and issuing jurisdiction is identifiable by an automated enforcement system under subsection (b)(2) or by law enforcement.

(c) Penalty for obscured plate.--Any person who violates subsection (b)(2) or (4) commits a summary offense and shall, upon conviction, be sentenced to pay a fine of $100.

(d) Validating registration stickers.--Validating registration stickers shall not be issued or required to be displayed.

(Feb. 9, 2004, P.L.65, No.8; July 2, 2012, P.L.735, No.84, eff. 90 days; Nov. 25, 2013, P.L.974, No.89; Nov. 4, 2016, P.L.1277, No.165, eff. 9 months; Nov. 3, 2022, P.L.1734, No.112)

2022 Amendment. Act 112 amended subsec. (b) and added subsec. (b.1). Section 10(1)(ii) of Act 112 provided that the amendment or addition of subsecs. (b)(2), (3) and (4) and (b.1) shall take effect immediately and the remainder of the section shall take effect in 60 days.

2016 Amendment. Act 165 amended subsecs. (b) and (c).

2013 Amendment. Act 89 added subsecs. (a.1) and (d), effective in 90 days as to subsec. (a.1) and December 31, 2016, as to subsec. (d). See the preamble to Act 89 in the appendix to this title for special provisions relating to legislative findings and declarations.

Cross References. Section 1332 is referred to in sections 6110.1, 6309.1 of this title.

§ 1333. Lost, stolen, damaged or illegible registration plate.

(a) Application for new plate.--The registrant of the vehicle shall within 48 hours of discovering the loss, theft or defacement apply to the department for a new plate and report the loss or theft of a plate to the police.

(b) Substitute registration.--Where the registration plate has been lost or stolen and in any other case in which the department may deem it advisable, the original registration shall be cancelled and substitute registration issued under a new registration number other than that originally issued. Upon receipt of substitute registration, it shall be the duty of the registrant to return the old registration plates and card to the department, unless lost or destroyed.

(b.1) Illegible registration plate.--The department may reissue a registration plate upon request by a registrant when it is determined by an authorized representative of the department or law enforcement that the registration plate is illegible from a reasonable distance. The department may select the style of the reissued registration plate and, except in the case of personal registration plates issued under section 1341 (relating to special registration plates), the registration plate number.

(c) Affidavit to avoid penalty.--No owner or operator of a vehicle shall be subject to a fine for the reason that the registration plate is missing if they have in their possession an

affidavit that the plate was lost or stolen and that application for new plate or plates was made within 48 hours as required in this section.
(Nov. 26, 2008, P.L.1658, No.133, eff. 60 days; Mar. 19, 2014, P.L.361, No.23, eff. 120 days)

2014 Amendment. Act 23 amended subsec. (b.1).

§ 1334. Return of registration plate.

(a) General rule.--Registration plates shall be returned to the department under the following circumstances:

(1) A registration plate shall be returned if the registrant no longer has a vehicle titled in this Commonwealth.

(2) A legislative registration plate shall be returned on the expiration or termination of the term of office of the legislative member.

(3) A dealer or "Miscellaneous Motor Vehicle Business" registration plate shall be returned if the business is discontinued.

(4) A person with a disability registration plate shall be returned if the person to whom it was issued no longer qualifies under section 1338 (relating to person with disability plate and placard).

(b) Time for return of plate.--Each registration plate required to be returned under this section shall be returned to the department within five days of the occurrence requiring its return.

(c) Statement accompanying returned plate.--Each returned registration plate shall be accompanied by a statement of the reason for the return of the plate and the date of the occurrence requiring its return.
(July 11, 1980, P.L.550, No.113, eff. 60 days; Dec. 21, 1998, P.L.1126, No.151, eff. imd.)

1998 Amendment. Act 151 amended subsec. (a)(4).

§ 1334.1. Seizure of registration plate.

A police officer or an employee of the department authorized to enforce the provisions of Chapter 49 (relating to size, weight and load) may seize a registration plate that appears in departmental records as suspended, revoked, canceled, stolen, inactive or issued to a vehicle other than the vehicle on which it is displayed. This provision shall not apply to a registration plate that has been legally transferred as provided for in section 1314 (relating to transfer of registration).
(June 22, 2001, P.L.559, No.37, eff. 60 days)

2001 Amendment. Act 37 added section 1334.1.

§ 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.

§ 1338. Person with disability plate and placard.

(a) Person with disability plate.--On the application of any person who:

(1) is blind;

(2) does not have full use of an arm or both arms;

(3) cannot walk 200 feet without stopping to rest;

(4) cannot walk without the use of, or assistance from, a brace, cane, crutch, another person, prosthetic device, wheelchair or other assistive device;

(5) is restricted by lung disease to such an extent that the person's forced (respiratory) expiratory volume for one second, when measured by spirometry, is less than one liter or the arterial oxygen tension is less than 60 mm/hg on room air at rest;

(6) uses portable oxygen;

(7) has a cardiac condition to the extent that the person's functional limitations are classified in severity as Class III or Class IV according to the standards set by the American Heart Association;

(8) is severely limited in his or her ability to walk due to an arthritic, neurological or orthopedic condition;

(9) is a person in loco parentis of a person specified in paragraph (1), (2), (3), (4), (5), (6), (7) or (8);

(10) is the parent, including adoptive parent or foster parent, of a child or adult child provided that the person has custody, care or control of the child or adult child and the child or adult child satisfies paragraph (1), (2), (3), (4), (5), (6), (7) or (8); or

(11) is the spouse of a person specified in paragraph (1), (2), (3), (4), (5), (6), (7) or (8);

the department shall issue a special registration plate for one passenger car or truck with a registered gross weight of not more than 14,000 pounds, designating the vehicle so licensed as being used by a person with a disability. Special plates for persons with disabilities may also be issued for vehicles operated exclusively for the use and benefit of persons with disabilities. In the case of a motorcycle, the department shall issue a decal containing the international symbol for access for persons with disabilities for display on the registration plate.

(b) Person with disability parking placard.--On the initial application or renewal application of any person who meets the qualifications of subsection (a), the department shall issue one special parking placard of such size and design as the department shall specify, designating the vehicle in which it is displayed as being used for the transportation of persons with disabilities. When parking the designated vehicle, the person with disability parking placard shall be prominently displayed in such a manner that it may be viewed from the front and rear of the vehicle by hanging it from the front windshield rearview mirror of a vehicle only when that vehicle is utilizing a parking space reserved for persons with disabilities. When there is no rearview mirror, or the placard is not designed in such a manner to accommodate hanging from a rearview mirror, the placard shall be displayed on the dashboard. Placards may also be issued for use in vehicles when operated for the use and benefit of persons with disabilities provided that a person with a disability is being transported in the vehicle. Organizations that transport persons with disabilities shall upon application be issued not more than eight placards in the organization's name. These placards may be used in

a vehicle of the organization or the personal vehicle of an employee or volunteer of the organization when the employee or volunteer operates the vehicle for the benefit and use of persons with disabilities provided that a person with a disability is being transported in the vehicle.

(c) Health care provider's statement.--

(1) Any person applying for a special plate or parking placard for persons with disabilities must present a statement, certified by a physician, podiatrist, chiropractor, optometrist, physician assistant or certified registered nurse practitioner licensed or certified to practice in this Commonwealth or in a contiguous state, that the person with a disability is disabled as provided in subsection (a).

(2) Any person applying for a renewal of registration of a special plate for persons with disabilities must comply with this subsection. Once a person with a disability has been duly certified by a physician, podiatrist, chiropractor, optometrist, physician assistant or certified registered nurse practitioner as being disabled, as provided in subsection (a), the applicant need not submit a certification for subsequent renewals of registration for a special plate for persons with disabilities. A person who was issued a person with disability plate under this section and no longer qualifies for one shall not be charged a replacement fee for a regular registration plate upon payment of the regular registration fee.

(3) In lieu of a health care provider's statement, a person applying for a special plate or parking placard may present a statement from a police officer certifying that the person does not have full use of a leg, or both legs, or is blind.

(4) The department shall phase out existing handicapped placards as soon as practicable and issue a new series to persons who comply with this section.

(c.1) Return of plates and placard.--Upon the death of a person to whom a plate or placard has been issued under this section, the plate or placard shall be void 30 days after death and shall not be displayed on any vehicle. The personal representative of the deceased shall return the plate to the department. If there is no personal representative, the spouse or, if there is no spouse, the next of kin of the deceased shall return the plate or placard to the department.

(c.2) Authorized use.--This section shall not preclude the operation of a vehicle which bears a person with disability plate when the vehicle is not being used for the benefit of the person with a disability or when the person with a disability is not present in the vehicle, provided the driver does not use or attempt to use any special privilege or benefit otherwise accorded to vehicles displaying the plate.

(d) Penalty.--Any person violating this section commits a summary offense and shall, upon conviction, be sentenced to pay a fine of not more than $100.

(e) Definitions.--As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

"**Chiropractor.**" A chiropractor acting within the scope of practice contained in the act of December 16, 1986 (P.L.1646, No.188), known as the Chiropractic Practice Act.

"Podiatrist." A podiatrist acting within the scope of practice contained in the act of March 2, 1956 (1955 P.L.1206, No.375), known as the Podiatry Practice Act.
(July 11, 1980, P.L.550, No.113, eff. 60 days; Oct. 10, 1980, P.L.791, No.147, eff. imd.; May 9, 1986, P.L.158, No.51, eff. 60 days; Dec. 11, 1986, P.L.1530, No.166, eff. 60 days; July 11, 1990, P.L.432, No.105, eff. 60 days; July 19, 1991, P.L.88, No.20, eff. 90 days; Apr. 29, 1994, P.L.148, No.25, eff. imd.; July 6, 1995, P.L.246, No.30, eff. 60 days; Dec. 15, 1995, P.L.655, No.72, eff. 60 days; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days; July 15, 2004, P.L.698, No.76, eff. 60 days; Dec 18, 2007, P.L.436, No.67, eff. 60 days; July 2, 2014, P.L.988, No.109, eff. 60 days; June 23, 2016, P.L.390, No.55, eff. 60 days; Oct. 25, 2017, P.L.374, No.37, eff. 60 days)

2017 Amendment. Act 37 amended subsec. (c)(1) and (2).
2016 Amendment. Act 55 amended subsec. (a).
2004 Amendment. Section 2 of Act 76 provided that any regulations of the Department of Transportation that are inconsistent with Act 76 are hereby abrogated to the extent of that inconsistency.
Cross References. Section 1338 is referred to in sections 1334, 1341.1, 1342, 3354 of this title.

§ 1339. Legislative plate.

Upon application by a member or retired member of the General Assembly of the Commonwealth or the Congress of the United States, the department may issue special registration plates indicating that the vehicle is owned by a member or retired member of the Pennsylvania or United States Senate or House of Representatives, as appropriate.
(June 26, 2001, P.L.734, No.75, eff. 60 days)

§ 1340. Antique, classic and collectible plates.

(a) General rule.--Upon submission by a vehicle owner of information satisfactory to the department that a motorcycle or motor vehicle is an antique motorcycle or motor vehicle or classic motorcycle or motor vehicle or collectible motorcycle or motor vehicle, accompanied by the appropriate fee, the department may issue special plates for the motorcycle or vehicle. The special plate for antique motor vehicles, except antique motorcycles, shall bear the designation "antique vehicle." The applicant shall provide photographic proof in a manner specified by the department to demonstrate the condition of the motor vehicle. No annual registration fee may be charged for antique, collectible or classic motorcycles or motor vehicles. A holder of the special plates may obtain replacement plates bearing the designation "antique vehicle" upon payment of the appropriate fee.

(a.1) Vintage registration plates.--In lieu of a special plate issued under subsection (a), the owner of an antique or classic motor vehicle may request permission from the department to display a vintage registration plate from the model year of the motor vehicle. The vintage registration plate shall be:

(1) Provided by the motor vehicle owner.

(2) A Pennsylvania registration plate issued between the years 1906 and 1976.

(3) Legible from a reasonable distance.

The applicant shall provide information as the department may require for processing the request and a $75 application fee. The

department may deny a request to use a vintage registration plate for cause.

(a.2) Historic military vehicle plates.--In lieu of a special plate issued under subsection (a), the owner of a historic military vehicle may be issued by the department special plates for the vehicle which shall have the same force and effect as antique or classic registration plates. The applicant shall provide information as the department may require for processing the request and a $75 application fee.

(b) Use of plates.--It is unlawful for any person to operate a motorcycle or vehicle with antique, classic, vintage, collectible or historic military vehicle registration plates for general daily transportation. Permitted use shall be limited to participation in club activities, exhibits, tours, parades, occasional transportation and similar uses. Occasional transportation shall mean no more than one day per week.

