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 <u>cannot</u> 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, <u>a WID # is established and all the paperwork</u> 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
- 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

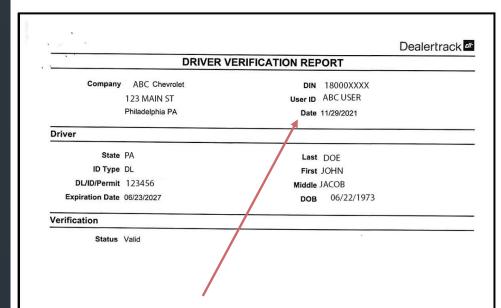
- Registration expiration date incorrect
- Defaced Title
- Lessee code (MV-1L) incorrect.
- Body Types listed Incorrect
- Title Doc Codes (M / PA / O)

(Common Errors)

EXAMPLES

Sample Driver's License Verification Report





Must Be Done On or Prior to sale

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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 MODEL YEAR MAKE BODY TYPE:

CARDBOARD DATE PLATE DATE PLATE

PLATE NO : 2052156 ISSUED : 08-JAN-12

DESTINATION

TITLE DOC CODE : WID

ISSUING AGENT INFORMATION

AGENT NAME : GENERAL SYSTEMS SOLUTIONS : 85999999

> GROTON BUSINESS PARK SUITE 201 TELEPHONE

> 115 POHEGANUT RD SUITE 2 NUMBER

> > Daniel McMillen

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 DL# / BUS ID : 1234567 STATE : CT

CO APPLICANT ID ISSUING : CT

: 1234567

APPLICANT ADDRESS : HARRISBURG PA 17104

COMPANY NAME : TEST

POLICY NUMBER : 1234

POLICY

EFFECTIVE DATE : 01-JAN-10 EXPIRATION DATE: 01-JAN-11

APPLICANT __John Doe SIGNATURE

CO APPLICANT

SIGNATURE

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

01 of 01 Detach Here

COMMONWEALTH OF PENNSYLVANIA TEMPORARY IN-TRANSIT REGISTRATION CREDENTIAL

EXPIRY: 08-JAN-12 VTN.

YR/MAKE:

TYPE: WID:

VALID:

VALID FOR 60 DAYS

John Doe / Jane Doe

: 8604483177

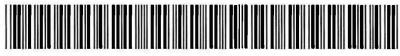
I hereby acknowledge this day that I have received notice of the provisions of Section 3709 of the

Applicant Summary Statement

Signatures (Plates Transferred)

