

PAA Presents:

PENNDOT Online Title & Registration Program Compliance Webinar

Processing Errors / Audits

August 2025

Please Note: This webinar is at the request of PennDOT as paperwork errors continue to be discovered through audits. We hope this webinar will help eliminate the vast number of errors occurring.

And thank you to the dealers and agents already making great progress in correcting errors discovered.

**Some miscellaneous items before
we start the webinar...**

Change of Lessee Function on VITU

- **Change of Owner/Lessee function should not be used to change ownership on a title. If a mistake is made proper procedures must be followed to correct the mistake.**

Changing Lienholders on a Vehicle Title:

- **If you need to change a lienholder it cannot be done after the 5-day window, which could be 1 – 2 – 3 – 4 – 5 days, depending on when the vehicle was sold.**
- **Otherwise, the original title (with the incorrect lienholder) must be obtained and the correct lien holder recorded using PennDOT Form MV-38L.**

Titling a vehicle to a Trust:

A vehicle cannot be titled in the name of a Family Trust (Revocable or Irrevocable).

Occasionally, a title is processed in the name of Family Trust and PennDOT will recall the title to have it corrected. The proper way to process the title would be in the name of the trustee.

For example, the title should read:

“John Joseph Smith Trustee U/D/T 6/12/2012”

UDT stands for (Under Date of Trust) when the trust was created.

Accuracy of Completion

Forms & Online Processing

(Common Errors Indicated from Audits)

► Common Errors (PennDOT Audit Findings)

Once title work is processed online, a WID # is established and all the paperwork associated with the transaction must then be submitted.

For example:

- When an in-transit plate is issued and the deal falls through, the paperwork processed prior to delivery **must be sent for scanning**, as a WID number was established by processing paperwork through the on-line registration program. **The voided in-transit plate must be returned using an MV-141 to YOUR INTEGRATOR as well.**
- When completing a replacement registration card through the on-line registration program a WID #, registration card / summary card are established. The copy of the registration / **summary card must be signed, unless an MV-1 or MV-4ST was correctly completed** and signed by the applicants. The completed signed MV form would need to be submitted with the summary card.

MOST COMMON ERRORS

1. DLVD and / or ID Missing
2. Odometer Info Missing
3. Reassignment Incomplete

MISSING INFORMATION:

- Dealer Credentials Missing / Notarization / Dealer Witness Info,
- VIN Verification missing
- Lessee information (MV-1L) missing info,
- PennDOT Form MV-41 missing to verify combo weights,
- Proof of ID missing,
- SPOA or POA for buyer missing (if required),
- Letter authorizing individual to sign for business missing,
- 2nd Lien box not checked
- PA Title Section D incomplete (even for out of state transactions)
- In-Transit error - Title/MSO missing

IN-TRANSIT PLATE ERRORS

1. In-Transit error - Title doc code (MCO/PA TITLE / OOS TITLE)
2. In-Transit error- Agent Signature missing
3. In-Transit errors - Agent, Applicant Signatures missing

OWNER/LESSEE NAMES & ADDRESSES & ID CREDENTIALS ERRORS

1. Address does not match proof of identification.
2. Co-owner name missing.
3. Lessee information (MV-1L) incorrect (Address).
4. Lessee code (MV-1L) incorrect.
5. Owner(s) Name does not match proof of identification.
6. Proof of ID missing.

Miscellaneous Errors

- Registration expiration date incorrect
- Defaced Title
- Lessee code (MV-1L) incorrect.
- Body Types listed Incorrect
- Title Doc Codes (M / PA / O)

(Common Errors)

EXAMPLES

Sample DLVD Report

Sample Driver's License Verification Report

DRIVER VERIFICATION REPORT	
Company	ABC Chevrolet
	123 MAIN ST
	Philadelphia PA
DIN	18000XXXX
User ID	ABC USER
Date	11/29/2021
Driver	
State	PA
ID Type	DL
DL/ID/Permit	123456
Expiration Date	06/23/2027
Last	DOE
First	JOHN
Middle	JACOB
DOB	06/22/1973
Verification	
Status	Valid

****Must Be Done On
or Prior to sale****

Page 1 of 1

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Submit report with title
work to PennDOT

Attach copy of DLVD
Report to Yellow Copy
of MV-1/MV-4ST

Must also be done if
purchaser is a business
and the authorized
signer holds a PA
License or ID Card.



Applicant Summary In-Transit Plate (Signatures)

Agent/Dealer Must sign

Customer(s) Must sign

PENNSYLVANIA TEMPORARY IN-TRANSIT REGISTRATION CREDENTIAL			MV-105AIT(1-12)
PLEASE SIGN YOUR CREDENTIAL - To validate your credential, you need to sign your name in ink as indicated below. The Temporary In-Transit Registration Credential must be available when the vehicle is in use.			
VEHICLE AND TEMPORARY REGISTRATION PLATE INFORMATION			
PA TITLE NUMBER: 0	VIN :	MODEL YEAR :	
MAKE :	BODY TYPE:		
CARDBOARD	DATE PLATE	DATE PLATE	
PLATE NO : 2052156	ISSUED :	EXPIRES :	08-JAN-12
DESTINATION			
STATE :			
TITLE DOC CODE :	WID :		
ISSUING AGENT INFORMATION			
AGENT NAME :	GENERAL SYSTEMS SOLUTIONS	DIN :	85999999
	GROTON BUSINESS PARK SUITE 201	TELEPHONE	
	115 POHEGANUT RD SUITE 2	NUMBER :	8604483177
	OH 06340		
AGENT SIGNATURE: <i>Daniel McMillen</i>			
I certify that on the date listed above I have checked to determine that the vehicle is insured and issued temporary registration to the applicant listed below, in compliance with all applicable provisions of the Vehicle Code, Department Regulations, and all contract requirements.			
APPLICANT(S) INFORMATION			
APPLICANT		ID ISSUING	
NAME :		STATE :	CT
DL# / BUS ID :	1234567		
CO APPLICANT		ID ISSUING	
NAME :		STATE :	CT
DL# / BUS ID :	1234567		
APPLICANT	TEST ST		
ADDRESS :	HARRISBURG	PA	17104
INSURANCE			
COMPANY NAME :	TEST		
POLICY NUMBER :	1234		
POLICY		POLICY	
EFFECTIVE DATE :	01-JAN-10	EXPIRATION DATE:	01-JAN-11
APPLICANT SIGNATURE : <i>John Doe</i>			
CO APPLICANT SIGNATURE : <i>Jane Doe</i>			
I/we acknowledge that I/we may lose my/our operating privilege(s) or vehicle registration(s) for failure to maintain financial responsibility on the currently registered vehicle for the period of registration. I/we further acknowledge that I/we may be subject to a fine not exceeding \$2,500 and imprisonment of not more than 2 years for any false statement that I/we make on this application and CERTIFY THAT ALL INFORMATION IS TRUE AND CORRECT.			
Detach Here		01 of 01	Detach Here
COMMONWEALTH OF PENNSYLVANIA TEMPORARY IN-TRANSIT REGISTRATION CREDENTIAL			
EXPIRY: 08-JAN-12	VALID:	VALID FOR 60 DAYS	
PLATE:			
VIN:			
YR/MAKE:			
TYPE:			
WID:			
		<i>John Doe / Jane Doe</i>	
		SIGNATURE	
		I hereby acknowledge this day that I have received notice of the provisions of Section 3709 of the Vehicle Code.	