(c) Definition.--As used in this section, the term "historic military vehicle" means an antique or classic vehicle, including a trailer, that was manufactured for use in any country's military forces and is maintained to represent the vehicle's military design and markings accurately.

(May 30, 1990, P.L.173, No.42, eff. 60 days; Apr. 29, 1994, P.L.148, No.25, eff. 60 days; Dec. 20, 1995, P.L.669, No.75, eff. 120 days; Dec. 1, 2004, P.L.1767, No.228, eff. 60 days; Apr. 12, 2012, P.L.227, No.25, eff. 120 days; July 2, 2014, P.L.988, No.109, eff. 60 days; Oct. 24, 2018, P.L.645, No.91, eff. 120 days)

2018 Amendment. Act 91 amended subsec. (b) and added subsecs. (a.2) and (c).

2014 Amendment. Act 109 amended subsec. (a.1)(2).

Cross References. Section 1340 is referred to in sections 102, 1786, 4703 of this title.

§ 1340.1. Street rod plate.

Upon submission by a vehicle owner of information satisfactory to the department that a motor vehicle is a street rod, accompanied by the appropriate fee, the department shall issue special plates for the vehicle which shall have the same force and effect as regular registration plates. The applicant shall comply with all laws and regulations pertaining to registration including the payment of any additional fees.

(July 10, 1981, P.L.250, No.82, eff. imd.)

1981 Amendment. Act 82 added section 1340.1.

§ 1341. Special registration plates.

(a) General rule.--Upon request by the applicant, the department may issue registration plates consisting of any combination of numbers, letters or numbers and letters. They shall have the same force and effect as regular registration plates. The department may refuse any combination of letters and numbers for cause and shall adopt reasonable rules and regulations for the issuance of the plates and for carrying out the provisions of this section. The applicant shall comply with all laws and regulations pertaining to registration including the payment of any additional fees.

(b) Personal registration plates.--Upon request by the applicant, the department is authorized to issue personal registration plates. The department is authorized to reissue a

combination of numbers or letters for a personal plate if the department records reveal that no activity, such as renewal or transfer of the personal registration plate, has occurred for a period of five or more consecutive years and provided that the personal registration plate was never reported as lost or stolen. Whenever the department reissues an inactive personal plate, the department may purge its records of all references to the previous owners of that personal plate. The department shall, however, note upon its records the reissuance of the personal plate and to whom the plate was issued. A personal registration plate may be used only on a passenger car or truck, with a registered gross weight of not more than 14,000 pounds, motorcycle, trailer or motor home.

(c) Organization registration plates.--Upon request by the applicant, the department is authorized to issue organization registration plates. Organization registration plates may be issued for special groups or for special purposes and bear an appropriate designation. Special groups may charge an initial fee for authorization to request a registration plate bearing the name of the group or an abbreviation of the group name desired by the organization and as approved by the department. Special groups with more than 2,000 organization registration plates may charge a renewal fee for authorization to renew a registration plate bearing the name of the group. The imposition or collection of initial or renewal fees for authorization to request or continue use of a special group's plate is at the special group's discretion and does not require any action by the department. If the vehicle is licensed to a business that is not a member of the special group, the department shall issue the plate as long as the business owner or officer making application is a member of that group. An organization registration plate may be used only on a passenger car or truck, with a registered gross weight of not more than 14,000 pounds, trailer, motorcycle or motor home.

(Apr. 29, 1994, P.L.148, No.25, eff. imd.; June 26, 2001, P.L.734, No.75, eff. 60 days; Nov. 29, 2006, P.L.1449, No.159, eff. 60 days; Dec. 18, 2007, P.L.436, No.67, eff. 60 days; Mar. 19, 2014, P.L.361, No.23, eff. 120 days; Oct. 24, 2018, P.L.645, No.91, eff. 120 days)

2018 Amendment. Act 91 amended subsec. (c).

Cross References. Section 1341 is referred to in sections 1333, 1786 of this title.

§ 1341.1. Personal organization registration plates.

(a) General rule.--The department may, upon application of any person and upon payment of the additional fee under this section, issue a personal organization registration plate to applicants for special registration plates authorized in this chapter.

(b) Additional fee.--

(1) The department shall collect an additional fee of $100 for personal organization registration plates issued under subsection (a).

(2) For any personal plate issued under sections 1338 (relating to person with disability plate and placard) and 1342 (relating to veteran plates and placard), the department shall collect only an additional fee of $50.

(Mar. 19, 2014, P.L.361, No.23, eff. 120 days)

2014 Amendment. Act 23 added section 1341.1.

§ 1342. Veteran plates and placard.

(a) Severely disabled veteran plate.--On the application of a veteran whose service-connected disability is certified at 100% by the service unit of the armed forces in which the veteran served or by the United States Veterans' Administration or who has a service-connected disability of the type enumerated in section 1338 (relating to person with disability plate and placard), the department shall issue a special registration plate designating the vehicle as belonging to a severely disabled veteran. The registration plate shall have a white background, shall have blue numbers or letters as the department may determine, shall have the words "disabled veteran" in at least ten-point bold type inscribed in red at the bottom of the plate and shall include the international symbol for access for persons with disabilities. A special registration plate issued to a veteran under this section may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds. In the case of a motorcycle, the department shall issue a decal containing the international symbol for access for persons with disabilities and the words "disabled veteran" for display on the registration plate.

(b) Severely disabled veteran placard.--On the application of any person who meets the qualifications of subsection (a), the department shall issue one special parking placard of such size and design as the department shall specify, designating the vehicle in which it is displayed as being used for the transportation of a severely disabled veteran. When parking the designated vehicle, the severely disabled veteran parking placard shall be prominently displayed so that it may be viewed from the front and rear of the vehicle by hanging it from the front windshield rearview mirror of a vehicle only when that vehicle is utilizing a parking space reserved for persons with disabilities. When there is no rearview mirror, or the placard is not designed in such a manner to accommodate hanging from a rearview mirror, the placard shall be prominently displayed on the dashboard of the vehicle when it is in use for the transportation of such severely disabled veteran. Placards may also be issued for use in vehicles when operated for the use and benefit of severely disabled veterans provided that a severely disabled veteran is being transported in the vehicle.

(c) Disabled veteran plates.--On the application of any veteran having a disability certified by the service unit of the armed forces in which the veteran served or by the United States Veterans' Administration as service-connected, the department shall issue a special registration plate designating the vehicle as belonging to a disabled veteran. The registration plate shall have a white background, shall have numbers or letters as the department may determine and shall have the words "disabled veteran" in at least ten-point bold type inscribed at the bottom of the plate. A special registration plate issued to a veteran under this section may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.

(d) Prisoner of war plate.--On the application of an ex-prisoner of war whose imprisonment while in the service of the armed forces of the United States is certified by the appropriate branch of the armed forces, the department shall issue a special registration plate designating the vehicle as belonging to an ex-prisoner of war. The registration plate shall contain the letters "POW" and such other numbers or letters as the department may

determine and shall have the words "prisoner of war" in at least ten-point bold type inscribed at the bottom of the plate. A special registration plate issued to an ex-prisoner of war under this subsection may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.

(e) Documentation of eligibility.--The department may require current holders of disabled veteran registration plates and placards to provide documentation of their eligibility under this section where current documentation is not sufficient.

(f) Return of plates and placard.--Upon the death of a veteran to whom a severely disabled veteran plate or placard has been issued under this section, the severely disabled veteran plate or placard shall be void 30 days after death and shall not be displayed on any vehicle. The personal representative of the deceased shall return the plate to the department. If there is no personal representative, the spouse or, if there is no spouse, the next of kin of the deceased shall return the plate or placard to the department.

(July 11, 1980, P.L.550, No.113, eff. 60 days; July 10, 1981, P.L.250, No.82, eff. imd.; May 9, 1986, P.L.158, No.51, eff. 60 days; Dec. 11, 1986, P.L.1530, No.166, eff. 60 days; Apr. 29, 1994, P.L.148, No.25, eff. imd.; Dec. 15, 1995, P.L.655, No.72, eff. 60 days; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days; Dec. 18, 2007, P.L.436, No.67, eff. 60 days; July 2, 2014, P.L.988, No.109, eff. 60 days)

2014 Amendment. Act 109 amended subsecs. (a), (c) and (d).

1998 Amendment. Act 151 amended subsecs. (a), (b), (c) and (d).

1995 Amendment. Act 72 added subsec. (f).

Cross References. Section 1342 is referred to in sections 1341.1, 1346, 3354 of this title.

§ 1343. Use of school bus or school vehicle plates.

(a) General rule.--A motor vehicle bearing school bus or school vehicle registration plates shall be used exclusively for the transportation of children and their chaperons to or from public, private, parochial or Sunday school or in connection with any public, private, parochial or Sunday school-related activity. Each school district shall adopt regulations regarding the number of chaperons to accompany students in connection with these activities. Except when transporting children to and from public, private, parochial or Sunday school or public, private, parochial or Sunday school-related activities, the words "school bus" on the front and rear of the vehicle shall be concealed and the red and amber visual signals shall not be operable.

(b) Penalty.--Any person violating this section is guilty of a summary offense and shall, upon conviction, be sentenced to pay a fine of $25.

(Dec. 11, 1986, P.L.1530, No.166, eff. 60 days; Dec. 18, 1992, P.L.1411, No.174, eff. 60 days)

§ 1344. Use of farm vehicle plates.

(a) General rule.--A truck or truck tractor bearing farm vehicle registration plates shall be used exclusively upon a farm or farms owned or operated by the registrant of the vehicle or upon highways between:

(1) Parts of one such farm.

(2) Such farms.

(3) Such a farm or farms and a place of business for the purpose of buying or selling agricultural commodities or supplies.

(4) Such place of business, if transported to the place of business pursuant to paragraph (3) and the place of delivery of the agricultural commodities, provided that:

(i) delivery is made pursuant to the sale of the commodities by the registrant of the vehicle, by an employee of the vehicle registrant or by an auctioneer; and

(ii) if transported to the place of business pursuant to paragraph (3), delivery is made by the same vehicle of the registrant which transported the commodities to the place of business.

(5) Such farm or farms and a department site for the examination of an applicant for a driver's license.

(6) Such farm or farms and a place of business for the inspection, repair or servicing of the vehicle.

(b) Penalty.--Any person violating this section is guilty of a summary offense and shall, upon conviction, be sentenced to pay a fine of $50 and shall, upon conviction for a second or subsequent offense, be sentenced to pay a fine of $200.

(July 20, 1979, P.L.168, No.55, eff. imd.; Nov. 23, 1987, P.L.399, No.82, eff. 60 days; May 20, 1993, P.L.30, No.10, eff. 60 days)

1993 Amendment. Act 10 amended the section heading and subsec. (a).

Cross References. Section 1344 is referred to in section 2105 of this title.

§ 1344.1. Use of farm equipment dealer registration plates.

A truck or truck tractor bearing farm equipment dealer registration plates shall be used solely in the business of the dealer and operated exclusively by the dealership or its employees only when the vehicle is used:

(1) for delivering farm equipment to a farm for the purpose of sale, demonstration, loaning to customers whose farm equipment is being repaired or loaning to prospective purchasers;

(2) for pickup of new farm equipment from the manufacturer or distributor;

(3) for pickup of used farm equipment for the purpose of resale; or

(4) for inspection, repair or servicing the vehicle.

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

1991 Amendment. Act 26 added section 1344.1.

§ 1345. Special plates for recipients of the Medal of Honor.

Upon application of any person who is a recipient of the Medal of Honor, the department shall issue to such person a special registration plate designating the vehicle so licensed as belonging to a person who is a recipient of the Medal of Honor. The plate shall have a light blue background interspersed with 13 white stars. The center of the plate shall bear a golden bronze replica of the appropriate medal. The initials of each recipient shall be embossed in red to the left of the medal and the letters "CMH" (for Congressional Medal of Honor) shall be embossed in red to the right of the medal.

(Nov. 23, 1982, P.L.689, No.197, eff. 60 days)

1982 Amendment. Act 197 added section 1345.

§ 1346. Special plates for recipients of Purple Heart.

Upon application of any person who is a recipient of the Purple Heart, the department shall issue to such person a special registration plate designating the vehicle so licensed as belonging to a person who is a recipient of the Purple Heart. A severely disabled veteran, as described in section 1342(a) (relating to veteran plates and placard), who is qualified to receive a plate under this section may also elect to receive a placard under section 1342(b). The special registration plate may be used only on a passenger car, motorcycle or truck with a registered gross weight of not more than 14,000 pounds.
(June 12, 1986, P.L.252, No.65, eff. 60 days; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days; Dec. 18, 2007, P.L.436, No.67, eff. 60 days; July 2, 2014, P.L.988, No.109, eff. 60 days; Oct. 24, 2018, P.L.705, No.108, eff. 120 days)

§ 1347. Hearing impaired plates.

