

PENN DOT CONTRACT APPROVAL PROCESS TO BE A ISSUING AGENT

All requirements must be on separate sheets of dealership letterhead

Dealer name Dealer contact	
Dealership information <ul style="list-style-type: none"> ❖ Dealership name with DBA name if applicable ❖ Address ❖ Landline Telephone # (no cell phone #) ❖ Fax # ❖ Federal EIN# ❖ Existing contract # ❖ Din # if you have not been assigned a Din # write "pending" ❖ Valid email address at dealership site 	
Support staff on letterhead list the following <ul style="list-style-type: none"> ❖ Owner/Officer/Partners name, title & home address, Job description ❖ Senior Support Staff, Notaries and runners with titles, job responsibilities & home address ❖ Attach copies of certified training certificates for each individual processing title applications 	
Statement <ul style="list-style-type: none"> ❖ Neither applicant nor any of the applicants employees are under any sanctions or investigations by Penn Dot for violations under 75 PA C.S. or departmental regulations ❖ Must be signed by all officers, dated and notarized 	
Bank Reference <ul style="list-style-type: none"> ❖ Original signed and dated letter of reference from a bank or financial institution, <u>stating that your accounts are handled in a satisfactory manner</u> consistent with standard banking practices list of the owners/officers/partners are of good business standing. ❖ Must be dated within 90 days 	
Three Character reference letters for each owner/officer/partner <ul style="list-style-type: none"> ❖ 3 original signed and dated letters of reference for each owner attesting the <u>good character of the applicant</u> ❖ Must be from a business associate on company letterhead ❖ Must be dated within 90 days 	
Notary <ul style="list-style-type: none"> ❖ On a plain sheet of paper print the Notary name, home address ❖ Notary stamp, Notary signature and date ❖ Attach a copy of the current notary commission for each notary listed as your support staff 	
Statement <ul style="list-style-type: none"> ❖ A statement that no monies are due or owed to the Commonwealth of PA by the Business or owners ❖ This must be signed <u>by all officers, dated, and notarized</u> 	

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<p>Pictures</p> <ul style="list-style-type: none">❖ Business sign, Interior & exterior of building, Main entrance, wheelchair access entrance❖ Showroom, outside vehicle display area, customer parking, posted business hours, Office, desk, telephone, locking filing cabinets, shredder, copier, safe, secure area for storage temporary cards and plates, schedule of fee poster(state mandated) can be ordered at www.paadps.com <p>**Pictures of Closet with a solid door, dead bolt lock, secure door hinges on the inside of the closet and walls must be to the ceiling where all Penn Dot inventory is to be kept on shelves.</p> <ul style="list-style-type: none">❖ Picture of posted Penn dot Fraud hotline notice showing in clear view for all customers. Ordered at Dealer Purchasing Service www.PAADPS.com or 1-800-692-7295	
<p>Criminal record (current within 6 months)</p> <ul style="list-style-type: none">❖ Current criminal record check for all owners/officers/partners❖ Current criminal record check for all support staff that are listed❖ PAA can process all you criminal history request in house \$15.00 per request/person Checks made payable to PAA	
<p>Surety Bond</p> <ul style="list-style-type: none">❖ Copy of MV-375 dealer full issuing agent surety bond for \$30.000	
<p>Recovery fund</p> <ul style="list-style-type: none">❖ Copy of check or cancelled check showing the dealer paid or is paying the \$60.00 recovery fund fee to Penn Dot	
<p>Security</p> <ul style="list-style-type: none">❖ 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)	
<p>PAA's review and submission service fee is \$150.00 for members & \$300.00 for Non-Members (if you are interested in membership please contact PAA Membership at 717-255-8311 ext 3321) this does not include the fee for criminal record checks. Checks are made payable to PAA services Inc.</p> <p style="text-align: center;">Questions? Call PAA Title Dept 1-800-242-3745</p>	



CRIMINAL RECORD FORM FOR PENNSYLVANIA ONLY!

PAA Services, Inc.
1925 North Front Street, P.O.
Box 2955
Harrisburg, PA 17105-2955
Phone: 1-800-242-3745 Fax: (717) 255-8356

Dealership Name: _____

Dealership Address: _____

Dealership Contact: _____

Phone: _____ Date Requested: _____

Name of Record Check:

(Last) (First) (Middle)

Maiden Name and /or Aliases: _____

Social Security Number: _____

Date of Birth: _____ Sex: _____ Race: _____

Reason for Request (Check one):

- Contract
- Employment
- GSS
- Other _____

Make \$15.00 check payable to PAA Services Inc.

Return by:

_____ Mail
_____ Special Handling Airbill Account Number _____
(Circle one of the following)

FEDEX UPS

(May duplicate this form)
When completing this form, typing is preferred, PAA cannot be responsible for misspellings when application is illegible.

Card Agent or Agent Service Affidavit

Commonwealth of Pennsylvania

County of _____

I, _____ swear or affirm that I have read and understand the provisions of Title 75, Chapter 11 (relating to certificate of title and security interests), Chapter 13 (relating to registration of vehicles), Chapter 23 (relating to motor vehicle transaction recovery fund), Section 6114 (relating to limitation on sale, publication and disclosure of records) and Chapter 75 (relating to authorization of messenger and/or agent services) of the Pennsylvania Consolidated Statutes, and Title 67, Chapter 43 (relating to temporary cards and plates) of the Pennsylvania Code, in compliance with the requirements stated in the Agent Services agreement executed between _____ and the Pennsylvania Department of Transportation on the _____ day of _____, 20__.

Signature _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public _____



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Fraud Tip Hotline Sign

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1 to 2	\$13.95
3 to 5	\$11.95
6 to 10	\$10.95
11 to 50	\$9.95

Item# 00428 - PennDOT Fraud Tip Hotline Sign - rev 10/2014

Designed to comply with section 5.5 of the new PennDOT Contract for Agents, our sign meets the requirements for proper wording and visibility to communicate the PennDOT Fraud Tip Hotline information. Our 12" x 8", .55 mil gray polyethylene sign is easy to read and understand, and is simple to mount with nails or velcro or tape (mounting hardware not supplied).

\$13.95 each plus shipping and tax.