Applicant Summary Statement

					
WIO: 22000 000 000000 001		TITLE: 99999999 / 08/08/20xx			
Dealertrack On-Line Registration System Pennsylvania Department of Transportation Applicant Summary Statement					
Transaction: Transfer Purchase Date: 07/24/2022 Prev Title No: 99999999		Processor: ABC CHEVROLET / 000850000 Process Date: 08/08/2022 Prev Dupe Title Count: 0		Processed By: ----- Temp Reg Date: 07/24/20xx State of Origin: None	
VIN: 3GNAXWEV4NS193929 YR/Make: 2022 / CHEVROLET Odom Reading: 6 Odom Qual: ACTUAL MILEAGE Brands:		Condition: Good Body: SW Fuel: G Purchase Price: \$35,419.10		Stock No: 40589 unladen weight: 0 GVWR: GCWR: No. of Axles: 0	
Chassis Mfr: Body Make: SW Seat Cap: 0					
<u>Owner Information</u> CABC Customer 123 Main St Anytown PA		<u>Lessee Information</u> <input type="checkbox"/> Tenant in Survivorship? <input type="checkbox"/> Tenant in Common <input type="checkbox"/> Retired <input type="checkbox"/> ODTF <input type="checkbox"/> VTF		<u>Insurance Information</u> STATE FARM 13131313131313 05/27/2022 - 11/27/2022	
Disabled Veteran:		Daily Rental Mail Code :			
<u>Trade In #1 Information</u> VIN: 1GC3K3D26F233382 YR: 2006 Make: CHEV Condition: Good Allowance: 28500		<u>Lien Holder #1 Information</u> 2 2222222222222222 ABC BANK 789 Other St Other town PA 17000		<u>Fees & Sales Tax Information</u> Tax Exempt Reason : Tax Exempt No: Taxable Sale Price: \$6,919.10 Sales Tax Credit: Tax Override Code: <input type="checkbox"/> Tax Override	
<u>Trade In #2</u> Allowance : 0		<u>Lien Holder #2</u>		<u>PennDOT Fees</u> Sales/Use Tax: 415.15 Motor Veh. Fees: 95.00 Local Use Fees: 0.00 Other Fees: 0.00 Total: 510.15	
Temp Agent No: 0 Assigned Tag Type: 01 Assigned Tag No: Assigned Exp Date: 05/2023 Signature of Person from whom Tag is being Transferred:		Class: Reg. GVW : 0 Reg. GCW : 0 Assigned Exp Sticker No: Transferred Title No: 78856126 Transferred Tag No: KRA1465 Relation to Applicant: No of Dup Reg Cards: 0		<input type="checkbox"/> w/Renewal <input type="checkbox"/> w/Tag Replacement <input type="checkbox"/> w/Tag Exchange Dealertrack Fees: 18.47	
- Request for Optional Registration At A Weight Exceeding the GVWR (MV-1005)					
<small>WARNING: The operation of a truck loaded beyond the manufacturer's Gross Vehicle Weight Rating (GVWR) may create unsafe conditions and also void the manufacturer's warranty if damage should result from such overloading. Check with your dealer or factory representative. You should also consult your insurer concerning possible adverse effects to your insurance coverage with respect to such overloading. I/we request that the above described vehicle be registered at the gross vehicle weight (GRW or RRCW) listed above under the provisions of Section 1916(b) of the Vehicle Code as amended by Act No. 8 (1980). I/we acknowledge that I have been warned by the Department of Transportation that loading my truck beyond the manufacturer's gross weight rating may damage the truck and endanger its occupants, as well as other vehicles and their occupants and pedestrians; and I/we assume all risks connected with any such overloading of the truck.</small>					
<small>I/we acknowledge that I/we may lose my/our operating privilege(s) or vehicle registration(s) for failure to maintain financial responsibility on the currently registered vehicle for the period of registration. I/we further acknowledge that I/we may be subject to a fine not exceeding \$5,000 and imprisonment of not more than two (2) years for any false statement that I/we make on this application and I/we certify that I/we have examined and signed this form after its completion; and that if an exemption from payment of sales tax is claimed, I am/we are authorized to claim this exemption. I/we further certify that all statements herein are true and correct and make application for certificate of title for the vehicle described above.</small>					
Date Subscribed and Sworn to:		Signature of Applicant or Authorized signer:			
Signature of Notary Administering Oath:		Signature of Co-Owner/Title of Authorized signer:			
<div style="border: 1px solid black; padding: 5px;">S E A L</div>		<input type="checkbox"/> VIN/GVWR Certification or Tracing is Required			
		Place Signature of Person Verifying VIN/GVWR or the Tracing Here:			
		I hereby certify that I have verified the VIN/GVWR of this vehicle and the VIN/GVWR listed above is correct.			
		SIGN:		DIN: 00085637	

Signatures
(Plates Transferred)