On the application of any person with a hearing impairment, verified by a licensed physician and accompanied by the appropriate fee, the department shall issue to that person a special registration plate designating the vehicle as belonging to a person who has a hearing impairment, which plate shall have the same effect as a regular registration plate.
(Dec. 11, 1986, P.L.1530, No.166, eff. 60 days)

1986 Amendment. Act 166 added section 1347.

§ 1348. Special plates for Pearl Harbor survivors.

Upon application of any person who is a survivor of Pearl Harbor, accompanied by a fee of $20 which shall be in addition to the annual registration fee and by such documentation as the department shall require, the department shall issue to such person a special registration plate designating the vehicle so licensed as belonging to a person who is a survivor of Pearl Harbor. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.
(July 10, 1990, P.L.356, No.83, eff. 60 days; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days; Dec. 18, 2007, P.L.436, No.67, eff. 60 days; July 2, 2014, P.L.988, No.109, eff. 60 days)

§ 1349. Circus or carnival plates.

Upon submission by a truck or truck tractor owner of information to the department that a truck or truck tractor is used exclusively for the purpose of transportation of circus or carnival personnel or equipment or machinery and only so used during the period from April 1 through September 30 of any year, the department may issue special plates for the vehicle. The registration fee for the truck or truck tractor shall be one-half the fee for a similar truck or truck tractor not used for the purposes described in this section.
(July 10, 1990, P.L.356, No.83, eff. 180 days)

1990 Amendment. Act 83 added section 1349.

§ 1350. Special plates for veterans of Korean War.

Upon application of any person who is a veteran of the Korean War, accompanied by a fee of $20, which shall be in addition to the annual registration fee, and by such documentation as the

department shall require, the department shall issue to the person a special registration plate designating the vehicle so licensed as belonging to a person who is a veteran of the Korean War. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.
(Nov. 24, 1992, P.L.702, No.105, eff. 60 days; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days; Dec. 18, 2007, P.L.436, No.67, eff. 60 days; July 2, 2014, P.L.988, No.109, eff. 60 days)

§ 1350.1. Special plates for recipients of Korean Defense Service Medal.

Upon application of any person who is a recipient of the Korean Defense Service Medal, accompanied by a fee of $20 which shall be in addition to the annual registration fee and by such documentation as the department shall require, the department shall issue to the person a special registration plate designating the vehicle so licensed as belonging to a person who is a recipient of the Korean Defense Service Medal. The department shall design and produce the special registration plate. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.
(July 7, 2006, P.L.389, No.82, eff. 60 days; July 2, 2014, P.L.988, No.109, eff. 60 days)

§ 1351. Special plates for veterans of Persian Gulf War.

Upon application of any person who is a veteran of the Persian Gulf War, accompanied by a fee of $20, which shall be in addition to the annual registration fee, and by such documentation as the department shall require, the department shall issue to the person a special registration plate designating the vehicle so licensed as belonging to a person who is a veteran of the Persian Gulf War. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.
(Nov. 24, 1992, P.L.702, No.105, eff. 60 days; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days; Dec. 18, 2007, P.L.436, No.67, eff. 60 days; July 2, 2014, P.L.988, No.109, eff. 60 days)

§ 1352. Wild resource conservation plate.

The department, in consultation with the Wild Resource Conservation Board, shall design a special wild resource conservation registration plate. Upon application of any person, accompanied by a fee of $35 which shall be in addition to the annual registration fee, the department shall issue the plate for a passenger car, motor home, trailer or truck with a registered gross weight of not more than 14,000 pounds. The Wild Resource Conservation Fund shall receive $15 of each additional fee for this plate.
(Dec. 18, 1992, P.L.1411, No.174, 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; Dec. 18, 2007, P.L.436, No.67, eff. 60 days; July 2, 2014, P.L.988, No.109, eff. 60 days)

§ 1352.1. Appalachian Trail organization registration plates.

(a) General rule.--The department, in consultation with the Appalachian Trail Conservancy, shall design a special Appalachian Trail organization registration plate. The plate, at a minimum, shall contain the image of a hiker and the Appalachian Trail Conservancy logo and distinctive coloring. The Appalachian Trail Conservancy may charge a fee for the authorization to request the

registration plate. Upon request by the applicant, the department shall issue the plate for a passenger car or truck with a registered gross weight of not more than 14,000 pounds or a motor home. The fee provided under section 1931(b) (relating to personal and organization registration plates) shall apply.

(b) Proceeds.--It is the intent of the General Assembly that proceeds received by the Appalachian Trail Conservancy under this section are to be used exclusively for trail maintenance and improvement.

(Mar. 19, 2014, P.L.361, No.23, eff. 120 days; July 2, 2014, P.L.988, No.109, eff. imd.)

2014 Amendments. Act 23 added section 1352.1 and Act 109 amended subsec. (a).

§ 1352.2. Pollinator conservation registration plate.

The department, in consultation with the Department of Agriculture, shall design a special pollinator conservation registration plate. Upon application of any person, accompanied by a fee of $38 which shall be in addition to the registration fee, the department shall issue the plate for a passenger car, motor home, trailer or truck with a registered gross weight of not more than 14,000 pounds. The Pollinator Habitat Program Fund shall receive $25 of the fee paid by the applicant for the plate.

(Nov. 3, 2022, P.L.1734, No.112, eff. 120 days)

2022 Amendment. Act 112 added section 1352.2.

Cross References. Section 1352.2 is referred to in section 1905 of this title.

§ 1353. Preserve our heritage registration plate.

The department, in consultation with the Pennsylvania Historical and Museum Commission, shall design a special preserve our heritage registration plate. Upon receipt of an application, accompanied by a fee of $54 which shall be in addition to the annual registration fee, the department shall issue the plate for a passenger car, motor home, trailer or truck with a registered gross weight of not more than 14,000 pounds. The Historical Preservation Fund shall receive $23 of each additional fee for this plate.

(Dec. 28, 1994, P.L.1441, No.170, eff. 120 days; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days; Dec. 18, 2007, P.L.436, No.67, eff. 60 days; Nov. 25, 2013, P.L.974, No.89, eff. July 1, 2014; July 2, 2014, P.L.988, No.109, eff. 60 days)

2013 Amendment. See the preamble to Act 89 in the appendix to this title for special provisions relating to legislative findings and declarations.

§ 1353.1. Pennsylvania monument registration plate.

(a) Design.--The department shall design a Pennsylvania monument registration plate which shall have a replica of the Pennsylvania Memorial Monument at the Gettysburg National Military Park and shall display the words "Gettysburg 1863."

(b) Application.--Upon application of any person, accompanied by a fee of $54 which shall be in addition to the annual registration fee, the department shall issue the registration plate under subsection (a) for a passenger car, motor home, trailer or truck with a registered gross weight of not more than 14,000 pounds.

(c) Proceeds.--The Pennsylvania Veterans' Monuments and Memorial Trust Fund shall receive $23 of the fee paid by the applicant for the registration plate under subsection (a).

(d) Use of proceeds.--Proceeds under subsection (c) shall be used exclusively to provide grants to nonprofit organizations for the cleaning, repair and restoration of Pennsylvania monuments and memorials by the Gettysburg National Military Park. A grant under this subsection may not be used to pay for the cost of cleaning, repair or restoration of the grounds surrounding a Pennsylvania monument or memorial.

(July 2, 2014, P.L.988, No.109, eff. 120 days; June 28, 2018, P.L.432, No.64, eff. 60 days)

2018 Amendment. Act 64 amended subsecs. (c) and (d).

2014 Amendment. Act 109 added section 1353.1.

§ 1354. Flagship Niagara commemorative registration plate (Repealed).

2013 Repeal. Section 1354 was repealed November 25, 2013, P.L.974, No.89, effective in 60 days.

§ 1354.1. United States Olympic plate.

(a) General rule.--The department, in consultation with the United States Olympic Committee or its designees, shall design a special United States Olympic registration plate, which shall display the official United States Olympic Committee logo and wording, which indicates support for the advancement of excellence in amateur athletic competition in this Commonwealth. The United States Olympic Committee may charge a fee for the authorization to request the registration plate. Upon request by the applicant, the department shall issue the plate for a passenger car or truck with a registered gross weight of not more than 14,000 pounds or a motor home. The fee provided under section 1931(b) (relating to personal and organization registration plates) shall apply.

(b) Proceeds.--It is the intent of the General Assembly that proceeds received by the United States Olympic Committee under this section are to be used exclusively to provide funding to one or more nonprofit organizations, as defined under section 501(c)(3) of the Internal Revenue Code of 1986 (Public Law 99-514, 26 U.S.C. § 501(c)(3)), in this Commonwealth that focus on the advancement of excellence in amateur athletics.

(July 2, 2014, P.L.988, No.109, eff. 120 days)

2014 Amendment. Act 109 added section 1354.1.

§ 1355. Zoological plate.

The department, in consultation with the Pennsylvania Zoological Council, shall design a special zoological registration plate. Upon application of any person, accompanied by a fee of $54 which shall be in addition to the annual registration fee, the department shall issue the plate for a passenger car, motor home, trailer or truck with a registered gross weight of not more than 14,000 pounds. The Zoological Enhancement Fund shall receive $23 of the fee paid by the applicant for the plate.

(Dec. 28, 1994, P.L.1441, No.170, eff. 60 days; Dec. 28, 1994, P.L.1450, No.172, eff. 60 days; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days; Dec. 18, 2007, P.L.436, No.67, eff. 60 days; Nov. 25, 2013, P.L.974, No.89, eff. July 1, 2014; July 2, 2014, P.L.988, No.109, eff. 60 days)

2013 Amendment. See the preamble to Act 89 in the appendix to this title for special provisions relating to legislative findings and declarations.

Cross References. Section 1355 is referred to in section 1905 of this title.

§ 1355.1. Pennsylvania Hunting Heritage registration plates.

(a) General rule.--The department, in consultation with the Pennsylvania Game Commission, shall design a special Pennsylvania Hunting Heritage registration plate. The Pennsylvania Game Commission shall charge a fee for the authorization to request the registration plate. Upon request by the applicant, the department shall issue the plate for a passenger car or truck with a registered gross weight of not more than 14,000 pounds or a motor home. The fee provided under section 1931(b) (relating to personal and organization registration plates) shall apply.

(b) Proceeds.--Proceeds received by the Pennsylvania Game Commission under this section are to be used as follows:

(1) Thirty-three percent shall be allocated to nonprofit organizations that coordinate the processing and distribution of donated wild game from hunters and municipal herd reduction sources to Pennsylvania residents through a distribution network of food banks in this Commonwealth.

(2) Sixty-seven percent shall be allocated as grants to nonprofit sportsmen's clubs and organizations to conduct activities that promote sport hunting, youth hunter education or the conservation and enhancement of game species in this Commonwealth for current and future generations of hunters.

(c) Limitation.--A nonprofit organization may not use funding under this section for salaries or administrative expenses.

(d) Expenditures.--Estimates of amounts to be expended under this subsection shall be submitted to the Governor by the Pennsylvania Game Commission for approval by the Governor.

(July 2, 2014, P.L.988, No.109, eff. 120 days)

2014 Amendment. Act 109 added section 1355.1.

§ 1356. Special plates for recipients of Expeditionary Forces Medal.

Upon application of any person who is a recipient of the Expeditionary Forces Medal, accompanied by a fee of $20 which shall be in addition to the annual registration fee and by such documentation as the department shall require, the department shall issue to such person a special registration plate designating the vehicle so registered as belonging to a person who is a recipient of the Expeditionary Forces Medal. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.

(Dec. 28, 1994, P.L.1450, No.172, eff. 60 days; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days; Dec. 18, 2007, P.L.436, No.67, eff. 60 days; July 2, 2014, P.L.988, No.109, eff. 60 days)

§ 1357. Special plates for World War II veterans.

Upon application of any person who is a veteran of World War II, accompanied by a fee of $20 which shall be in addition to the annual registration fee and by such documentation as the department shall require, the department shall issue to such person a special registration plate carrying the symbol of a ruptured duck designating the vehicle so registered as belonging to a person who is a veteran of World War II. The special

registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.
(Dec. 28, 1994, P.L.1450, No.172, eff. 60 days; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days; Dec. 18, 2007, P.L.436, No.67, eff. 60 days; July 2, 2014, P.L.988, No.109, eff. 60 days)

§ 1357.1. Special plates for individuals in the service of the United States Merchant Marine.

