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## PennDOT Agent Contract

### List of items needed for PennDOT agent contract approval

#### Dealerships/agents Information on Letterhead

- Dealerships/agents name with DBA if applicable
- Address
- Landline telephone # (NO CELL)
- Fax #
- Federal EIN #
- DIN# / Business ID
- Valid email address at the dealership site

#### List of Support Staff on Letterhead

- Owner/ Officer/ Partners name, title, home address & job description
- Senior support staff, notaries, runners with titles, job responsibilities & home address
- Attach copies of certified training certificates for each individual processing title applications
- Copies of front and back of driver's license for all support staff

#### Statement of No Violations

- Neither applicant nor any of the applicant's employees are under any sanctions or investigations by PennDOT for violations under 75 PA C.S. or departmental regulations
- Letter must be signed and dated by all officers, owners, members or partners

#### Bank Reference

- Original signed and dated letter of reference from a bank or financial institution, stating that your accounts are handled in a satisfactory manner and are in good standing.
- The dealership and owners, officers or partners must be listed
- Must be dated within 90 days

#### Character References

- Three-character reference letters for each owner/officer/partner
- 3 original signed and dated letters of reference for each owner attesting the honest / trustworthy character of the applicant
- Must be from a business associate on company letterhead
- Must be dated within 90 days

#### List of Notary

- On a plain sheet of paper print each notaries name and home address
- Notary stamp
- Notary signature and date
- Attach a copy of the current notary commission for each notary listed as your support staff

#### No Monies Due Statement

- A statement that no monies are due or owed to the Commonwealth of PA by the business or owners
- This must be signed by all officers, dated, and notarized by an outside notary

## Pictures

- Exterior business sign, exterior of building, main entrance, wheelchair access entrance, outside vehicle display area, customer parking, posted business hours,
- Showroom, office, desk, telephone, locking filing cabinets, shredder, copier, safe
- PennDOT fraud hotline notice, schedule of fee poster (state mandated)
- Pictures of closet with a solid door, deadbolt lock, security hinges on the outside of the door or secure door hinges on the inside of the door
- Picture of the inside the closet showing the secure walls from floor to ceiling. If you have a drop ceiling you must take a picture with the ceiling tile removed showing the closure.
- If you use a safe to hold inventory the safe must be bolted to floor or wall

## Criminal Background Check

- Current within 6 months criminal record check for all owners/officers/partners
- Current criminal record check for all support staff that are listed
- If living outside of PA you will need a criminal record check for PA and home state
- PAA can provide a PA criminal background check

## Surety Bond

- Copy of MV-375 dealer full issuing agent surety bond for \$30,000

## Recovery Fund

- Copy of check or cancelled check showing the dealer paid or is paying the \$60.00 recovery fund fee to PennDOT.
- Must be signed and dated within 90 days

## Security Statement

- A statement of the method of security the dealer intends to use for safeguarding all supplies including applications, temporary tags, cards and permits (safe, secure closet, offices that hold inventory, alarm system)

## Driver's License Verification Application

- Copy of your DLDV application signed with your online provider
- If DealerTrack is your online provider, PAA can provide you the DLDV application.

## MV-351

- Complete MV-351 to order temporary plates
- Temporary plates will be ordered after you receive Din# and executed contract from PennDOT
- Include check made payable to Commonwealth of PA
- Please do not order Intransit plates on this initial order. You will need to contact your online registration provider once your contract is executed to issue these plates
- Please do not pay for shipping and handling. PAA will pick up your order once issued and overnight them directly to the store.