Notarization
or
Dealer Witness

Applicant Signatures

VIN Verification
If not done on
MV-1 or MV-41

MCO Reassignment

(Common Errors)
MCO Completion
Including
Seller's Signatures

2nd Lien Info

Each undersigned seller certifies to the best of his knowledge, information and belief under penalty of the law that the vehicle is new and has not been registered in this or any state at the time of delivery and the vehicle is not subject to any security interests other than those disclosed herein and warrant title to the vehicle.	
FOR SALE OR LEASE (TRANSFER) THE VEHICLE DESCRIBED ON THE FACE OF THIS CERTIFICATE TO:	
DISTRIBUTOR DEALER ASSIGNMENT NUMBER 1	NAME OF PURCHASER: Andrew Jason Sample ADDRESS: 123 Main St. Apt. 1 Harrisburg, PA 17101 I certify to the best of my knowledge that the odometer reading is: 05 DEALER: Larry's New Car Inc. BY: Larry Doe 8/1/20XX State of: PA County of: Dauphin USE NOTIFICATION ONLY IF REQUIRED IN TITLING JURISDICTION: John Smith / John Smith 85-5841LA
DISTRIBUTOR DEALER ASSIGNMENT NUMBER 2	NAME OF PURCHASER: ADDRESS: I certify to the best of my knowledge that the odometer reading is: No Tenth DEALER: NAME OF DEALERSHIP: DEALER'S LICENSE NUMBER: BY: State of: Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this day of 20 Notary Public County of: USE NOTIFICATION ONLY IF REQUIRED IN TITLING JURISDICTION:
DISTRIBUTOR DEALER ASSIGNMENT NUMBER 3	NAME OF PURCHASER: ADDRESS: I certify to the best of my knowledge that the odometer reading is: No Tenth DEALER: NAME OF DEALERSHIP: DEALER'S LICENSE NUMBER: BY: State of: Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this day of 20 Notary Public County of: USE NOTIFICATION ONLY IF REQUIRED IN TITLING JURISDICTION:
DISTRIBUTOR DEALER ASSIGNMENT NUMBER 4	NAME OF PURCHASER: ADDRESS: I certify to the best of my knowledge that the odometer reading is: No Tenth DEALER: NAME OF DEALERSHIP: DEALER'S LICENSE NUMBER: BY: State of: Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this day of 20 Notary Public County of: USE NOTIFICATION ONLY IF REQUIRED IN TITLING JURISDICTION:
ODOMETER DISCLOSURE	Federal law requires you to state the odometer mileage in connection with the transfer of ownership. Failure to complete or provide a false statement may result in fines and/or imprisonment. I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: Odometer Reading: 05 Signature(s) of Seller(s): Larry Doe 85-5841LA Date of Signature: 08/01/20XX Printed Name(s) of Seller(s): John Smith / John Smith Signature of Purchaser(s): Andrew Sample 85-5841LA Date of Signature: 08/01/20XX Printed Name of Purchaser(s): Andrew Sample Company Name (If Applicable): Larry's New Cars Inc. Address of Purchaser(s): 123 Main St. Apt. 1 Harrisburg, PA 17101 PA USE NOTIFICATION ONLY IF REQUIRED IN TITLING JURISDICTION:
LIENHOLDER	1st Lien in favor of: ABC Bank 456 Main St. Harrisburg Whose address is: FIN: PA, 17101 2nd Lien in favor of: No 2 nd Lien Whose address is: 12345678901



Lien Info PA Title (Section D)

PA Title Completion

- Proper Signatures
 - (Purchaser & Seller)
- List ELT Number
- Make sure to complete lien info on PA titles (Section D) and if no second lien check the appropriate box.

COMMONWEALTH OF PENNSYLVANIA
CERTIFICATE OF TITLE FOR A VEHICLE

03 FUEL TYPE: Gasoline

0733800130016681-001

12345ABCDE67890FG 2004 CHEVROLET 99999990899 CU

TK 0 DE 08/01/2004 8,000 0

07/24/2004 08/01/2004 3,000 5,000

ODOMETER TAMPERING VERIFIED
JOINT OWNERSHIP WITH RIGHTS OF SURVIVORSHIP
JOHN QUINTON CUSTOMER
1101 S FRONT ST
HARRISBURG PA 17104

FIRST LIEN FAVOR OF: SECOND LIEN FAVOR OF:

FIRST LIEN RELEASED: DATE: BY: AUTHORIZED REPRESENTATIVE: MAILING ADDRESS: SECOND LIEN RELEASED: DATE: BY: AUTHORIZED REPRESENTATIVE:

JOHN QUINTON CUSTOMER
1101 S FRONT ST
HARRISBURG PA 17104

Yassmin Gramian
Secretary of Transportation

I certify, as of the date of issue, the official records of the Pennsylvania Department of Transportation reflect that the person(s) or company named herein is the lawful owner of this vehicle.

D. APPLICATION FOR TITLE AND LIEN INFORMATION

REURTERED AND SIGNED 08 01 XX

Signature of Applicant or Authorized Signer

Notary Public for the State of Pennsylvania
Marion Notary
Larry's New Cars, Inc.
85-5841LA

NET LIENHOLDER FINANCIAL INSTITUTION NUMBER 12345678901

NET LIENHOLDER NAME ABC BANK, INC

STREET 123 FOURTH STREET

CITY HARRISBURG STATE PA ZIP 17100

ON UNRECORDED, verify online application for Certificate of Title to the vehicle described herein, subject to the requirements and other legal provisions of this law.

Any Sue Jones
Signature of Applicant or Authorized Signer

John Michael Smith
Signature of Applicant or Authorized Signer

NET LIENHOLDER FINANCIAL INSTITUTION NUMBER

NET LIENHOLDER NAME

STREET

CITY STATE ZIP

STORE IN A SAFE PLACE - IF LOST APPLY FOR A DUPLICATE - ANY ALTERATION OR ERASURE VOIDS THIS TITLE

Verifying
signatures
Two
people
needed

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 OR IMPRISONMENT.		
A. ASSIGNMENT OF TITLE - <small>Registered dealers must complete forms MV27A or MV27B as required by law. If purchaser is NOT a registered dealer, Section D on the front of this form must be completed.</small> I/We certify to the best of my/our knowledge that the odometer reading is 89 999 <small>TENTHS</small> miles and reflects the actual mileage of the vehicle, unless one of the following boxes is checked: <input type="checkbox"/> Reflects the amount of mileage in excess of its mechanical limits <input type="checkbox"/> Is NOT the actual mileage <small>WARNING: Odometer discrepancy</small> I/We further certify that the vehicle is free of any encumbrance and that the ownership is hereby transferred to the person(s) or the dealer listed.		LAST FIRST MIDDLE NAME PURCHASER OR FULL BUSINESS NAME Larry's New Cars Inc. CO-PURCHASER STREET ADDRESS 123 Any St CITY Anytown STATE PA ZIP 17000 PURCHASE PRICE OR DIN 85-5841LA
SUBSCRIBED AND SWORN TO BEFORE ME: 08 1 xx <small>MO. DAY YEAR</small> Larry Doe / Larry Doe <small>SIGNATURE OF PERSON ADMINISTERING OATH</small>		Larry Doe <small>PURCHASER SIGNATURE</small>
STAMP OR SEAL	Larry's New Cars Inc. SIGNED IN YOUR PRESENCE AND PURCHASER'S NAME IS LISTED 85-5841LA	PURCHASER AND/OR CO-PURCHASER MUST HANDPRINT NAME HERE Larry Doe
		John Quinton Customer <small>SIGNATURE OF SELLER</small>
		John Quinton Customer <small>SIGNATURE OF CO-SELLER</small>
B. RE-ASSIGNMENT OF TITLE BY REGISTERED DEALER - <small>If purchaser listed in Block A is NOT a registered dealer Section D on the front of this form must be completed.</small> I/We certify to the best of my/our knowledge that the odometer reading is 90 004 <small>TENTHS</small> miles and reflects the actual mileage of the vehicle, unless one of the following boxes is checked: <input type="checkbox"/> Reflects the amount of mileage in excess of its mechanical limits <input type="checkbox"/> Is NOT the actual mileage <small>WARNING: Odometer discrepancy</small> I/We further certify that the vehicle is free of any encumbrance and that the ownership is hereby transferred to the person(s) or the dealer listed.		LAST FIRST MIDDLE NAME PURCHASER OR FULL BUSINESS NAME Sample Andrew Jason CO-PURCHASER STREET ADDRESS 123 Main Street, Apt 1 CITY Harrisburg STATE PA ZIP 17101 PURCHASE PRICE OR DIN \$10,000.00
SUBSCRIBED AND SWORN TO BEFORE ME: 08 5 20xx <small>MO. DAY YEAR</small> John Smith / John Smith <small>SIGNATURE OF PERSON ADMINISTERING OATH</small>		Andrew Sample <small>PURCHASER SIGNATURE</small>
STAMP OR SEAL	Larry's New Cars Inc. SIGNED IN YOUR PRESENCE AND PURCHASER'S NAME IS LISTED 85-5841LA	Andrew Sample <small>CO-PURCHASER SIGNATURE</small>
		Larry Doe <small>PURCHASER AND/OR CO-PURCHASER MUST HANDPRINT NAME HERE</small>
		Larry Doe <small>SELLER MUST HANDPRINT NAME HERE</small>