Upon application of any person who was in the service of the United States Merchant Marine during World War II, the Korean War, the Vietnam Conflict or any of the Gulf Wars, including Operation Desert Storm, Operation Iraqi Freedom and Operation Desert Shield, accompanied by a fee of $20 which shall be in addition to the annual registration fee and by such documentation as the department shall require, the department shall issue to the person a special registration plate designating the vehicle so licensed as belonging to a person who was in the service of the United States Merchant Marine during World War II, the Korean War, the Vietnam Conflict or any of the Gulf Wars, including Operation Desert Storm, Operation Iraqi Freedom and Operation Desert Shield. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.
(Oct. 24, 2012, P.L.1282, No.158, eff. 180 days; July 2, 2014, P.L.988, No.109, eff. 120 days)

§ 1358. DARE plate (Repealed).

2014 Repeal. Section 1358 was repealed April 7, 2014, P.L.381, No.27, effective in 60 days.

§ 1358.1. Share the Road plate.

The department shall design a Share the Road registration plate. Upon application of any person, accompanied by a fee of $40, which shall be in addition to the registration fee, the department shall issue the plate for a passenger car or truck with a registered gross weight of not more than 14,000 pounds or a motor home. The fee shall be used exclusively to maintain the department's central office position of Bicycle and Pedestrian Coordinator and to fund highway pedalcycle signage approved by the department.
(June 8, 2016, P.L.257, No.36, eff. 60 days)

2016 Amendment. Act 36 added section 1358.1. The preamble of Act 36 provided that Act 36 shall be known and may be cited as the Dave Bachman Act.

§ 1358.2. Distracted Driving Awareness plate.

(a) Distracted Driving Awareness plate.--The department shall design a Distracted Driving Awareness registration plate. Upon application of any person, accompanied by a fee of $40, which shall be in addition to the registration fee, the department shall issue the plate for a motorcycle and a passenger car or truck with a registered gross weight of not more than 14,000 pounds or a motor home. The fee shall be used exclusively to advance public education and outreach on the dangers posed by distracted driving, at the department's discretion.

(b) Expiration.--This section shall expire December 31, 2025.
(Oct. 24, 2018, P.L.645, No.91, eff. 120 days)

2018 Amendment. Act 91 added section 1358.2.

§ 1359. Special plates for steelworkers.

(a) General rule.--Upon application of any person who is a steelworker, accompanied by a fee of $20 which shall be in addition to the annual registration fee and by such documentation as the department shall require, the department shall issue to such person a special registration plate designating the vehicle so licensed as belonging to a person who is a steelworker. The special registration plate may be used only on a passenger car or a truck with a registered gross weight of not more than 14,000 pounds. The plate shall bear the likeness of the official emblem of the American Iron and Steel Institute.

(b) Definition.--As used in this section, the term "steelworker" means a person currently or formerly employed in the manufacture of steel or a surviving member of the steelworker's family.

(July 11, 1996, P.L.660, No.115, eff. 60 days; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days; Dec. 18, 2007, P.L.436, No.67, eff. 60 days; July 2, 2014, P.L.988, No.109, eff. 60 days)

2014 Amendment. Act 109 amended subsec. (a).

1996 Amendment. Act 115 added section 1359.

§ 1360. Special plates for veterans of Vietnam Conflict.

Upon application of any person who is a veteran of the Vietnam Conflict as that term is defined for the awarding of the Vietnam Service Medal, accompanied by a fee of $20 in addition to the annual registration fee and by such documentation as the department shall require, the department shall issue to the person a special registration plate designating the vehicle so licensed as belonging to a person who is a veteran of the Vietnam Conflict. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.

(Dec. 21, 1998, P.L.1126, No.151, eff. 60 days; Dec. 18, 2007, P.L.436, No.67, eff. 60 days; July 2, 2014, P.L.988, No.109, eff. 60 days)

§ 1361. Special motorcycle plates related to veterans.

(a) Honorably discharged veterans.--Upon application of any person who is an honorably discharged veteran of the armed forces of the United States, or a reserve component of the armed forces as defined in 51 Pa.C.S. § 7301 (relating to definitions), accompanied by a fee of $20 which shall be in addition to the annual registration fee and by such documentation as the department shall require, the department shall issue to the person a special registration plate designating the vehicle as belonging to a person who is a veteran. The special registration plate may be used only on a motorcycle.

(b) Honoring our veterans.--Upon application of any person, accompanied by a fee of $35 which shall be in addition to the annual registration fee and by such documentation as the department shall require, the department shall issue to the person a special registration plate designating the motorcycle as belonging to a person who is honoring veterans of the armed forces of the United States. The special registration plate may be used only on a motorcycle. The Veterans' Trust Fund shall receive $15 of the fee paid by the applicant for the plate.

(Feb. 9, 2004, P.L.65, No.8, eff. 60 days; July 8, 2015, P.L.119, No.17, eff. 90 days)

Cross References. Section 1361 is referred to in section 1721 of Title 51 (Military Affairs).

§ 1362. Operation Iraqi Freedom veterans plate.

Upon application of any person who is a veteran of the liberation or occupation of Iraq, accompanied by a fee of $20 which shall be in addition to the annual registration fee and by documentation as the department shall require, the department shall issue to the person a special registration plate designating the vehicle so licensed as belonging to a person who is a veteran of Operation Iraqi Freedom. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.

(July 14, 2005, P.L.285, No.50, eff. 60 days; Dec. 18, 2007, P.L.436, No.67, eff. 60 days; July 2, 2014, P.L.988, No.109, eff. 60 days)

§ 1363. Operation Enduring Freedom veterans plate.

Upon application of any person who is a veteran of the liberation or occupation of Afghanistan, accompanied by a fee of $20 which shall be in addition to the annual registration fee and by documentation as the department shall require, the department shall issue to the person a special registration plate designating the vehicle so licensed as belonging to a person who is a veteran of Operation Enduring Freedom. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.

(July 14, 2005, P.L.285, No.50, eff. 60 days; Dec. 18, 2007, P.L.436, No.67, eff. 60 days; July 2, 2014, P.L.988, No.109, eff. 60 days)

§ 1363.1. Afghanistan and Iraq veterans plate.

Upon application of any person who is a veteran of the liberation or occupation of Afghanistan and Iraq, accompanied by a fee of $23 which shall be in addition to the registration fee and by documentation as the department shall require, the department shall issue to the person a special registration plate designating the vehicle so licensed as belonging to a person who is a veteran of Afghanistan and Iraq. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.

(Nov. 3, 2022, P.L.1734, No.112, eff. 120 days)

2022 Amendment. Act 112 added section 1363.1.

§ 1364. Special plates for veterans.

(a) Honorably discharged veterans.--Upon application of any person who is an honorably discharged veteran of the armed forces of the United States or a reserve component of the armed forces as defined in 51 Pa.C.S. § 7301 (relating to definitions), accompanied by a fee of $20 which shall be in addition to the annual registration fee and by such documentation as the department shall require, the department shall issue to the person a special registration plate designating the vehicle as belonging to a person who is a veteran of the armed forces of the United States. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.

(b) Honoring our veterans.--Upon application of any person, accompanied by a fee of $35, which shall be in addition to the annual registration fee and by such documentation as the department shall require, the department shall issue to the person

a special registration plate designating the vehicle as belonging to a person who is honoring veterans of the armed forces of the United States. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds. The Veterans' Trust Fund shall receive $15 of the fee paid by the applicant for the plate.

(c) Honoring our women veterans.--Upon application of any person, accompanied by a fee of $35, which shall be in addition to the registration fee and by such documentation as the department shall require, the department shall issue to the person a special registration plate designating the vehicle as belonging to a person who is honoring women veterans of the armed forces of the United States. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds. The Veterans' Trust Fund shall receive $15 of the fee paid by the applicant for the plate. The portion of the fee transferred to the Veterans' Trust Fund under this subsection shall be used for programs and resources that assist women veterans.

(July 14, 2005, P.L.285, No.50, eff. 60 days; Dec. 18, 2007, P.L.436, No.67, eff. 60 days; Oct. 24, 2012, P.L.1602, No.194, eff. 30 days; July 2, 2014, P.L.988, No.109, eff. 60 days; Oct. 24, 2018, P.L.645, No.91, eff. 120 days)

2018 Amendment. Act 91 added subsec. (c).

Cross References. Section 1364 is referred to in section 1721 of Title 51 (Military Affairs).

§ 1364.1. Special plates for current members of the armed forces of the United States.

(a) General rule.--A special registration plate shall, upon application, be issued to an individual who is a member of the armed forces of the United States, including a member of a reserve component or the National Guard, under the following conditions:

(1) A fee of $20 has been paid in addition to the registration fee.

(2) Documentation required by the department has been provided.

(3) The vehicle belongs to the applicant.

(4) The plate issued appropriately designates the branch of service and includes the service emblem of which the applicant is a member.

(b) Eligibility.--A plate issued under subsection (a) shall be for members of the Pennsylvania National Guard and the following branches of the armed forces of the United States:

(1) Army.

(2) Navy.

(3) Air Force.

(4) Marine Corps.

(5) Coast Guard.

(c) Limitation.--A plate issued under this section may only be used on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.

(Oct. 4, 2016, P.L.881, No.108, eff. 120 days)

2016 Amendment. Act 108 added section 1364.1.

§ 1365. Gold Star Family plate.

(a) General rule.--Upon application of a family member of a person who was killed while serving on active duty in the

military, accompanied by a fee of $20 which shall be in addition to the annual registration fee and by such documentation as the department shall require, the department shall issue to the family member a special registration plate designating the vehicle so licensed as belonging to a family member of a person who was killed while serving on active duty in the military. The department shall design and produce the special registration plate carrying the Service Flag Gold Star rimmed with blue which represents sacrifice to the cause of liberty and freedom. The words "Gold Star Family" shall be clearly displayed along the bottom of the plate. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.

(b) Documentation required.--An applicant for a Gold Star Family plate shall certify on a form approved by the department that the applicant is a family member of a person who was killed while serving on active duty in the military.

(c) Definition.--As used in this section, the term "family member" includes the following:

(1) Widow.
(2) Widower.
(3) Mother.
(4) Father.
(5) Stepmother.
(6) Stepfather.
(7) Mother through adoption.
(8) Father through adoption.
(9) Foster mother in loco parentis.
(10) Foster father in loco parentis.
(11) Son.
(12) Daughter.
(13) Stepson.
(14) Stepdaughter.
(15) Son by adoption.
(16) Daughter by adoption.
(17) Brother.
(18) Sister.
(19) Half brother.
(20) Half sister.

(Oct. 4, 2006, P.L.1143, No.117, eff. 60 days; July 2, 2014, P.L.988, No.109, eff. 60 days)

2014 Amendment. Act 109 amended subsec. (a).

2006 Amendment. Act 117 added section 1365.

§ 1366. Special plates for recipients of Silver Star.

Upon application of any person who is a recipient of the Silver Star, accompanied by a fee of $10 which shall be in addition to the annual registration fee and by such documentation as the department shall require, the department shall issue to the person a special registration plate designating the vehicle so licensed as belonging to a person who is a recipient of the Silver Star. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.

(July 5, 2012, P.L.960, No.103, eff. 120 days)

2012 Amendment. Act 103 added section 1366.

§ 1366.1. Special plates for United States military airborne units.

(a) General rule.--Upon application of any person who is a veteran of or a member of a United States military airborne unit, accompanied by a fee of $20 which shall be in addition to the annual registration fee and by such documentation as the department shall require, the department shall issue to the person a special registration plate designating the vehicle so licensed as belonging to a person who is a veteran of or a member of a United States military airborne unit. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds. The department shall design and produce the special registration plate to display a set of jump wings and glider wings.

(b) Definition.--As used in this section, the term "veteran of or a member of a United States military airborne unit" includes parachutist or glider units, glider troopers, paratroopers, air assault troopers, Rangers, U.S. Army Special Forces, USMC Recon, U.S. Navy Seals, U.S. Air Force Special Operations, Troop Carrier Command, including glider pilots and the 160th SOAR, military personnel who satisfactorily completed the prescribed proficiency tests while assigned or attached to an airborne unit and any other military personnel determined by the department to be appropriately classified as a member of a United States military airborne parachutist or glider unit.

(Oct. 24, 2012, P.L.1282, No.158, eff. 180 days; July 2, 2014, P.L.988, No.109, eff. 60 days)

2014 Amendment. Act 109 amended subsec. (a).

2012 Amendment. Act 158 added section 1366.1.

§ 1366.2. Blue Star Family plate.