Notarization or **Dealer Witness**







WIO: 22000 000 000000 001

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 CI Process Date: 08/08 Prev Dupe Title Count: 0		7/000850000	Temp	ocessed By: Reg Date: 07/24/20xx 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: \$35,4	119.10	Stock No: 4 unladen weight: ⁰ GVWR: GCWR: No. of Axles: 0		ssis Mftr: Body Make:SW Seat Cap:O	
Owner Information		Les	see Information		nce Information	
CABC Customer				STATE F	ARM	
123 Main St Anytown PA	☐ Tenant in Survivorship?			1313131	1313131313	
	☐ Tenant in Common			05/27/2	022 - 11/27/2022	
	Retired					
	ODTF					
	□ VTF			Daily Rental		
Disabled Veteran:			Ма	il Code :		
rade In #1 Information	Lien Holder #1 Information		Fees & Sales Tax Informa	rion	PennDOT Fees	
VIN: 1GCJK33D26F233382			Tax Exempt Reason :	CTOR	Sales/Use Tax:	415.15
YR: 2006	2 222222222222 ABC BANK		Tax Exempt No:		Motor Veh. Fees:	95.00
Make: CHEV	789 Other St Other town PA 17000		Taxable Sale Price: \$6	5 010 10	Local Use Fees:	0.00
Condition: Good	Other town PA 17000		Sales Tax Credit:	7,515.10	Other Fees:	0.00
Allowance: 28500		-1-	Tax Override Code:		Total:	510.15
Trade In #2	Lien Holder #2	Elt	Tax Override			
Allowance : 0	EIGH HENGY PE		_			
Temp Agent NO: 0	Class:	Assi	gned Exp Sticker No:		†	
Assigned Tag Type: 01	Reg. GVW : 0	T	ransferred Title No: 7885612	5		
Assigned Tag No:	Reg. GCW: 0		Transferred Tag No: KRA1465	w/Renewal	l	
Assigned Exp Date: 05/2023		Re	lation to Applicant:	w/Tag Replacement	1	
Signature of Person from whom Tag is Being Tra	nsferred:		No of Dup Reg Cards: 0	☐ w/Tag Exchange	Dealertrack Fees:	18.47
- Reque	st for Optional Registrat	ion A	t A Weight Exceeding	the GVWR (MV-1005	(facturer's warranty if da	-/
WARNING The operation of a truck loaded beyon result from such overloading. Check with your or to such overloading. I/we request that the abo Code as mended by Act No. 8 (1989). I/we ackin the truck and endanger its occupants, as well	dealer or factory representative. You sh we described vehicle be registered at th waledge that I have been warned by the Do as other vehicles and their occupants an	ould also e gross v partment id pedest	consult your insurer concerning whiche weight (RRCW or RRCGW) lis of Transportation that loading m rians; and I/we assume all risks	possible adverse effects to ted above under the provisi y truck beyond the manufacto connected with any such ove	your insurance coverage wons of Section 1916(b) of urer's gross weight rating rloading of the truck.	the Vehicle g may damag
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Date Subscribed and Sworn to:	Signature of Applicant or Authorized Sign	er:
Signature of Motary Administering Oath:	Signature of CO-Owner/Title of Authorized	signer:
s	☐VIN/GVWR Certifi	cation or Tracing is Required
Ē	I hereby certify that I	have verified the VIN/GVWR of this N/GVWR listed above is correct.
	SIGN:	DIN: 00085637

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

PACHES 123 Main St. Apt. 1 Hamisburg. PA 17101 Larry's New Car Inc. DEALER PA County of Dauphin Larry's New Car Inc. DEALER PA State of Dauphin Larry's New Carsinc. USE NOTARICATION CONLY IF DEGUNERO IN TREAM JARSDICTION STATE TO Tenths Larry's New Carsinc. USE NOTARICATION CONLY IF DEGUNERO IN TREAM JARSDICTION STATE TO Tenths DEALER CONTROL OF THE TOWN OF TWE TOWN OF THE TOWN OF THE TOWN OF TWE TOWN	TOTAL PROPERTY OF THE PROPERTY	PARTY NEW CAP INC. Stake of PA No. Twells Stake of Stake of Organization	BY STANDARD COLORS API, 1 Hamisburg, PA 17101 105 No Twells 106 No Twells 106 No Twells 107 Objects to be determined by the standard colors and th		Each undersigned select cellifes to the bed of this incollege, intomakins and belief under penalty of the law that the refuse is new and his noticent registered in this or any state at the take of delivery and the vehicle is not subject to any security interests often have decicated there and warrant tile to the vehicle for VALUE RECEIVED IT THAT THE VEHICLE CESCRIBED ON THE FACE OF THIS CERTIFICATE TO NAME OF Andrew Jacob Sample
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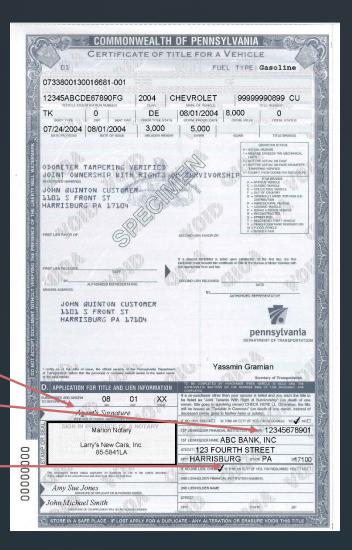


(Common Errors)

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.