PAA

▸ Verification in Lieu of Notarization



Verification of Signatures

Title 75 (Vehicle Code) Section 1103.1 (g.1)

- Date of verification.
- The signature and **printed name** of the issuing agent's employee.
- The name of the issuing agent/licensed dealership.
- The issuing agent's dealer identification number (DIN).
- Do not charge the notary fee.

I. NOTARIZATION S T A M P	SUBSCRIBED AND SWORN TO BEFORE ME:					
	MONTH	8	DAY	1	YEAR	XX
	 SIGNATURE OF PERSON ADMINISTERING OATH					
	Marion Sample SIGN IN PRESENCE OF NOTARY LARRY'S NEW CARS, INC. 85-5841LA					



MV-1 (Section A) Fuel Types & VIN Verification

A. VEHICLE DESCRIPTION	MAKE OF VEHICLE FORD		VEHICLE IDENTIFICATION NUMBER (VIN). IF TRACING REQUIRED, TAPE SECURELY TO REVERSE SIDE OF THIS COPY 3FNEK13T67D458321		BODY TYPE (SDN, TK, BUS, ETC.) TK	MODEL YEAR 20xx
	GROSS VEHICLE WT. RATING 7,964	FUEL TYPE: <input checked="" type="checkbox"/> GASOLINE <input type="checkbox"/> HYBRID <input type="checkbox"/> DIESEL <input type="checkbox"/> ELECTRIC <input type="checkbox"/> OTHER <input type="checkbox"/> PROPANE <input type="checkbox"/> NATURAL GAS	DIN/MECHANIC# 85-5841LA		AUTHORIZED NOTARY PUBLIC OR CERTIFIED INSPECTION MECHANIC (PRINT NAME) Marion Sample	
	CHECK THE APPROPRIATE BLOCK IF THE VEHICLE IS TO BE USED OR WAS FORMERLY USED AS A <input type="checkbox"/> TAXI OR A <input type="checkbox"/> 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 <i>Marion Sample</i>	

Make Sure to indicate Vehicle Fuel Type

VIN Verification Required for:

- Out of state vehicles
- New trucks
- Truck tractors
- Motor homes

Application for Certificate of Title
Bureau of Motor Vehicles
P.O. Box 68591
Harrisburg, PA 17106-8591
www.dmv.pa.gov

No. MV-1 (12-16)

VEHICLE IDENTIFICATION NUMBER (VIN). IF TRACING REQUIRED, TAPE SECURELY TO REVERSE SIDE OF THIS COPY 3FNEK13T67D458321	BODY TYPE (SDN, TK, BUS, ETC.) TK	MODEL YEAR 2013
GROSS VEHICLE WT. RATING 7964	FUEL TYPE: <input checked="" type="checkbox"/> GASOLINE <input type="checkbox"/> HYBRID <input type="checkbox"/> DIESEL <input type="checkbox"/> ELECTRIC <input type="checkbox"/> OTHER <input type="checkbox"/> PROPANE <input type="checkbox"/> NATURAL GAS	DIN/MECHANIC# 85-5841LA
AUTHORIZED NOTARY PUBLIC OR CERTIFIED INSPECTION MECHANIC (PRINT NAME) Marion Notary		
SIGN HERE <i>Marion Notary</i>		
LAST NAME (OR FIL BUSINESS NAME) Smith	FIRST NAME John	MIDDLE NAME Michael
DATE OF BIRTH 01-12-54	PA ID PHOTO (IN OR OUT OF STATE) 15-655-987	DATE OF BIRTH 12-16-99
STREET 1700 South Street	CITY Anytown	STATE PA
ZIP CODE 17000	DATE ACQUIRED 8/1/20XX	COUNTY CODE 2 2
DEALER ID NUMBER (IF APPLICABLE) 58-987-651		
REFER TO COUNTY CODES LISTED ON REVERSE SIDE OF YELLOW COPY		
1A. EXEMPTION REASON CODE (Circle one number from 1 to 25 or 0)		
1B. EXEMPTION NO.		

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 his/her heirs or estate.)

NOTE: IF THE VEHICLE IS TO BE USED AS A DAILY RENTAL OR LEASED VEHICLE, CHECK THIS BLOCK ☐. IF BLOCK IS CHECKED, COMPLETE AND ATTACH FORM MV-1.

1. BUREAU OF MOTOR VEHICLES

**Must be done by a Notary or
Inspection Mechanic**

Complete Section A – Vehicle Description

Body Type Codes

Body Type	Code
Ambulance	AMB
Bus	BUS
Convertible	CONV
Coupe	CP
Fire Truck	FT
Hearse	HR
Implement of Husbandry	IMPH
Limousine	LIMO
Low Speed Vehicle	LSV
Motorcycle	MC
Mobile Home	MH
Motor Driven Vehicle	MODC
Motorized Pedalcycle	MOPD
Motor Scooter	MS

Body Type	Code
Motor Home	MTRH
Neighborhood Electric Vehicle	NEV
Off Road Vehicle	ORV
Recreational Trailer	RECT
Recreational Cargo Trailer	RCCT
Roadster	RD
School Bus	SBUS
Sedan	SDN
Special Mobile Equipment	SME
Station Wagon	SW
Taxi	TAXI
Truck	TK
Trailer	TRL
Truck Trailer	TT

Incomplete Paperwork:

MV-1 (Section B)