(a) General rule.--Upon application of a family member of a person who is an active duty service member in the military, including a reserve component or National Guard, accompanied by a fee of $23 which shall be in addition to the registration fee and by such documentation as the department shall require, the department shall issue to the family member a special registration plate designating the vehicle so licensed as belonging to a family member of a person serving on active duty in the military, including a reserve component or National Guard. The department shall design and produce the special registration plate carrying the Blue Star which signifies that a family member is an active duty service member, including a reserve component or National Guard. The words "Blue Star Family" shall be clearly displayed along the bottom of the plate. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.

(b) Documentation required.--An applicant for a Blue Star Family plate shall certify on a form approved by the department that the applicant is a family member of a person who is an active duty service member in the military, including a reserve component or National Guard.

(c) Construction.--Nothing in this section shall be construed to require:

(1) A person issued a Blue Star Family plate to return the plate to the department if a family member no longer serves on active duty in the military, including a reserve component or National Guard.

(2) The department to periodically verify that a person issued a Blue Star Family plate has a family member serving on active duty in the military, including a reserve component or National Guard, after the initial issuance of the plate.

(d) Definition.--As used in this section, the term "family member" includes the following:

(1) Mother.
(2) Father.
(3) Stepmother.
(4) Stepfather.
(5) Mother through adoption.
(6) Father through adoption.
(7) Foster mother in loco parentis.
(8) Foster father in loco parentis.
(9) Son.
(10) Daughter.
(11) Stepson.
(12) Stepdaughter.
(13) Son by adoption.
(14) Daughter by adoption.
(15) Brother.
(16) Sister.
(17) Half-brother.
(18) Half-sister.
(19) Grandfather.
(20) Grandmother.
(21) Spouse.

(Nov. 3, 2022, P.L.1734, No.112, eff. 120 days)

2022 Amendment. Act 112 added section 1366.2.

§ 1366.3. Special plates for recipients of Air Medal.

Upon application of any person who is a recipient of the Air Medal, accompanied by a fee of $23 which shall be in addition to the registration fee and by such documentation as the department shall require, the department shall issue to the person a special registration plate designating the vehicle so licensed as belonging to a person who is a recipient of the Air Medal. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.

(Nov. 3, 2022, P.L.1746, No.113, eff. 120 days)

2022 Amendment. Act 113 added section 1366.3.

§ 1367. Special plates for recipients of Bronze Star.

Upon application of any person who is a recipient of the Bronze Star, accompanied by a fee of $20 which shall be in addition to the annual registration fee and by such documentation as the department shall require, the department shall issue to the person a special registration plate designating the vehicle so licensed as belonging to a person who is a recipient of the Bronze Star. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.

(July 5, 2012, P.L.960, No.103, eff. 120 days)

2012 Amendment. Act 103 added section 1367.

§ 1368. Special plates for recipients of Bronze Star for Valor.

Upon application of any person who is a recipient of the Bronze Star for Valor, accompanied by a fee of $10 which shall be in addition to the annual registration fee and by such documentation as the department shall require, the department shall issue to the person a special registration plate designating the vehicle so licensed as belonging to a person who is a recipient of the Bronze Star for Valor. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.
(July 5, 2012, P.L.960, No.103, eff. 120 days)

2012 Amendment. Act 103 added section 1368.

§ 1368.1. Special plates for recipients of Soldier's Medal.

Upon application of any person who is a recipient of the Soldier's Medal, accompanied by a fee of $20 which shall be in addition to the registration fee and by such documentation as the department shall require, the department shall issue to the person a special registration plate designating the vehicle so licensed as belonging to a person who is a recipient of the Soldier's Medal. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.
(Oct. 24, 2018, P.L.645, No.91, eff. 120 days)

2018 Amendment. Act 91 added section 1368.1.

§ 1368.2. Special plates for recipients of Presidential Service Badge.

Upon application of any person who is a recipient of the Presidential Service Badge, accompanied by a fee of $20 which shall be in addition to the registration fee and by such documentation as the department shall require, the department shall issue to the person a special registration plate designating the vehicle so licensed as belonging to a person who is a recipient of the Presidential Service Badge. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.
(Oct. 24, 2018, P.L.645, No.91, eff. 120 days)

2018 Amendment. Act 91 added section 1368.2.

§ 1368.3. Special plates for recipients of Legion of Merit.

Upon application of any person who is a recipient of the Legion of Merit, accompanied by a fee of $20 which shall be in addition to the registration fee and any documentation the department requires, the department shall issue to the person a special registration plate designating the vehicle licensed as belonging to a person who is a recipient of the Legion of Merit. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.
(Oct. 24, 2018, P.L.705, No.108, eff. 120 days)

2018 Amendment. Act 108 added section 1368.3.

§ 1369. Special plates for recipients of Distinguished Service Cross, Distinguished Flying Cross, Navy Cross or Air Force Cross.

Upon application of any person who is a recipient of the Distinguished Service Cross, Distinguished Flying Cross, Navy Cross or Air Force Cross, accompanied by a fee of $10 which shall

be in addition to the annual registration fee and by such documentation as the department shall require, the department shall issue to the person a special registration plate designating the vehicle so licensed as belonging to a person who is a recipient of the Distinguished Service Cross, Distinguished Flying Cross, Navy Cross or Air Force Cross. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.
(July 5, 2012, P.L.960, No.103, eff. 120 days)

2012 Amendment. Act 103 added section 1369.

§ 1369.1. Special plates for recipients of Combat Action Badge, Combat Infantryman Badge, Combat Action Ribbon, Combat Action Medal or Combat Medical Badge.

Upon application of any person who is a recipient of the Combat Action Badge, Combat Infantryman Badge, Combat Action Ribbon, Combat Action Medal or Combat Medical Badge accompanied by a fee of $20, which shall be in addition to the annual registration fee, and by such documentation as the department shall require, the department shall issue to the person a special registration plate designating the vehicle so licensed as belonging to a person who is a recipient of the Combat Action Badge, Combat Infantryman Badge, Combat Action Ribbon, Combat Action Medal or Combat Medical Badge. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.
(July 2, 2014, P.L.988, No.109, eff. 120 days)

2014 Amendment. Act 109 added section 1369.1.

§ 1369.2. Special "In God We Trust" plates.

Upon application of any person, accompanied by a fee of $20 which shall be in addition to the annual registration fee, the department shall issue to the person a special "In God We Trust" registration plate. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.
(July 2, 2014, P.L.988, No.109, eff. 120 days)

2014 Amendment. Act 109 added section 1369.2.

§ 1369.3. Special plates for veterans of an ally foreign country.

Upon application of a person who was a citizen of a foreign country that allied with the United States in a military conflict and served in a military branch of that foreign country during the military conflict, accompanied by a fee of $20 which shall be in addition to the registration fee and by such documentation as the department shall require, the department shall issue to the person a special registration plate designating the vehicle so licensed as belonging to a person who is a veteran of a military branch of a foreign country that allied with the United States in a military conflict. The special registration plate may be used only on a passenger car or truck with a registered gross weight of not more than 14,000 pounds.
(Oct. 24, 2018, P.L.645, No.91, eff. 120 days)

2018 Amendment. Act 91 added section 1369.3.

§ 1369.4. USA semiquincentennial registration plates.

(a) General rule.--The department shall design a special USA semiquincentennial registration plate.

(b) Application and payment.--Upon application and payment of a fee of $52 by a person, which shall be in addition to the registration fee, the department shall issue a USA semiquincentennial registration plate for a motorcycle, a passenger car or a truck with a registered gross weight of not more than 14,000 pounds or a motor home.

(b.1) Disposition of fee.--The Semiquincentennial Restricted Account is established in the State Treasury. Twenty-five dollars of the fee under subsection (b) shall be deposited into the Semiquincentennial Restricted Account for use by the Pennsylvania Commission for the United States Semiquincentennial for activities related to the semiquincentennial.

(c) Description of plate.--The plate shall include the phrase "Let Freedom Ring - 250 years" and feature the Liberty Bell.

(d) Expiration.--This section shall expire December 31, 2026.
(July 1, 2020, P.L.555, No.48, eff. 120 days; July 7, 2022, P.L.503, No.51, eff. 60 days)

2022 Amendment. Act 51 amended subsec. (b) and added subsec. (b.1).

2020 Amendment. Act 48 added section 1369.4.

§ 1370. Report to General Assembly.

No later than January 1, 2015, and on January 1 of every fifth year thereafter, the department shall report to the chairman and minority chairman of the Transportation Committee of the Senate and the chairman and minority chairman of the Transportation Committee of the House of Representatives on the utilization of special registration plates provided for in this chapter. For each special registration plate, the report shall include the number of plates then in use, the number of new plates issued annually since the preceding report and make recommendations regarding the need for the continued issuance of such plates, including an analysis of usage, cost of issuance and any required revision to fees so as to maintain necessary financial support for the highway system in this Commonwealth.
(Nov. 25, 2013, P.L.974, No.89, eff. 60 days)

2013 Amendment. Act 89 added section 1370. See the preamble to Act 89 in the appendix to this title for special provisions relating to legislative findings and declarations.

SUBCHAPTER C
VIOLATIONS AND SUSPENSIONS

Sec.

1371. Operation following suspension of registration.
1372. Unauthorized transfer or use of registration.
1373. Suspension of registration.
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§ 1371. Operation following suspension of registration.

(a) General rule.--No person shall operate and no owner shall permit to be operated upon any highway a vehicle the registration of which has been suspended.

(b) Penalty.--Any person violating this section is guilty of a summary offense and shall, upon conviction, be sentenced to pay a fine of not less than $100 nor more than $500. In the case of a motor carrier vehicle other than a trailer, the fine shall be double the registration fee for the maximum weight at which the vehicle could have been registered in this Commonwealth.

(Dec. 23, 2002, P.L.1982, No.229, eff. imd.)

2002 Amendment. Act 229 amended subsec. (b).

Cross References. Section 1371 is referred to in sections 1532, 6309, 6309.1 of this title.

§ 1372. Unauthorized transfer or use of registration.

No person shall:

(1) allow a registration card or plate or permit to be used by any person not authorized to use it or on any vehicle other than the vehicle for which it was issued;

(2) use any registration card or plate or permit unless authorized to do so; or

(3) display a registration card or plate in, on or in connection with any vehicle other than the vehicle for which it was issued.

§ 1373. Suspension of registration.

(a) Suspension after opportunity for hearing.--The department may suspend any registration after providing opportunity for a hearing in any of the following cases when the department finds upon sufficient evidence that:

(1) The vehicle is unsafe or unfit for operation or is not equipped as required by this title.

(2) The owner or registrant has made, or permitted to be made, any unlawful use of the vehicle or registration plate or plates, or registration card, or permitted the use by a person not entitled thereto.

(3) The owner or registrant has knowingly made a false statement or knowingly concealed a material fact or otherwise committed a fraud in any application or form required to be filed by this title.

(4) The registrant or any agent or employee has repeatedly violated any of the provisions of this chapter or Chapter 11 (relating to certificate of title and security interests).

(b) Suspension without hearing.--The department may suspend a registration without providing an opportunity for a hearing in any of the following cases:

(1) Upon the request or order of any court of record.

(2) The required fees have not been paid.

(3) An out-of-service order has been issued for the vehicle, the owner or the operator by the department or by the United States Department of Transportation.

(4) The vehicle is being operated in violation of section 4704(b)(1) (relating to inspection by police or Commonwealth personnel).

(May 26, 1982, P.L.435, No.129, eff. imd.; Feb. 12, 1984, P.L.26, No.11, eff. Oct. 1, 1984; Apr. 26, 1989, P.L.13, No.4, eff. imd.; July 10, 1990, P.L.356, No.83, eff. 60 days; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days; Dec. 23, 2002, P.L.1982, No.229, eff. 6 months)

2002 Amendment. Act 229 amended subsec. (b).

Cross References. Section 1373 is referred to in section 1376 of this title.

§ 1374. Suspension or revocation of vehicle business registration plates.

(a) Suspension or revocation after opportunity for hearing.-- The department may impose a monetary penalty for certain violations and offenses as prescribed by regulation or this section or suspend or revoke registration plates for dealers, manufacturers or members of the "Miscellaneous Motor Vehicle Business" class after providing an opportunity for a hearing in any of the following cases when the department finds upon sufficient evidence that:

(1) Except as provided in subsection (g)(1) the registrant is no longer entitled to licensing as a dealer or manufacturer or to registration in the "Miscellaneous Motor Vehicle Business" class.

(2) The registrant has made or permitted to be made any unlawful use of the vehicle or registration plate or plates or registration card or permitted the use by a person not entitled thereto.