Verifying signatures
Two people needed





Verification in Lieu of Notarization



Verification of Signatures Title 75 (Vehicle Code) Section 1103.1 (g.1)

- Date of verification.
- The signature and <u>printed name</u> 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.





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



MAKE OF VEHICLE
FORD

SECURELY TO REVERSE SIDE OF THIS COPY

SECURELY TO REVERSE SIDE OF THIS COPY

AND SECURELY TO REVERSE SIDE OF THIS COPY

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AUTHORIZED NOTARY PUBLIC OR CERTIFIED INSPECTION

MECHANIC (PRINT NAME)

MAKE OF VEHICLE

BODY TYPE (SDN, TK, BUS, ETC.)

TK

20XX

20XX

AUTHORIZED NOTARY PUBLIC OR CERTIFIED INSPECTION

MECHANIC (PRINT NAME)

MAKE OF VEHICLE

BODY TYPE (SDN, TK, BUS, ETC.)

TK

20XX

SIGN HERE

TO BE USED OR WAS FORMERLY USED AS A DESCRIPTION OF THE VEHICLE IS Information listed here and in Section F are correct.

Make Sure to indicate Vehicle Fuel Type

VIN Verification Required for:

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



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)

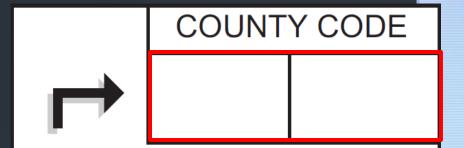
B.	LAST NAME (OR FULL BUSINESS NAME) SMITH	FIRST NAME JOHN	MICHAEL		15-655-987	DATE OF BIRTH 1-12-XX					
	CO-PURCHASER LAST NAME JONES	AMY	SUE		58-987-651	DATE OF BIRTH					
CANT	1700 SOUTH STREET Date ACQUIRED PURC 8/1/20XX 2 2										
APPLICANT INFORMATION	ANYTOWN PA 17000 DEALER ID NUMBER (IF APPLICABLE) REFER TO COUNTY CODES LISTING ON REVERSE SIDE OF YELLOW COPY										
	(On death of one owner, title goes to (On death of one owner, interest of	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 XI. 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 II. 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	

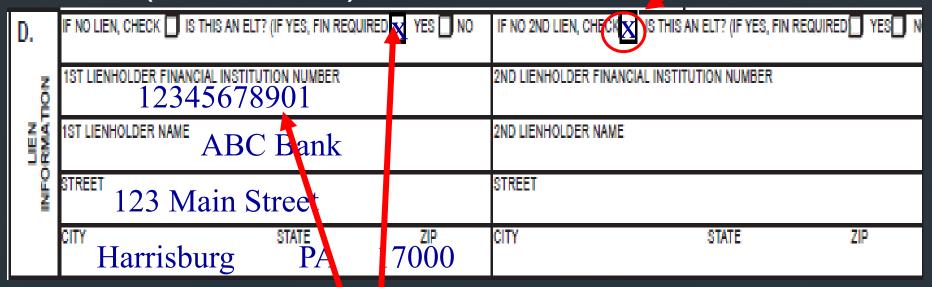


Refer to county codes listing on reverse side of yellow copy

Incomplete Paperwork:

IF NO 2ND LEIN CHECK THE BOX

MV-1 (Section D)



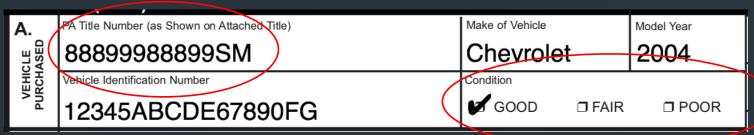
List ELT Numbers

Complete Section E (MV-1)— Vehicle Traded



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

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



 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.