B. APPLICANT INFORMATION	LAST NAME (OR FULL BUSINESS NAME)		FIRST NAME	MIDDLE NAME	PA DL/PHOTO ID# OR BUS. ID#	DATE OF BIRTH	
	SMITH		JOHN	MICHAEL	15-655-987	1-12-xx	
	CO-PURCHASER LAST NAME		FIRST NAME	MIDDLE NAME	PA DL/PHOTO ID#	DATE OF BIRTH	
	JONES		AMY	SUE	58-987-651	12-16-xx	
	STREET				DATE ACQUIRED/ PURCHASED	COUNTY CODE	
1700 SOUTH STREET				8/1/20XX	2 2		
CITY				STATE	ZIP CODE	DEALER ID NUMBER (IF APPLICABLE)	REFER TO COUNTY CODES LISTING ON REVERSE SIDE OF YELLOW COPY
ANYTOWN				PA	17000		
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 X . Otherwise, the title will be issued as "Tenants in Common" (On death of one owner, interest of deceased owner goes to his/her heirs or estate.)							
NOTE: IF THE VEHICLE IS TO BE USED AS A DAILY RENTAL OR LEASED VEHICLE, CHECK THIS BLOCK <input type="checkbox"/> IF BLOCK IS CHECKED, COMPLETE AND ATTACH FORM MV-1L							

Driver's License Number/Business ID# & Date of Birth often missing

► Complete Section B – Applicant Information

COUNTY CODES: Indicate the actual county of residence by listing the appropriate county code from the table below:

01 – Adams	24 – Elk	47 – Montour
02 – Allegheny	25 – Erie	48 – Northampton
03 – Armstrong	26 – Fayette	49 – Northumberland
04 – Beaver	27 – Forest	50 – Perry
05 – Bedford	28 – Franklin	51 – Philadelphia
06 – Berks	29 – Fulton	52 – Pike
07 – Blair	30 – Greene	53 – Potter
08 – Bradford	31 – Huntingdon	54 – Schuylkill
09 – Bucks	32 – Indiana	55 – Snyder
10 – Butler	33 – Jefferson	56 – Somerset
11 – Cambria	34 – Juniata	57 – Sullivan
12 – Cameron	35 – Lackawanna	58 – Susquehanna
13 – Carbon	36 – Lancaster	59 – Tioga
14 – Centre	37 – Lawrence	60 – Union
15 – Chester	38 – Lebanon	61 – Venango
16 – Clarion	39 – Lehigh	62 – Warren
17 – Clearfield	40 – Luzerne	63 – Washington
18 – Clinton	41 – Lycoming	64 – Wayne
19 – Columbia	42 – McKean	65 – Westmoreland
20 – Crawford	43 – Mercer	66 – Wyoming
21 – Cumberland	44 – Mifflin	67 – York
22 – Dauphin	45 – Monroe	
23 – Delaware	46 – Montgomery	

COUNTY CODE	
	

Refer to county codes listing on reverse side of yellow copy

► Incomplete Paperwork:

IF NO 2ND LEIN
CHECK THE BOX

MV-1 (Section D)

D. LIEN INFORMATION	IF NO LIEN, CHECK <input type="checkbox"/> IS THIS AN ELT? (IF YES, FIN REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		IF NO 2 ND LIEN, CHECK <input checked="" type="checkbox"/> IS THIS AN ELT? (IF YES, FIN REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	
	1ST LIENHOLDER FINANCIAL INSTITUTION NUMBER 12345678901		2ND LIENHOLDER FINANCIAL INSTITUTION NUMBER	
	1ST LIENHOLDER NAME ABC Bank		2ND LIENHOLDER NAME	
	STREET 123 Main Street		STREET	
	CITY Harrisburg		STATE PA	ZIP 17000

List ELT Numbers

► Complete Section E (MV-1)– Vehicle Traded

E. VEHICLE TRADED	MAKE OF VEHICLE Chevrolet	VEHICLE IDENTIFICATION NUMBER (VIN) 1GCDK24T89D458321	MODEL YEAR 20xx
	BODY TYPE (SDN, BUS, TK, ETC.) TK	CONDITION OF VEHICLE <input type="checkbox"/> GOOD <input checked="" type="checkbox"/> FAIR <input type="checkbox"/> POOR	

- Trade Vehicles – Make sure to denote the condition of the trade vehicle.

Complete Section A (MV-4ST)– Vehicle Sold

A. VEHICLE PURCHASED	PA Title Number (as Shown on Attached Title) 88899988899SM	Make of Vehicle Chevrolet	Model Year 2004
	Vehicle Identification Number 12345ABCDE67890FG	Condition <input checked="" type="checkbox"/> GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> POOR	

- When completing Section A, be sure that the PA Title number, make of vehicle, model year, and vehicle identification number match on both the certificate for title and form MV-4ST.

Incomplete Paperwork:

MV-1 Section G – Plate Transferred

Signature Required If Plate is Transferred From Someone Other Than Applicant.

G. APPLICATION FOR REGISTRATION	ORIGINAL PLATE – CHECK ONE		<input checked="" type="checkbox"/> TRANSFER OF PREVIOUSLY ISSUED PLATE		<input type="checkbox"/> TRANSFER & REPLACEMENT OF PLATE	
	<input type="checkbox"/> PLATE TO BE ISSUED BY DEPARTMENT (PROOF OF INSURANCE MUST BE ATTACHED.)		<input type="checkbox"/> TRANSFER & RENEWAL OF PLATE			
	<input type="checkbox"/> EXCHANGE PLATE TO BE ISSUED BY DEPARTMENT		PLATE NO. ABC-1234		REASON FOR REPLACEMENT	
	<input type="checkbox"/> TEMPORARY PLATE ISSUED BY FULL AGENT (Note: This plate will expire 90 days from date of issuance.)		EXPIRES Month 12 Year 20XX		<input type="checkbox"/> LOST <input type="checkbox"/> DEFACED <input type="checkbox"/> STOLEN <input type="checkbox"/> NEVER RECEIVED (Lost in Mail)	
			TRANSFERRED FROM TITLE NO. 12345678901		NOTE: If "NEVER RECEIVED" block is checked, applicant must complete Form MV-44.	
			VIN 1FEK4567899876543			
	TEMP. PLATE NO.		SIGNATURE OF PERSON FROM WHOM PLATE IS BEING TRANSFERRED (IF OTHER THAN APPLICANT)		SIGN HERE	
	INSURANCE COMPANY NAME POE INSURANCE CO.		NAIC NO. 21345		POLICY NO. (OR ATTACH BINDING) N04409132	
	ISSUING AGENT INFORMATION		I CERTIFY THAT ON MONTH 8 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.		POLICY EFFECTIVE DATE 7-1-20xx	
				POLICY EXPIRATION DATE 6-30-20xx		
				ISSUING AGENT (PRINT NAME) Larry's New Cars		
				AGENT NO. 85-5841LA		
				ISSUING AGENT SIGNATURE <i>Marion Sample</i>		
				TELEPHONE NO. (717) 774-6879		

ACCEPTABLE PLATE TRANSFERS:

1. Spouses
2. Parents to Children (Parents In-Law to Children In-Law As Well)
3. Sole Owner of Company to Company (Sole Proprietorship)
4. Lessor a to Lessee if Lessee Originally Paid for Plate.

REGISTRATION CANNOT BE TRANSFERRED BETWEEN SIBILINGS OR OTHER RELATIONS.