(3) The registrant has knowingly made a false statement or knowingly concealed a material fact or otherwise committed a fraud in any application.

(4) The registrant has failed to give notice of transfer of ownership or of the destruction or junking of any vehicle when and as required by this title.

(5) The registrant has failed to deliver to a transferee lawfully entitled thereto or to the department, when and as required by this title, a properly assigned certificate of title.

(6) The registrant has repeatedly violated any of the provisions of this title.

(7) Any fee payable to the Commonwealth in connection with the operation of the business of the registrant has not been paid.

(b) Mitigating events.-- The opportunity for a hearing as authorized by subsection (a) shall include the consideration of relevant mitigating events as prescribed by regulation for violations and offenses of subsection (a)(2), (5) and (7).

(c) Written warning for first offense.-- If the registrant violates subsection (a)(2), (5) or (7) as a first offense, the department shall sanction the registrant with a written warning without providing the opportunity for a hearing.

(d) Schedule of sanctions.-- The department shall impose the following sanctions for violations:

(1) If the department finds that the registrant has violated subsection (a)(5) or (7) as a second offense, the registrant may be sanctioned with a monetary penalty of not less than $50 and not more than $100 per violation.

(2) If the department finds that the registrant has violated subsection (a)(5) or (7) as a third offense, the

registrant may be sanctioned with a monetary penalty of not less than $100 and not more than $200 per violation.

(2.1) If the department finds that the registrant has violated subsection (a)(5) as a fourth or subsequent offense, the department may suspend for not less than three months or revoke the registration plates and cards of the registrant.

(3) A monetary penalty imposed for a violation of subsection (a)(5) shall be in addition to the requirement that the registrant deliver a properly assigned certificate of title. Unless extended by the department, if the registrant fails to pay the monetary penalty or to deliver the certificate of title within 45 days after notice was sent by the department, except as otherwise provided by section 1377 (relating to judicial review), the department shall suspend the registrant's registration plates until the monetary penalty has been paid and the title delivered.

(4) A monetary penalty imposed for a violation of subsection (a)(7) shall be in addition to payment of the original amount due for taxes and fees and any other penalty provided by law for submission of an uncollectible or dishonored check. Unless extended by the department, if the registrant fails to pay the monetary penalty, the original amount due or any other penalty within 45 days after notice was sent by the department, except as otherwise provided by section 1377, the department shall suspend the registrant's registration plates until all fees, taxes and penalties have been paid.

(5) A violation of subsection (a)(2) or (5) shall remain on the registrant's record for a period of 18 months from the date that the violation was sanctioned by the department. If the registrant does not commit another violation of subsection (a)(2) or (5) within that 18-month period, the department shall rescind from the registrant's record the prior sanction that was imposed. After rescission of the prior sanction, if the registrant thereafter commits a subsequent violation of subsection (a)(2) or (5), that violation shall be considered the same degree of offense as was previously imposed, unless more than three years have elapsed since the last date that the registrant was sanctioned for a violation of subsection (a)(2) or (5), in which case said subsequent violation shall be deemed a first offense.

(6) If the department has previously given notice of, and considered at a departmental hearing, violations of subsection (a)(5), no sanction shall be imposed for an alleged violation of subsection (a)(5) which was not included within said notice if said violation occurred prior to the date of the notice, the department's records reflected that the violation existed and the violation could have been included in the notice as an additional subject of the departmental hearing.

(7) If a registrant is sanctioned pursuant to subsection (c) or paragraph (1) or (2) or the corresponding provisions of departmental regulations, 67 Pa. Code Ch. 53 (relating to manufacturers, dealers and miscellaneous motor vehicle businesses registration plates), and the department also sanctions the registrant for corresponding violations as an issuing agent pursuant to departmental regulations, 67 Pa. Code Ch. 43 (relating to temporary registration cards and plates), the department shall only impose the sanction prescribed by

this section or the corresponding section of 67 Pa. Code Ch. 53. Notwithstanding, the department shall note the offense pertaining to the registrant and the offense pertaining to the issuing agent upon each record, and the department shall consider each record when calculating second, third or subsequent offenses by the registrant and the issuing agent.

(e) Hearing.--Until regulations are prescribed by the department as authorized by subsection (b), the hearing shall include the consideration of relevant mitigating events for a violation of subsection (a)(2), (5) or (7).

(f) Interim regulations.--Until such regulations are prescribed by the department as authorized by subsections (a) and (b), the applicable departmental regulations as currently promulgated shall remain in full force and effect, except as specifically superseded by the provisions of subsections (c), (d) and (e).

(g) Suspension without hearing.--The department may suspend or revoke registration plates for dealers, manufacturers or members of the "Miscellaneous Motor Vehicle Business" class without providing the opportunity for a hearing in any of the following cases:

(1) The registrant's license as a dealer or manufacturer has been suspended or revoked by the State Board of Vehicle Manufacturers, Dealers and Salespersons or the board has determined that the registrant is not entitled to such a license.

(2) If the Pennsylvania State Police shall certify that the dealer, manufacturer or member of the "Miscellaneous Motor Vehicle Business" class is no longer in business.

(h) Recommended action by State licensing board.--The department may also audit and investigate dealers and manufacturers registered by the State Board of Vehicle Manufacturers, Dealers and Salespersons to determine whether any dealer or manufacturer has violated any provision of this title pertaining to dealers or manufacturers or any regulation promulgated by the department. The department may recommend that the State Board of Vehicle Manufacturers, Dealers and Salespersons suspend the license of any dealer or manufacturer which it finds has committed a violation and the board shall take prompt action on any such recommendations under the act of December 22, 1983 (P.L.306, No.84), known as the Board of Vehicles Act.
(July 10, 1990, P.L.356, No.83, eff. 30 days; June 28, 1993, P.L.137, No.33, eff. 60 days; July 11, 1996, P.L.660, No.115, eff. 60 days; Dec. 21, 1998, P.L.1126, No.151, eff. 60 days)

1998 Amendment. Act 151 amended subsecs. (d)(5) and (e).

1996 Amendment. Act 115 amended subsec. (d).

Cross References. Section 1374 is referred to in section 1376 of this title.

§ 1375. Suspension of registration of unapproved carriers.

(a) General rule.--The department shall suspend the registration of any vehicle upon the presentation to the department of a certificate of the Pennsylvania Public Utility Commission or notice of the Philadelphia Parking Authority setting forth, after hearing and investigation, that the commission or the Philadelphia Parking Authority has found and determined that the vehicle has been operated as a common carrier or contract carrier by motor vehicle within this Commonwealth without the approval of

the commission or the Philadelphia Parking Authority and either that no appeal was filed from such determination in the manner and within the time provided by law or that the determination was affirmed on appeal.

(b) Rescission of suspension.--Any suspension of registration under this section may be rescinded by the department upon the petition of the owner of such vehicle or of the lessee provided the petition is accompanied by a certificate of the Pennsylvania Public Utility Commission setting forth that the commission does not object to the rescission.

(July 14, 2005, P.L.285, No.50, eff. 60 days)

2005 Amendment. Act 50 amended subsec. (a).

Cross References. Section 1375 is referred to in section 3310 of Title 66 (Public Utilities).

§ 1376. Surrender of registration plates and cards upon suspension or revocation.

(a) General rule.--The department, upon suspending or revoking any registration, shall require the registration plate or plates and registration card or cards to be surrendered immediately to the department.

(b) Delegation of authority.--If after 30 days from the mail date of a notice of suspension or revocation, the registration plates and cards are not surrendered under subsection (a), the department may delegate authority to the following persons to seize a registration plate and registration card which are required to be surrendered under subsection (a):

(1) A designated department employee.
(2) Members of the Pennsylvania State Police.
(3) Local police officers.
(4) Sheriffs or deputy sheriffs.
(5) Constables or deputy constables.

(b.1) Immediate seizure of registration plates and cards.--The department may delegate authority to the persons described in this section to immediately seize registration plates and cards upon imposition of the following:

(1) a suspension imposed pursuant to section 1374(d)(3) or (4) (relating to suspension or revocation of vehicle business registration plates) until all fees, taxes and penalties have been paid;

(2) a suspension or revocation imposed pursuant to section 1373(b)(3) (relating to suspension of registration) or 1374(g);

(3) a suspension or revocation is reinstated after determination of a matter as provided in section 1377 (relating to judicial review);

(4) a suspension imposed pursuant to section 1379 (relating to suspension of registration upon sixth unpaid parking violation in cities of the first class) until all fines, penalties and costs have been paid; or

(5) a suspension imposed pursuant to section 1380 (relating to suspension of registration upon unpaid tolls) until all tolls, administrative fees and costs have been paid, dismissed, reversed on appeal or canceled or if the owner or registrant enters into an agreement with the tolling entity to make installment payments.

(c) Regulations.--The department shall, by regulation, prescribe the manner of selecting those persons who are delegated authority under this section to seize the registration plates and

registration cards. This requirement does not apply to persons described in this section who have been trained pursuant to the provisions of section 6117 (relating to authority of qualified employees of department and Department of Revenue).

(d) Penalty.--Any person failing or refusing to surrender to the department or its authorized delegate, upon demand, any registration plate or card which has been suspended or revoked is guilty of a summary offense and shall, upon conviction, be sentenced to pay a fine of $300, plus costs. Costs shall include a reasonable fee for official seizure of the unsurrendered items. (June 19, 1985, P.L.49, No.20, eff. 60 days; Feb. 7, 1990, P.L.11, No.6, 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; July 14, 2005, P.L.285, No.50, eff. 60 days; Oct. 9, 2009, P.L.494, No.49, eff. 60 days; Nov. 4, 2016, P.L.1277, No.165, eff. 9 months)

2016 Amendment. Act 165 amended subsec. (b.1).
2009 Amendment. Act 49 amended subsec. (b)(5).
1998 Amendment. Act 151 amended subsecs. (b.1)(2) and (c).
Cross References. Section 1376 is referred to in section 7165 of Title 44 (Law and Justice).

§ 1377. Judicial review.

(a) General rule.--Any person who has been sanctioned by the department under this chapter or whose registration or authority to issue registration cards or plates has been denied, suspended or otherwise sanctioned by the department shall have the right to appeal to the court vested with jurisdiction of such appeals by or pursuant to Title 42 (relating to judiciary and judicial procedure). The filing of the appeal shall act as a supersedeas, except for a warning or a revocation, and the suspension or monetary penalty shall not be imposed until determination of the matter as provided in this section. Upon application of the registrant and prior notice to the department, the court may grant a supersedeas from a revocation of registration or authority to issue registration. The court shall schedule the appeal for hearing upon 30 days' written notice to the department, and thereupon take testimony and examine into the facts of the case and determine whether the petitioner is entitled to registration, subject to suspension of registration or other sanction under the provisions of this title or departmental regulations.

(b) Documentation.--

(1) In any proceeding under this section, documents received by the department from a court or from an insurance company shall be admissible into evidence to support the department's case. In addition, if the department receives information from a court by means of electronic transmission or from an insurance company which is complying with its obligation under Subchapter H of Chapter 17 (relating to proof of financial responsibility) by means of electronic transmission, it may certify that it has received the information by means of electronic transmission, and that certification shall be prima facie proof of the adjudication and facts contained in such an electronic transmission.

(2) In a proceeding relating to the suspension of the registration of a motor vehicle imposed under section 1786 (relating to required financial responsibility), the department's certification of its receipt of documents or electronic transmission from an insurance company informing the

department that the person's coverage has lapsed, been canceled or terminated shall also constitute prima facie proof that the lapse, cancellation or termination of the policy of insurance described in the electronic transmission was effective under the laws of this Commonwealth.

(Apr. 28, 1978, P.L.202, No.53, eff. 60 days; June 28, 1993, P.L.137, No.33; Dec. 9, 2002, P.L.1278, No.152, eff. 60 days)

2002 Amendment. Act 152 amended subsec. (b).

Cross References. Section 1377 is referred to in sections 102, 1374, 1376, 1786, 3753 of this title; section 933 of Title 42 (Judiciary and Judicial Procedure).

§ 1378. Suspension of motor carrier vehicle registration.

(a) Suspension.--The department shall suspend the registration of a motor carrier vehicle for three months if it determines that at the time the registration was renewed by the department the vehicle did not have a currently valid certificate of inspection.