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)

G.	☐ PLATE TO	PLATE - CHECK ONE BE ISSUED BY ENT (PROOF OF	☐ TRANSFER OF PRE☐ TRANSFER & RENE		ATE		PLACEMENT OF PLATE PLATE & REPLACEMENT OF S	STICKER	R
	☐ EXCHANG ISSUED BY	ANCE MUST BE ATTACHED.) ANGE PLATE TO BE D BY DEPARTMENT DRARY PLATE ISSUED	PLATE NO. EXPIRES Month	Year			DEFACED STOLEN		NEVER RECEIVED (Lost in Mail) cant must complete Form MV-44.
ON FOR	BY FULL A	GENT (Note: This plate 90 days from date of	TRANSFERRED FROM TI	TLE NO.		VIN			
APPLICATION FOR REGISTRATION	TEM	MP. PLATE NO	SIGNATURE OF PERSON FROM WHOM PLATE IS BEING TRANSFERRED (IF OTHER THAN APPLIC	M WHOM PLATE IS IG TRANSFERRED			R	ELATION	NSHIP TO APPLICANT
	INSURANCE COMPANY NAME NAIC NO.			NAIC NO.	POLICY NO. (OR ATTACH BINDER)	POLICY EFFECTIVE POLICY EXPIRAT DATE		OLICY EXPIRATION ATE
	ISSUING AGENT		DAY YEAR ISSUING AGENT MINE THAT THE VEHICLE IS INSURED AND ITRATION TO THE ABOVE APPLICANT, IN		T (PRINT NAME)			NT NO.	
		COMPLIANCE WITH ALL AP CODE AND DEPARTMENT F	PLICABLE PROVISIONS OF		ISSUING AGENT	SIGNATURE		TELE	PHONE 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



SIGN IN PRESENCE OF NOTARY

MAKE OF VEHICLE

FORD

VEHICLE IDENTIFICATION NUMBER (VIN). IF TRACING REQUIRED, TAPE
SECURELY TO REVERSE SIDE OF THIS COPY

3FNEK 13T67D458321

GROSS VEHICLE WT.
RATING 7,964

PROPANE INATURAL GAS

FUEL TYPE: A GASOLINE IN TYPE: A GASOLINE INTERPRETATION DIN/MECHANIC#

BODY TYPE (SDN, TK, BUS, ETC.) TK

20XX

AUTHORIZED NOTARY PUBLIC OR CERTIFIED INSPECTION

MECHANIC (PRINT NAME)

MARCHANIC (PRINT NAME)

MARCHANIC (PRINT NAME)

MODEL YEAR

20XX

SIGN HERE

TO BE USED OR WAS FORMERLY USED AS A INformation listed here and in Section F are correct.

PARTING 7,964

TAXI OR A INOLICE VEHICLE (IF APPLICABLE)

PROPAGE TO THE WORLD THE SECURITY OF T

List correct Truck GVWR here.

Make sure to complete VIN/Weight Verification Section.



Incomplete Paperwork:

F.	PASSENGER, TAXI/BUS		PASSENGER TAXI LIMO	BUS MASS TRANSIT OTHER BUS SEATING C	APACITY	
ш	MOTORCYCLE,	V	CYLINDER CAPACITY 50CC OR LESS	BRAKE HORSEPOWER 1.5 OR LESS 1.6 TO 5.0	OVER 5.0	
⊒ ~	MOTOR DRIVEN CYCLE, MOPED		OPERABLE PEDALS	TYES NO	MAX DESIGN SPEED 25 MPH OR LESS YES	□ NO
. 42	OTOLE, MOTED		AUTOMATIC TRANSMISSION	☐YES ☐NO	DESIGNED/ALTERED FOR ROAD USE YES	. □ NO
DITIO	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: 79	64	UNLADEN WT. (EMPTY) 5397	
	TRUCK, TRUCK TRACTOR		REQ. REGISTERED GROSS COMBINAT	пон wт. 19,96 4	GROSS COMBINATION WT. RATING 19,9	164

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 online containing **Confirmation** Number & Signature.