DO NOT FORGET ISSUING AGENT SIGNATURE


Make sure to issue plates in numerical order (lowest to highest)

APPLICATION FOR REGISTRATION	G. ORIGINAL PLATE – CHECK ONE		<input type="checkbox"/> TRANSFER OF PREVIOUSLY ISSUED PLATE		<input type="checkbox"/> TRANSFER & REPLACEMENT OF PLATE				
	<input type="checkbox"/> PLATE TO BE ISSUED BY DEPARTMENT (PROOF OF INSURANCE MUST BE ATTACHED.)		<input type="checkbox"/> TRANSFER & RENEWAL OF PLATE		<input type="checkbox"/> TRANSFER OF PLATE & REPLACEMENT OF STICKER				
	<input type="checkbox"/> EXCHANGE PLATE TO BE ISSUED BY DEPARTMENT		PLATE NO.		REASON FOR REPLACEMENT				
	<input checked="" type="checkbox"/> TEMPORARY PLATE ISSUED BY FULL AGENT (Note: This plate will expire 90 days from date of issuance.)		EXPIRES Month _____ Year _____		<input type="checkbox"/> LOST <input type="checkbox"/> DEFACED <input type="checkbox"/> STOLEN <input type="checkbox"/> NEVER RECEIVED (Lost in Mail)				
			TRANSFERRED FROM TITLE NO.		NOTE: If "NEVER RECEIVED" block is checked, applicant must complete Form MV-44.				
			VIN						
	SIGNATURE OF PERSON FROM WHOM 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	
ISSUING AGENT INFORMATION		I CERTIFY THAT ON MONTH _____ DAY _____ YEAR _____ 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.			
				ISSUING AGENT SIGNATURE		TELEPHONE NO. ()			

▀ Title 75 (Vehicle Code) Chapter 1304(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.

MV-1 (Section A) VIN Verification

A. VEHICLE DESCRIPTION	MAKE OF VEHICLE FORD		VEHICLE IDENTIFICATION NUMBER (VIN). IF TRACING REQUIRED, TAPE SECURELY TO REVERSE SIDE OF THIS COPY 3FNEK13T67D458321		BODY TYPE (SDN, TK, BUS, ETC.) TK	MODEL YEAR 20xx
	GROSS VEHICLE WT. RATING 7,964	FUEL TYPE: <input checked="" type="checkbox"/> GASOLINE <input type="checkbox"/> HYBRID <input type="checkbox"/> DIESEL <input type="checkbox"/> ELECTRIC <input type="checkbox"/> OTHER <input type="checkbox"/> PROPANE <input type="checkbox"/> NATURAL GAS	DIN/MECHANIC# 85-5841LA	AUTHORIZED NOTARY PUBLIC OR CERTIFIED INSPECTION MECHANIC (PRINT NAME) Marion Sample		
	CHECK THE APPROPRIATE BLOCK IF THE VEHICLE IS TO BE USED OR WAS FORMERLY USED AS A <input type="checkbox"/> TAXI OR A <input type="checkbox"/> 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 <i>Marion Sample</i>			

List correct Truck
GVWR here.

Application for Certificate of Title

1. BUREAU OF MOTOR VEHICLES

2. TAX FEES

3. EXEMPTION REASON CODE

4. EXEMPTION NO.

5. PTA NO.

6. COPIES OF THIS APPLICATION

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Make sure to complete
VIN/Weight Verification
Section.

▶ Incomplete Paperwork:

F. ADDITIONAL VEHICLE INFORMATION	PASSENGER, TAXI/BUS	<input type="checkbox"/> PASSENGER <input type="checkbox"/> TAXI <input type="checkbox"/> LIMOUSINE <input type="checkbox"/> SCHOOL BUS <input type="checkbox"/> MASS TRANSIT <input type="checkbox"/> OTHER BUS		SEATING CAPACITY
	MOTORCYCLE, MOTOR DRIVEN CYCLE, MOPED	CYLINDER CAPACITY 50CC OR LESS	<input type="checkbox"/> YES <input type="checkbox"/> NO	BRAKE HORSEPOWER <input type="checkbox"/> 1.5 OR LESS <input type="checkbox"/> 1.6 TO 5.0 <input type="checkbox"/> OVER 5.0
		OPERABLE PEDALS	<input type="checkbox"/> YES <input type="checkbox"/> NO	MAX DESIGN SPEED 25 MPH OR LESS <input type="checkbox"/> YES <input type="checkbox"/> NO
		AUTOMATIC TRANSMISSION	<input type="checkbox"/> YES <input type="checkbox"/> NO	DESIGNED/ALTERED FOR ROAD USE <input type="checkbox"/> YES <input type="checkbox"/> NO
	MOTOR HOME	CHASSIS MFR:	BODY MAKE:	
	TRAILER & VEHICLES BELOW	NUMBER OF AXLES:	2	REQ. REGISTERED GROSS WT. (INCLUDING LOAD) 7,964
		SUM OF GAWR'S:	7964	UNLADEN WT. (EMPTY) 5397
	TRUCK, TRUCK TRACTOR	REQ. REGISTERED GROSS COMBINATION WT. 19,964		GROSS COMBINATION WT. RATING 19,964

Combination Weights Must Be Recorded for Vehicles Towing Trailers 10,001 lbs. or greater, unless Rect Trailer or Rect Cargo Trailer – New Form MV-1R

**PENNDOT Address
Change - done on-
line containing
Confirmation
Number & Signature.**



pennsylvania

DEPARTMENT OF TRANSPORTATION

**PENNSYLVANIA DEPARTMENT OF TRANSPORTATION
TEMPORARY INTERNET DRIVER'S LICENSE UPDATE CARD
*ADDRESS CHANGE ONLY***



IMPORTANT: You must print this document for your records.

Your confirmation number is 210132620005383

This Temporary Internet Driver's License Update Card should be carried with your most recent Driver's License. You will receive your new Update Card in the mail within ten (10) days.

Transaction Date: 01/13/2021
Transaction Time: 8:15 AM

DRIVER'S LICENSE INFORMATION

Name: DAVID G OPLINGER
Address: 154 E NOBLE ST REAR
NANTICOKE, PA 18634
Driver's License Number: 25473335
Date of Birth: 10/28/1980
REAL ID: N
Sex: M
Height: 5' 8"
Class: C
Dup Count: 02
Med Restriction: 1
Veterans Designation: Y

Signature: John Q. Doe
(Please sign on the line above.)



OWNER/LESSEE NAMES & ADDRESSES & ID CREDENTIALS ERRORS

1. Address does not match proof of identification.
2. Co-owner name missing.
3. Lessee information (MV-1L) incorrect (Address).
4. Lessee code (MV-1L) incorrect.
5. Owner(s) Name does not match proof of identification.
6. Proof of ID missing.