(b) Documentation.--In any proceeding under this section, documents obtained by the department from an official inspection station shall be admissible into evidence to support the department's case. In addition, reports received by the department from police officers, qualified Commonwealth employees or department designees shall be admissible into evidence to support the department's case. In addition, the department may treat the documents and reports as documents of the department and use any of the methods of storage permitted under the provisions of 42 Pa.C.S. § 6109 (relating to photographic copies of business and public records) and may reproduce such documents in accordance with the provisions of 42 Pa.C.S. § 6103 (relating to proof of official records). The department may certify that it has received or obtained documents and reports from inspection stations, police officers, qualified Commonwealth employees and department designees and that certification shall be prima facie proof of the facts contained in the documents and reports.

(c) Presumption.--False, illegible or incomplete information on a renewal application shall create a presumption that the vehicle did not have a currently valid certificate of inspection at the time of renewal.

(d) Restoration.--Whenever the department suspends the registration of a vehicle under this section, the department shall not restore the registration until the registration card and registration plate have been surrendered for three months, the vehicle owner pays a $50 restoration fee and the vehicle owner furnishes proof, satisfactory to the department, that the vehicle is covered by financial responsibility and has a currently valid certificate of inspection.

(Dec. 23, 2002, P.L.1982, No.229, eff. 6 months)

2002 Amendment. Act 229 added section 1378.

§ 1379. Suspension of registration upon sixth unpaid parking violation in cities of the first class.

(a) Suspension of registration.--The department shall suspend the registration of a vehicle upon the notification from the parking authority that the owner or registrant of the vehicle has failed to respond, failed to pay or defaulted in the payment of six or more tickets or citations issued for parking violations in cities of the first class.

(b) Notice to the department.--No sooner than 30 days after mailing the notice provided under subsection (b.1), the parking authority shall notify the department electronically in a format prescribed by the department whenever an owner or registrant fails to respond, fails to pay or defaults in payment of six or more tickets or citations issued for parking violations. When a notice has been provided under this subsection and all of the tickets and citations are subsequently paid, dismissed, reversed on appeal or canceled, the parking authority shall notify the department electronically in a format prescribed by the department of the disposition of the tickets and shall provide the owner or registrant with a release from the suspension.

(b.1) Notice by the parking authority.--Prior to notifying the department under subsection (b), the parking authority shall provide the owner or registrant written notice by first class mail of its intent to seek suspension of the vehicle registration pursuant to this section.

(c) Period of suspension.--A suspension under subsection (a) shall continue until the department receives notice from the parking authority that all of the tickets and citations are paid, dismissed, reversed on appeal or canceled or the defendant enters into an agreement to make installment payments for the fines and penalties imposed, provided that the suspension may be reimposed by the department if the defendant fails to make regular installment payments and pays the fee prescribed in section 1960 (relating to reinstatement of operating privilege or vehicle registration).

(d) Additional suspension.--The department shall impose an additional period of registration suspension if, subsequent to the issuance of a suspension under subsection (a) but prior to the restoration of the registration, the department is notified by the parking authority that the owner or registrant has failed to respond, failed to pay or defaulted in the payment of an additional ticket or citation issued for a parking violation.

(e) Three-year limitation.--No suspension may be imposed based upon a parking violation more than three years after the commission of the violation.

(f) Definition.--As used in this section, the term "parking authority" means a parking authority in a city of the first class known as the Philadelphia Parking Authority.

(July 14, 2005, P.L.285, No.50; July 10, 2006, P.L.1086, No.113, eff. imd.)

2006 Amendment. Act 113 amended subsec. (b.1).

2005 Amendment. Act 50 added section 1379. Section 13(3) of Act 50 provided that section 1379 shall take effect in nine months or 60 days after publication of notice in the Pennsylvania Bulletin required under section 12 of Act 50, whichever is earlier. See sections 11 and 12 of Act 50 in the appendix to this title for special provisions relating to agreement and publication in Pennsylvania Bulletin.

Cross References. Section 1379 is referred to in sections 1376, 1960 of this title.

§ 1380. Suspension of registration upon unpaid tolls.

(a) General rule.--

(1) The department shall suspend the registration of a vehicle upon notification from a tolling entity that the owner or registrant of the vehicle has either:

(i) failed to pay or defaulted in the payment of four or more invoices issued under 74 Pa.C.S. § 8116(a) (relating to collection and disposition of tolls and other revenue) or 8117(a)(1) (relating to electronic toll collection), including violation notices issued prior to March 16, 2020, or other law, regulation, ordinance or standard applicable to the toll collection or payment requirements for a tolling entity; or

(ii) incurred unpaid tolls or administrative fees or costs that collectively total a minimum of $250, regardless of the number of unpaid invoices.

(2) Nothing in paragraph (1) shall be construed to limit a tolling entity's ability to recoup unpaid tolls or administrative fees or costs by any means available under the law.

(b) Notice.--Prior to notifying the department under subsection (c), the tolling entity shall provide the owner or registrant written notice by first class mail of its intent to seek suspension of the vehicle registration under this section and afford the owner or registrant with the opportunity to be heard during an administrative proceeding.

(c) Notice to department.--

(1) Not sooner than 30 days after mailing the notice under subsection (b), the tolling entity, provided it has entered into an agreement with the department to enforce the provisions of this section, may notify the department electronically in a format prescribed by the department whenever an owner or registrant meets the requirements for suspension under subsection (a)(1).

(2) When a tolling entity has provided notice under this subsection and all of the unpaid invoices are subsequently paid, dismissed, reversed on appeal or canceled, the tolling entity shall notify the department electronically in a format prescribed by the department of the disposition of the unpaid invoice and shall provide the owner or registrant with a release from the suspension.

(d) Period of suspension.--A suspension under subsection (a) shall continue until the department receives notice from the tolling entity that the unpaid invoices are paid, dismissed, reversed on appeal or canceled or the owner or registrant enters into an agreement with the tolling entity to make installment payments for tolls, administrative fees and costs imposed and pays the fee prescribed in section 1960 (relating to reinstatement of operating privilege or vehicle registration), provided that the suspension may be reimposed by the department if the owner or registrant fails to make regular installment payments.

(e) Additional suspension.--The department shall impose an additional period of registration suspension if, subsequent to the issuance of a suspension under subsection (a) but prior to the restoration of the registration, the department is notified by the tolling entity that the owner or registrant has failed to pay, failed to respond or defaulted in the payment of an additional invoice issued under 74 Pa.C.S. § 8116(a) (relating to collection and disposition of tolls and other revenue) or 8117(a)(1).

(f) Violations outside Commonwealth.--

(1) The department shall suspend the registration of a vehicle upon the notification from a tolling entity that has entered into an enforcement agreement with the department as

authorized under section 6146 (relating to enforcement agreements) for any toll violation of that state or an authority or for failure to pay any fine or costs imposed in accordance with the laws of the jurisdiction in which the violation occurred.

(2) An owner or registrant who provides proof satisfactory to the department that the full amount of the fine and costs has been forwarded to and received by the other state may not be regarded as having failed to pay for the purposes of this subsection.

(g) Documentation.--

(1) In any proceeding under this section, documents obtained by the department from a tolling entity or from the appropriate agency of the Commonwealth or another state shall be admissible into evidence to support the department's case.

(2) The department may treat the documents and reports as documents of the department and use any of the methods of storage permitted under the provisions of 42 Pa.C.S. § 6109 (relating to photographic copies of business and public records) and may reproduce the documents in accordance with the provisions of 42 Pa.C.S. § 6103 (relating to proof of official records).

(3) The department may certify that it has received or obtained documents and reports from a tolling entity, the Commonwealth or other states, and the certification shall be prima facie proof of the facts contained in the documents and reports.

(h) Statute of limitations.--No suspension may be imposed based upon a violation of 74 Pa.C.S. § 8117(a)(1) or similar provision from another state more than five years after the violation is committed.

(i) Collection of out-of-State tolls.--The department or a tolling entity may collect the civil penalties and tolls imposed by an out-of-State tolling entity if the department or tolling entity has entered into a reciprocity agreement that confirms the following:

(1) The other state or tolling entity has its own effective reciprocal procedure for collecting penalties and tolls imposed by a Commonwealth tolling entity and agrees to collect penalties and tolls of the Commonwealth tolling entity by employing sanctions that include denial of an owner's or registrant's right to register or reregister a motor vehicle.

(2) The penalties, exclusive of tolls, claimed by the other state or tolling entity against an owner or registrant of a motor vehicle registered in this Commonwealth do not exceed $100 for a first violation or $600 for all pending violations.

(3) The other state or tolling entity provides due process and appeal protections to avoid the likelihood that a false, mistaken or unjustified claim will be pursued against an owner or registrant.

(4) An owner or registrant of a motor vehicle registered in this Commonwealth may present evidence to the other state or tolling entity by mail, telephone, electronic means or other means to invoke rights of due process without having to appear personally in the jurisdiction where the violation is alleged to have occurred.

(5) The reciprocal collection agreement between the department or a tolling entity and the other state or tolling

entity provides that each party may charge the other a fee sufficient to cover the costs of collection services, including costs incurred by the agency that registers motor vehicles.

(j) Definition.--As used in this section, the term "tolling entity" means any of the following:

(1) The Pennsylvania Turnpike Commission.

(2) An entity authorized to impose and collect tolls in accordance with any of the following:

(i) The laws of this Commonwealth.

(ii) The laws of another state.

(iii) The terms of an interstate compact or agreement.

(3) An authorized agent of an entity under paragraph (2).

(Nov. 4, 2016, P.L.1277, No.165, eff. 9 months; Nov. 3, 2022, P.L.1734, No.112, eff. 60 days)

2022 Amendment. Act 112 amended subsecs. (a)(1), (c)(2), (d), (e) and (h).

2016 Amendment. Act 165 added section 1380.

Cross References. Section 1380 is referred to in sections 1376, 1960, 6110.1 of this title.

CHAPTER 23
MOTOR VEHICLE TRANSACTION RECOVERY FUND

Sec.
2301. Definitions.
2302. Establishment and maintenance of fund.
2303. Disbursements.
2304. Assignment of claims.
2305. Appeals.
2306. Exemptions.
2307. Enforcement.

Enactment. Chapter 23 was added July 10, 1990, P.L.356, No.83, effective in 60 days.

§ 2301. Definitions.

The following words and phrases when used in this chapter shall have the meanings given to them in this section unless the context clearly indicates otherwise:

"Fund." The Motor Vehicle Transaction Recovery Fund established in this chapter.

"Member." Every holder of motor vehicle dealer registration plates and every person authorized to act as an agent of the department with respect to vehicle titling and registration.

§ 2302. Establishment and maintenance of fund.

(a) Establishment.--There is hereby established in the General Fund a Motor Vehicle Transaction Recovery Fund.

(b) Assessments.--Every applicant for motor vehicle dealer registration plates or for the authority to act as an agent for the department with respect to vehicle titling and registration shall pay, in addition to any other license fees and bonds, an assessment of $60 to the fund.

(c) Use and maintenance of fund.--The assessments shall be used to establish and maintain the fund and shall be deposited into the State Treasury and credited to the fund. The fund shall be used solely to provide the Department of Transportation and the Department of Revenue with the money necessary to process documents relating to the titling and registration of vehicles as described in this chapter. The fund shall be invested and interest and dividends shall accrue to the fund.

(d) Minimum balance.--Whenever the balance of the fund falls below $500,000, the secretary may assess all members an additional assessment of up to $50 to bring the fund up to at least the $500,000 minimum. Not more than one additional assessment may be made against a member in any 12-month period. (Dec. 21, 1998, P.L.1126, No.151, eff. 60 days)

1998 Amendment. Act 151 amended subsec. (b).

§ 2303. Disbursements.

(a) Authorization.--The secretary, or his designee, may, in his discretion, authorize a disbursement from the fund to cover the amount of any fees and taxes pertaining to an application for titling or registration of a vehicle which a member failed to forward to the department or the department's contracted agent or third-party representative. The disbursement may not exceed the amount paid to the member for the fees and taxes associated with the titling and registration.

(b) Proof of loss.--In order to substantiate a disbursement from the fund, an aggrieved party shall forward to the department an application provided by the department. Along with other documentation, the department shall require the aggrieved party to provide the original or acceptable copies of the canceled check or money order paid to the member and the registration or other document issued to the aggrieved party by the member.

(c) Procedure.--Upon receipt of an application for disbursement, the department shall notify the member. If the member fails to forward the necessary titling or registration documents, fees and taxes within 15 days, the secretary may suspend the member and, where applicable, direct the Department of State to do so. If payment is not made by the member within 15 days and the secretary is satisfied concerning the proof of the claim, he shall direct that the titling and registration documents be processed with moneys from the fund.
(Dec. 21, 1998, P.L.1126, No.151, eff. 60 days)

1998 Amendment. Act 151 amended subsec. (a).

§ 2304. Assignment of claims.