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: Sex: Height: Class: Dup Count: Med Restriction: Veterans Designation:

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) Department of Transportation APPLICATION FOR LESSEE INFORMATION APPLICATION TO ADD, CHANGE OR DELETE LESSEE For Department Use Only INFORMATION FOR A LEASED VEHICLE 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 3FNEK13T67D458321 VEHICLE OWNER INFORMATION - NOTE: The title will always be in the name of the owner and mailed to the owner or encumbrance holder Middle Name XYZ LEASING CO 456 OTHER ST. ANYCITY C LESSEE INFORMATION - Person/Company leasing the vehicle from the vehicle owner. PA DL/Photo ID# Date of Birth ™129 MAIN ST, Apt 1 DAUPHIN PA ^າີ່ 17101 Harrisburg MAILING INFORMATION - Please read each column heading. Registration owner - keeps Registration document recipient -Application to renew recipient receives the registration block to indicate the registration plate when the receives the registration plate. card and VIN plate renewal application the proper combination lease expires. Vehicle Owner Vehicle Owner Vehicle Owner Vehicle Owner 1 □ Vehicle Owner Lessee 5 🔲 Vehicle Owner Vehicle Owner Lessee Vehicle Owner 6 II Lessee Lessee Lessee Vehicle Owner Lessee Lessee Lessee E CERTIFICATION I certify all information listed above is TRUE and CORRECT. 8/8/2025

Signature of Vehicle Owner or Authorized Person

Identification Requirements for Business Organizations or Non-Profit Corporations

Handout Page 56

- An applicant for title must establish:
 - 1. <u>His/her identity</u> (see the "Acceptable Proof of Identification Documents for Completing Motor Vehicle Forms" fact sheet).
 - 2. <u>The existence of the business organization</u> 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. <u>His/her actual authority to act on behalf of the business</u> 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 <u>must be signed</u>, 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. <u>Audits are random</u>. If persistent issues with dealer/agent Paperwork are discovered, PennDOT will send a letter.

Random Audits of the On-Line Registration Program Continue.

If a letter is reconnected in the second seco

2. STRONGLY RI deadline.

3. ILLEGIBLE PA



APERWORK, <u>DO</u>

your scanned by the

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

Prohibited Act or Omission	Period of Suspension of Certificate of Authorization
(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

Prohibited Act or Omission	Period of Suspension of Certificate of Authorization
(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

Prohibited Act or Omission	Period of Suspension of Certificate of Authorization
(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

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).

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).

- 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

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:

- Certificate of Title
- 2. Completed Form MV-39, "Notification of Assignment/Correction of Vehicle Title upon Death of Owner"
- 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.

- 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.
- 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.

Name	Title Number		
Vehicle Identification Number	Registration Plate Number		
WID on Applicant Summary Statement	Process Date		
FEE OVERRIDE USED - Check (✓) one that ap	oplies.		
☐ 27 – Transfer Title to Surviving Spouse			
☐ 39 – Local Sales Tax Override and Waive County Fee for Local Use. ☐ 49 – Local Sales Tax Override - Used when customer does not live in 7% or 8% zip code.			
☐ 59 – OLRP Waive Fee For Local Use			
BUSINESS PARTNER INFORMATION			
Processor Name			

Preparation of Paperwork /

Submitting a Processed Transaction

- Order is important. Please see below for proper order of transaction types.
- 2. <u>Barcoded applicant summary must always be on top. This includes paid inquiries.</u>
- 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

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

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.

Please follow the order listed below:

Paid Inquiry:

- 1. Bar coded paid inquiry
- 2. MV-753

Questions?

Thank You