Incomplete Paperwork (MV-1L):

Address & Names Matches Lessee ID

Indicate Mailing Info

Signatures

MV-1L (2-25)

 **Pennsylvania Department of Transportation**

APPLICATION FOR LESSEE INFORMATION
APPLICATION TO ADD, CHANGE OR DELETE LESSEE INFORMATION FOR A LEASED VEHICLE

For Department Use Only
Bureau of Motor Vehicles • PO Box 68593 • Harrisburg, PA 17106-8593

CHECK (✓) THE APPROPRIATE BLOCK:

☐ **Daily Rental Vehicle** - Complete Sections A, B and E.

☒ **Leased Vehicle** - Check the appropriate box below and complete sections indicated:

☒ Add Lessee Information - Complete Sections A through E.

☐ Change Lessee Information - Complete Sections A and C (if changed), D (if changed) and E.

☐ Delete Lessee Information - Complete Sections A and E.

NOTE: Any changes in this information provided at time of the original application will require a new MV-1L to be completed and returned to PennDOT (i.e., daily rental to long term lease, long term to daily rental).

A VEHICLE INFORMATION

Vehicle Identification Number 3FNEK13T67D458321	Title Number	Registration Plate Number LBE-4321
---	--------------	--

VEHICLE OWNER INFORMATION - NOTE: The title will always be in the name of the owner and mailed to the owner or encumbrance holder.

Last Name or Full Business Name XYZ LEASING CO	First Name	Middle Name
Street Address 456 OTHER ST,	City ANycity	County DAUPHIN
City	State PA	Zip Code 17102

C LESSEE INFORMATION - Person/Company leasing the vehicle from the vehicle owner.

Applicant Last Name or Full Business Name SAMPLE	First Name ANDREW	Middle Name JASON	PA DL/Photo ID# 99-999	Date of Birth 01-07-1973
Co-Applicant Last Name	First Name	Middle Name	PA DL/Photo ID#	Date of Birth
Current Street Address 123 MAIN ST, Apt 1				
City Harrisburg		County DAUPHIN	State PA	Zip Code 17101

D MAILING INFORMATION - Please read each column heading.

Check the appropriate block to indicate the proper combination	Registration owner - keeps the registration plate when the lease expires.	Registration document recipient - receives the registration plate, card and VIN plate.	Application to renew recipient - receives the registration renewal application.
0 <input type="checkbox"/>	Vehicle Owner	Vehicle Owner	Vehicle Owner
1 <input type="checkbox"/>	Vehicle Owner	Lessee	Vehicle Owner
5 <input type="checkbox"/>	Vehicle Owner	Vehicle Owner	Lessee
6 <input type="checkbox"/>	Lessee	Lessee	Vehicle Owner
7 <input type="checkbox"/>	Lessee	Vehicle Owner	Lessee
2 <input checked="" type="checkbox"/>	Lessee	Lessee	Lessee

E CERTIFICATION

I certify all information listed above is TRUE and CORRECT.

Marion Sample
Signature of Vehicle Owner or Authorized Person

8/8/2025
Date

Identification Requirements for Business Organizations or Non-Profit Corporations

- An applicant for title must establish:
 1. His/her identity (see the “Acceptable Proof of Identification Documents for Completing Motor Vehicle Forms” fact sheet).
 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 utility bill in the name of the business; or,
 - A document issued by a federal or state government agency recognizing or authorizing the existence of the business, such as: Fictitious Name Filing Form, or a certificate of registration for the business issued by the Dept. of State or Dept. of Revenue.
 3. His/her actual authority to act on behalf of the business organization or non-profit corporation to apply for title.



Proof of Authorization

- The person must establish his/her actual authority to act on behalf of the business or non-profit.
- The individual must be the person indicated in the chart below:

Business Entity	Person Who Has Authority to Complete a Title Application for a Business Entity
Sole Proprietorship	(a) Sole Proprietor
Partnership	(b) 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 member-managed LLC

Common Errors (Online Registration System).

Replacement Registration Cards:

When completing a **Replacement Registration Card** through the on-line registration program, a WID #, registration card / summary card are established.

The copy of the Registration /Summary Card must be signed, unless an MV-1 or MV-4ST was correctly completed and signed by the applicants.

The completed signed MV form would need to be submitted with the summary card in this scenario.

Random Audits of the On-Line Registration Program Continue.

- **Will Your Dealership Be On the Audit list from PENNDOT and receiving a letter?**
- ✓ Dealers and Agents are being evaluated for quality and accuracy of paperwork, including online processing. **Audits are random.** If persistent issues with dealer/agent Paperwork are discovered, PennDOT will send a letter.

Random Audits of the On-Line Registration Program Continue.

1. If a letter is received, **NOT DELAY** in contacting your Partner/Integrator within the 30-day deadline.
2. **STRONGLY RECOMMEND** that you complete the audit **PRIOR** to the deadline.
3. **ILLEGIBLE PA**



PAPERWORK, DO

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ed **PRIOR** to the



Dealers WILL NOT be suspended if you follow through with what PennDOT is requesting;

Submission of all transactions listed on your letter and corresponding attachments.

Documents must be maintained for 3 years so you should have all the documents needed (Contact your integrator if assistance is needed).

Non-Compliance

**Potential
Actions &
Penalties**

PennDOT Contract – Sanctions

<u>Prohibited Act or Omission</u>	<u>Period of Suspension of Certificate of Authorization</u>
(68) 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 (1) month.
(70) An unauthorized employee or individual has issued a registration card or plate assigned to the Provider – first violation.	Certificate of Authorization suspended for one (1) months.

PennDOT Contract – Sanctions

<u>Prohibited Act or Omission</u>	<u>Period of Suspension of Certificate of Authorization</u>
(62) The Provider has processed an application containing an address/addresses which do not correspond to the address/addresses displayed on the approved Pennsylvania proof of identification submitted with that application. – second violation.	Certificate of Authorization suspended for one (1) months.
(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 (3) months.

PennDOT Contract – Sanctions

<u>Prohibited Act or Omission</u>	<u>Period of Suspension of Certificate of Authorization</u>
(35) The Provider has issued the incorrect type of plate for a particular vehicle — second violation.	Certificate of Authorization suspended for three (3) Months.
(12) The Provider has issued products at a location not approved by the Department — first violation.	Certificate of Authorization suspended for three (3) months and operation suspended at unapproved location until approved by Department or closed by the Provider.

Procedures

&

Timeframes

- Franchised and Independent Dealers (New, Used, RV, Motorcycle Dealers) must meet the following requirements:

Class A transactions:

**(Title & Registration) &
(Title & Transfer Registration):**

15 days from date of sale to
submit into the on-line reg
system.

**Must be mailed to
integrator by
16th Day
(from date of sale).**

Class B transactions:

**(In-transit Plates),
(Re-issue materials),
(Lessee Corrections & Renewals):**

Real-time transaction;

**Must be mailed to
integrator by
4th Day
(from transaction).**

Documents

Required for

Imaging

Documents Required for Imaging

Title and Registration Transactions (Class A)

- A. Application Summary Statement
- B. MV-1 / MV- 4ST signed by the customer correctly completed
- C. Pa Title, MCO/MSO, Out of State Title
- D. Secure POA/LPOA if used to sign paperwork
- E. Copies of the front and back of drivers license/ID Card (actual size). Make Sure copies are legible
- F. Copy of the Drivers License Verification (DLVD)
- G. Any other forms that need attached (MV-41, MV-13st, Etc.)