By making application to the fund, an aggrieved party assigns to the Commonwealth any claim he may have for restitution arising out of the failure of the member to forward the titling and registration documents, fees and taxes. The department may coordinate with applicable Commonwealth agencies the filing of a civil complaint against the member for reimbursement to the fund. Nothing contained in this chapter shall limit the authority of the department, the Department of Revenue or any other government agency to take civil, criminal or disciplinary action against any member for any violation of this title or any statute or regulation. Payment by the fund shall not relieve payment by any surety.

§ 2305. Appeals.

Any aggrieved party may appeal the decision of the secretary to the court of common pleas vested with jurisdiction of such appeals by or pursuant to Title 42 (relating to judiciary and judicial procedure).

§ 2306. Exemptions.

No person who acts solely as either a notary or messenger for motor vehicle forms or a farm equipment dealer, mobile home dealer and manufacturer or modular housing manufacturer shall be bound by the provisions of this chapter.
(Aug. 5, 1991, P.L.238, No.26, eff. imd.)

§ 2307. Enforcement.

(a) Criminal penalty.--Any member who issues or forwards to the department any documents relative to the titling or registration of a vehicle without having paid the requisite fee to the fund commits a summary offense and shall, upon conviction, be sentenced to pay a fine of $100 for each document submitted.

(b) Administrative penalties.--The department and the Department of State may suspend the license and recall motor vehicle dealer plates and the authority to issue temporary registrations of any member who does not pay the requisite fee to the fund prior to acting as a member. The suspension and recall shall remain in effect until the requisite fee is paid, plus an additional 30 days.

§ 6114. Limitation on sale, publication and disclosure of records.

(a) Offenses defined.--It is unlawful for:

(1) Any police officer, or any officer, employee or agent of any Commonwealth agency or local authority which makes or receives records or reports required to be filed under this title to sell, publish or disclose or offer to sell, publish or disclose records or reports which relate to the driving record of any person.

(2) Any person to purchase, secure or procure or offer to purchase, secure or procure records or reports described in paragraph (1).

(b) Exceptions.--This section does not apply to records or reports:

(1) Required or authorized under this title to be sold, published or disclosed.

(2) Authorized in writing by the person who is the subject of the record or report to be sold, published or disclosed. A police officer, or officer, employee or agent of a Commonwealth agency or local authority may rely on a certification from a person requesting a record or report under this paragraph that its sale, publication or disclosure has been authorized by the person who is the subject of the record or report. In the event such sale, publication or disclosure shall not have been authorized, the person who made the false certification, rather than the police officer or officer, employee or agent of the Commonwealth agency or local authority, shall be guilty of the offense defined by this section.

(3) Required to be released by order of court.

(4) Authorized by departmental regulation to be sold, published or disclosed to any Federal, State or local governmental agency for the sole purpose of exercising a legitimate governmental function or duty. Such records or reports shall not be resold, published or disclosed by the receiving agency for any commercial purpose nor without prior departmental approval.

(4.1) Of a constituent released to a member of Congress or of the General Assembly or to an employee of a member of Congress or of the General Assembly. Under this paragraph, records or reports may not be sold, published or disclosed by the member or the employee for any commercial purpose without prior approval by the department.

(5) Purchased by a person who, in compliance with the Fair Credit Reporting Act (84 Stat. 1127-1136, 15 U.S.C. § 1601 et seq.), has filed with the department an affidavit, in form acceptable to the department, certifying the intended use of said record or reports.

(6) Obtained in any form, including computer access, by a messenger service which has filed an affidavit of intended use with the department and which maintains on file at its office of record an authorization in writing by the person who is the subject of the obtained record or report. The authorizations are subject to inspection by the department and shall be retained for a period of two years. The records

or reports may not be accessed, sold, published or disclosed by the messenger service for any commercial purpose except the filed intended use without prior approval by the department.

(c) Penalty.--Any offense under this section is a summary offense punishable by a fine of not less than $500 nor more than $1,000.

(d) Additional requirement.--Notwithstanding any other provision of this section, in the case of a driver under 18 years of age, the department shall notify the parent or guardian of the minor licensee, at the address of record of the minor, of any convictions recorded against the minor's record or any action to suspend or revoke the minor's operating privilege. Failure of the person to receive the notice shall not prevent the action taken by the department.

(Apr. 29, 1993, P.L.3, No.3, eff. imd.; June 25, 1999, P.L.164, No.23, eff. 180 days; Oct. 4, 2002, P.L.845, No.123, eff. 60 days)

2002 Amendment. Act 123 amended subsec. (c).

1999 Amendment. Act 23 added subsec. (d).

1993 Amendment. Act 3 added subsec. (b)(4.1) and (6).

Cross References. Section 6114 is referred to in section 1955 of this title; section 8619 of Title 20 (Decedents, Estates and Fiduciaries).

CHAPTER 75
MESSENGER SERVICE

Sec.
7501. Authorization of messenger and agent services.
7502. Certificate of authorization (Deleted by amendment).
7502.1. Supersession.
7503. Suspension of authorization (Deleted by amendment).
7503.1. Bond required.
7504. Place of business (Deleted by amendment).
7504.1. Agent duties and responsibilities.
7505. Transaction of business with department.
7506. Violations and penalties.
7507. Certified checks may be required.
7508. Nonperformance.
7509. Messenger and Agent Advisory Committee.

Enactment. Chapter 75 was added June 17, 1976, P.L.162, No.81, effective July 1, 1977.

Cross References. Chapter 75 is referred to in section 1959 of this title.

§ 7501. Authorization of messenger and agent services.

(a) General rule.--The department shall enter into contracts for messenger and agent services.

(b) Unauthorized operation prohibited.--No person shall operate a messenger or agent service without a valid contract.

(c) Penalty.--Any person operating a messenger or agent service without a valid contract is guilty of a summary offense and shall, upon conviction, be sentenced to pay a fine of $500.
(Dec. 9, 2002, P.L.1278, No.152)

2002 Amendment. Act 152 amended the entire section, effective in six months as to subsec. (a) and two years as to the remainder of the section.

§ 7502. Certificate of authorization (Deleted by amendment).

2002 Amendment. Section 7502 was deleted by amendment December 9, 2002, P.L.1278, No.152, effective in six months.

§ 7502.1. Supersession.

(a) Regulations.--Regulations pertaining to messengers and agents regarding the amount of a bond, hearings, written warnings, suspensions, revocations or fines shall not apply to messengers and agents who enter into contracts with the department to provide messenger or agent services.

(b) Previous authorization.--Any certificate of authorization previously issued to a person to provide messenger or agent services shall be invalid 30 days after the effective date of this section.

(c) Commonwealth employees ineligible.--No official or employee of the Commonwealth shall be eligible to enter into a contract with the department to own or operate a messenger or agent service nor shall a messenger or agent service employ an official or employee of the Commonwealth. Nothing in this subsection prohibits the department from entering into an agreement with another government agency to allow the agency to provide agent services for its own use.
(Dec. 9, 2002, P.L.1278, No.152)

2002 Amendment. Act 152 added section 7502.1, effective in six months as to subsecs. (a) and (c) and two years as to subsec. (b).

§ 7503. Suspension of authorization (Deleted by amendment).

2002 Amendment. Section 7503 was deleted by amendment December 9, 2002, P.L.1278, No.152, effective in two years.

§ 7503.1. Bond required.

Before entering into a contract with any person to act as a messenger or agent service, the department shall require a person to furnish and maintain a bond indemnifying the public and the department in an amount specified by the department.

(Dec. 9, 2002, P.L.1278, No.152, eff. 6 months)

2002 Amendment. Act 152 added section 7503.1.

§ 7504. Place of business (Deleted by amendment).

2002 Amendment. Section 7504 was deleted by amendment December 9, 2002, P.L.1278, No.152, effective in two years.

§ 7504.1. Agent duties and responsibilities.

(a) General rule.--An agent shall faithfully abide by and comply with all laws pertaining to the issuance of temporary registration plates and cards.

(b) Return or surrender of temporary registration cards and plates.--

(1) An agent who discontinues the business shall, within five days of discontinuance, return to the department all temporary registration cards and plates in the agent's possession. The department shall make appropriate refunds under paragraph (3).

(2) An agent whose contract has been terminated shall surrender all registration cards and plates in the agent's possession as directed by the department or its designee.

(3) The fee paid by an agent for a temporary registration plate shall be refunded to the agent upon the return of the plate if the plate is accompanied by the appropriate form provided by the department except when the contract to operate as an agent is terminated. The department shall deduct $25 from the refund to cover processing of the request for refund.

(c) Seizure of registration plates.--Designated department employees and designees of the department may seize temporary registration plates and related documents from a messenger or agent who does not have a contract with the department to provide agent services.

(d) Display of sign and certificate.--Every messenger or agent service shall display on the outside of each place of business an identifying sign conforming to regulations of the department and shall prominently display within each place of business its certificate of authorization. No person other than an authorized messenger or agent service shall display a similar identifying sign or certificate.

(Dec. 9, 2002, P.L.1278, No.152, eff. 6 months)

2002 Amendment. Act 152 added section 7504.1.

§ 7505. Transaction of business with department.

The department may designate those locations, facilities and hours of operation at which messenger or agent services may transact business with the department. Every messenger or agent service with whom a contract has been signed pursuant to this chapter shall be permitted to transact business with the department at the locations and facilities and during the hours of operation designated by the department. The department may

prescribe such regulations as may be necessary for the administration of this chapter.
(Dec. 9, 2002, P.L.1278, No.152, eff. 2 years)

§ 7506. Violations and penalties.

A person violating any provision of this chapter or the rules and regulations promulgated thereunder for which a specific penalty is not provided is guilty of a summary offense and shall, upon conviction, be sentenced to pay a fine of $100.
(Dec. 9, 2002, P.L.1278, No.152, eff. 6 months)

§ 7507. Certified checks may be required.

The department may, in its discretion, require certified checks, postal or other money orders or cash from a messenger or agent service after a default in the payment of checks or drafts of the messenger or agent service.
(Dec. 9, 2002, P.L.1278, No.152, eff. imd.)

2002 Amendment. Act 152 added section 7507.

§ 7508. Nonperformance.

(a) Nonperformance factors.--It shall not be a breach of contract by a messenger or agent service if the department determines that the failure to timely submit an application, taxes or fees was the result of:

(1) an act of God;

(2) criminal or fraudulent action by an employee of the messenger or agent service which was unknown and could not have been prevented by the messenger or agent service unless the department determines that the messenger or agent service, or an employee of the messenger or agent service, altered the date of the purchase of a vehicle upon an application;

(3) a failure by a lienholder to forward a title as required by section 1135 (a)(1) (relating to satisfaction of security interest) provided the lienholder received prompt satisfaction; or

(4) criminal, fraudulent or negligent action by a messenger service of the department if the agent and messenger service are not controlled by the same person and the agent submitted the application, taxes or fees to the messenger service within 15 days of receipt by the agent service.

(b) Burden of proof.--A messenger or agent service has the burden to prove the existence of subsection (a)(1), (2), (3) or (4). The messenger or agent service shall also prove that its submission was in accordance with business practices requiring prompt submission of applications, taxes or fees to the department.
(Dec. 9, 2002, P.L.1278, No.152, eff. 6 months)

2002 Amendment. Act 152 added section 7508.

§ 7509. Messenger and Agent Advisory Committee.

(a) Purpose.--The Messenger and Agent Advisory Committee, consisting of 13 members, shall be created by the department to develop contract language and propose regulations governing messenger and agent services.

(b) Membership.--The advisory committee shall consist of the following members:

(1) One member appointed by the Governor from names submitted by each of the following organizations to represent the messenger and agent services industries and the needs of the motoring public:

(i) The Pennsylvania AAA Federation.

(ii) The Pennsylvania Automotive Association.

(iii) The Pennsylvania Association of Notaries.

(iv) The Pennsylvania Independent Auto Dealers Association.

(v) The Pennsylvania Association of Auto License Brokers.

(2) Two members from the general public appointed by the Governor.

(3) The Secretary of Transportation or the secretary's designee.

(4) The Commissioner of the Pennsylvania State Police or the commissioner's designee.

(5) The chairman and minority chairman of the Transportation Committee of the Senate and the chairman and minority chairman of the Transportation Committee of the House of Representatives.

(c) Meetings.--The advisory committee shall meet from time to time as necessary to resolve issues pertaining to development of contract language and proposal of regulations. The first meeting shall take place within 60 days of the effective date of this section.

(d) Termination.--The advisory committee shall terminate upon the department's issuance of proposed regulations governing messenger and agent services.

(Dec. 9, 2002, P.L.1278, No.152, eff. 60 days)

2002 Amendment. Act 152 added section 7509.