Must be mailed to processor by 16th Day (from date of sale).

Documents Required for Imaging

In-transit Tags (Class B)

1. Application Summary Statement **(MUST BE SIGNED BY CUSTOMER AND DEALER AS ISSUING AGENT)**
2. Copy of the PA Certificate of Title, Out of State Title or MSO/MCO
3. Copy of LPOA or copy of SPOA whichever is used.
4. Copy of proof of Insurance.
5. Copy of the front and back of the out-of-state driver's license (Actual Size).

Must be mailed to processor within 4 Days (from date of transaction).

Documents Required for Imaging

- **Change Lessee / Delete Lessee / Add Lessee Transaction**
Application Summary Statement. (MUST BE SIGNED)
- **Transfer Registration Transaction:**
Application Summary Statement (MUST BE SIGNED)
- **Reissue Materials Transaction: (duplicate registration card):**
Application Summary Statement (MUST BE SIGNED)

**Must be mailed to processor within 4 Days
(from date of transaction).**

****MV-752 (Fee Waiver) must be included, if a free re-issuance is requested****

Fee Waiver can be found on PAA's Website –

<https://apps.paa.org/files/title/mv752.pdf>

www.PAA.ORG

Documents Required for Imaging

Lien Verification/Paid Inquiry:

1. Application Summary Statement. (MUST BE SIGNED) OR A
 - MV-753 signed by the customer.
 - Copy of the Lien Verification/Paid Inquiry.

Renewal Transaction:

1. Application Summary Statement (**MUST BE SIGNED**)
 - **Unless the renewal application or MV-140 was signed and attached to the summary card.

**Must be mailed to processor within 4 Days
(from date of transaction).**

MV-752 (Fee Waiver)

****MV-752 (Fee Waiver) must be included, if a free re-issuance of material (reg / title / etc.) is requested****

Fee Waiver can be found on PAA's Website ----

<https://apps.paa.org/files/title/mv752.pdf>

www.PAA.ORG

MV-752 (4-19)



ONLINE PROGRAMS FEE WAIVER SHEET

For Department Use Only
Bureau of Motor Vehicles • 1101 South Front Street • Harrisburg, PA 17104-2516

This form must be completed when using a fee waiver code.

DETAILED EXPLANATION OF FEE OVERRIDE USAGE

Fee Override 27 - This fee waiver is used to waive the fees when a certificate of title is being transferred to a surviving spouse. The applicant summary statement should reflect the override code used. Supporting documents must include:

1. Certificate of Title
2. Completed Form MV-39, "Notification of Assignment/Correction of Vehicle Title upon Death of Owner"
3. Proof of Death - An original death certificate or Form MV-39, Section G, completed by attending physician or funeral director. (Not required if joint owner is surviving spouse.)
4. Insurance Information

Fee Override 39 - This fee waiver is used to waive both the additional sales tax due of 1% or 2% and the \$5 County Fee for Local Use if they do not reside in a participating county. The applicant will need to complete and submit Form MV-421, "County of Residence Verification." Fee waiver 39 cannot be used to override the \$5 County Fee for Local Use only.

Fee Override 49 - This fee waiver is used to waive the additional 1% or 2% sales tax fee for applicants who indicate they do not reside in either Allegheny County or the City of Philadelphia. The applicant will need to complete and submit Form MV-421, "County of Residence Verification." Fee waiver 49 cannot be used to override the \$5 County Fee for Local Use.

Fee Override 55 - This fee waiver is used to correct owner/lessee information while in the tanking period and should only be used during the tanking period. Supporting documents must include an amended applicant summary statement.

Fee Override 59 - This fee waiver is used to override the \$5 County Fee for Local Use when a customer lives in a county that has passed an ordinance to implement the fee for local use and the customer doesn't have the additional \$5 to complete the initial registration or renewal transaction.

1. The agent must confirm the owner/applicant's county implemented the fee for local use and the customer did not submit the \$5 County Fee for Local Use at the time of initial registration or at the time registration is renewed.
2. By using this fee waiver, the system will automatically generate a letter to the customer telling them they are required to pay the \$5 County Fee for Local Use.

A CUSTOMER / TRANSACTION INFORMATION	
Name	Title Number
Vehicle Identification Number	Registration Plate Number
WID on Applicant Summary Statement	Process Date
B FEE OVERRIDE USED - Check (✓) one that applies.	
<input type="checkbox"/> 27 - Transfer Title to Surviving Spouse	
<input type="checkbox"/> 39 - Local Sales Tax Override and Waive County Fee for Local Use.	
<input type="checkbox"/> 49 - Local Sales Tax Override - Used when customer does not live in 7% or 8% zip code.	
<input type="checkbox"/> 55 - OLRP Waive Title Fee Override - Allowable only in tanking period.	
<input type="checkbox"/> 59 - OLRP Waive Fee For Local Use	
C BUSINESS PARTNER INFORMATION	
Processor Name	
Business Partner Name	Dealer/Business Partner Identification Number

Preparation of Paperwork /

**Submitting a Processed
Transaction**

Submitting a Processed Transaction

1. **Order is important. Please see below for proper order of transaction types.**
2. **Barcoded applicant summary must always be on top. This includes paid inquiries.**
3. **Only one staple per transaction. Staple must be placed in the upper left corner of the transaction.**
4. **Please do not include more than one staple in the transaction. Paper clips, rubber bands, and binder clips are okay to use in lieu of staples.**
5. **Folding of any pages is not permitted.**
6. **Mixing of processing dates is not permitted. Transactions must be clearly separated by processing date if including multiple days in one envelope.**
7. **Must be sent via trackable means (UPS, FedEx or Priority Mail) to PAA/VITU 1925 N. Front Street, Harrisburg PA 17102**

Submitting a Processed Transaction

Please follow the order listed below:

Title & Registration Application:

1. Applicant Summary Statement
2. MV-1 or MV-4st (not needed if processing real time)
3. Completed Title or MCO
4. Copy of DL or ID Front & Back *copy must be clear*
5. DLDV Driver Verification Report * also required for transaction in business name *
6. Any other supporting documents ex. SPOA, MV-1L

Submitting a Processed Transaction

Please follow the order listed below:

In Transit:

1. Applicant Summary (signed by both agent and purchaser)
2. Copy of completed Title or MCO
3. Copy Front & Back of out of state DL or Photo ID *copy must be clear*
4. Proof of insurance
5. POA if used in the transaction or any other supporting documents.

Submitting a Processed Transaction

Please follow the order listed below:

Paid Inquiry:

1. Bar coded paid inquiry
2. MV-753

Questions?



Thank You