

*PAA Presents:*

# **PENNDOT Online Title & Registration Program Compliance Webinar**

**Online Processing Errors**

# PennDOT Contract

## Expirations

**\*\*TAKE NOTE \*\***

**PENNDOT CONTRACT EXPIRATIONS**

**10 years from  
this date  
Is your Contract  
Expiration  
Date**



Effective Date: \_\_\_\_\_  
(Department will insert)

Contract #:  
Federal ID #:

#### AGENT SERVICES AGREEMENT

This Agreement, made and entered into by and between the Commonwealth of Pennsylvania, acting through the Department of Transportation (Department),

and

John Doe Auto Tag Agent Services, LLC (Contractor).

WHEREAS Act 152 of 2002 requires the Department to enter into contracts for the provision of agent services for the issuance and processing of vehicle registration documents and fees; and,

WHEREAS, Contractor desires to contract with the Department to provide such services to vehicle owners and operators in the Commonwealth; and

WHEREAS, the Department has determined that Contractor is qualified to provide the necessary agent services.

NOW THEREFORE, the parties agree, with the intention of being legally bound, to the following:

#### AUTHORITY TO PROVIDE AGENT SERVICES

1. The Department will provide Contractor with temporary registration cards, plates, permits or other products designated by the Department as necessary to allow Contractor to offer agent services to consumers in the Commonwealth.
2. The Department will recognize as valid temporary registration cards, plates, permits or other products designated by the Department, when appropriate applications and fees are submitted by Contractor.

**PAY ATTENTION  
FOR A LETTER &  
NEW CONTRACT  
FROM PENNDOT**

**DEALER WILL NEED  
TO SIGN AND SEND  
BACK SIGNATURE  
PAGE**

**ALONG WITH A  
COPY OF DEALER  
BOND PAYMENT  
INFO--  
(CNA / WESTERN  
SURETY / ETC)  
\*EMAIL OF  
RECIEPT IS  
SUFFICIENT**

# PennDOT Dealer Agent Service Portal

[www.dealers.penndot.pa.gov](http://www.dealers.penndot.pa.gov)

"HOUSE CLEANING"

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  
16<sup>th</sup> 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  
4<sup>th</sup> 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 16<sup>th</sup> 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

# Accuracy of Completion

(Common Errors)



## ► **Common Errors** (PennDOT Audit Findings)

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

For example:

- When an in-transit plate is issued and the deal falls through, the work 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.



# 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

**# OF ERRORS REPORTED BY PENNDOT = 635**

# 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.

**# OF ERRORS REPORTED BY PENNDOT = 625**

# 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,
- 2<sup>nd</sup> Lien box not checked
- PA Title Section D incomplete (even for out of state transactions)
- In-Transit error - Title/MSO missing

**# OF ERRORS REPORTED BY PENNDOT = 1,572**

# MOST COMMON ERRORS

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

# Miscellaneous Errors

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

**# OF ERRORS REPORTED BY PENNDOT = 295**

(Common Errors)

**\*EXAMPLES\***



# Illegible Copies of ID



# Applicant Summary In-Transit Plate (Signatures)

Agent/Dealer Must sign

Customer(s) Must sign

PENNSYLVANIA TEMPORARY IN-TRANSIT REGISTRATION CREDENTIAL				MV-105AT(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.				
<b>VEHICLE AND TEMPORARY REGISTRATION PLATE INFORMATION</b>				
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 :			
<b>ISSUING AGENT INFORMATION</b>				
AGENT NAME :	GENERAL SYSTEMS SOLUTIONS		DIN :	85999999
	GROTON BUSINESS PARK SUITE 201		TELEPHONE	
	115 POHEGANUT RD SUITE 2		NUMBER :	8604483177
	OH	06340		
<b>AGENT SIGNATURE:</b> <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.				
<b>APPLICANT(S) INFORMATION</b>				
APPLICANT			ID ISSUING	
NAME :			STATE :	CT
DL# / BUS ID :	1234567			
CO APPLICANT			ID ISSUING	
NAME :			STATE :	CT
DL# / BUS ID :	1234567			
APPLICANT	TEST ST	PA	17104	
ADDRESS :	HARRISBURG			
INSURANCE				
COMPANY NAME :	TEST			
POLICY NUMBER :	1234			
POLICY			POLICY	
EFFECTIVE DATE :	01-JAN-10	EXPIRATION DATE:	01-JAN-11	
<b>APPLICANT SIGNATURE</b> : <i>John Doe</i>				
<b>CO APPLICANT SIGNATURE</b> : <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				
<b>EXPIRY:</b> 08-JAN-12	<b>VALID:</b>	<b>VALID FOR 60 DAYS</b>		
PLATE:				
VIN:				
YR/MAKE:				
TYPE:				
WID:				
			<i>John Doe / Jane Doe</i> <b>SIGNATURE</b>	
			I hereby acknowledge this day that I have received notice of the provisions of Section 3109 of the Vehicle Code.	

## Notarization or Dealer Witness

## Applicant Signatures

## VIN Verification

If not done on  
MV-1 or MV-41



# MV-1 (Section A) VIN Verification

A. VEHICLE DESCRIPTION	MAKE OF VEHICLE <b>FORD</b>		VEHICLE IDENTIFICATION NUMBER (VIN). IF TRACING REQUIRED, TAPE SECURELY TO REVERSE SIDE OF THIS COPY <b>3FNEK13T67D458321</b>		BODY TYPE (SDN, TK, BUS, ETC.) <b>TK</b>	MODEL YEAR <b>20xx</b>
	GROSS VEHICLE WT. RATING <b>7,964</b>	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# <b>85-5841LA</b>		AUTHORIZED NOTARY PUBLIC OR CERTIFIED INSPECTION MECHANIC (PRINT NAME) <b>Marion Sample</b>	
	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>	

Required for:

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

**pennsylvania** Application for Certificate of Title  
BUREAU OF MOTOR VEHICLES  
P.O. BOX 58591  
HARRISBURG, PA 17106-0591  
www.dmv.pa.gov

No. **MV-1 (12-16)**

**A. VEHICLE**  
1. MAKE: **FORD**  
2. MODEL: **7964**  
3. VIN: **3FNEK13T67D458321**  
4. BODY TYPE: **TK**  
5. MODEL YEAR: **2013**

**B. NOTARY PUBLIC**  
1. NAME: **Marion Notary**  
2. ADDRESS: **1700 South Street**  
3. CITY: **Anytown** STATE: **PA** ZIP CODE: **17000**  
4. PHONE: **58-987-651**  
5. DATE OF BIRTH: **01-12-54**  
6. DATE OF EXPIRATION: **12-16-69**  
7. SIGNATURE: *Marion Sample*

**C. MECHANIC**  
1. NAME: **John Michael**  
2. ADDRESS: **1700 South Street**  
3. CITY: **Anytown** STATE: **PA** ZIP CODE: **17000**  
4. PHONE: **58-987-651**  
5. DATE OF BIRTH: **01-12-54**  
6. DATE OF EXPIRATION: **12-16-69**  
7. SIGNATURE: *Marion Sample*

**D. CERTIFICATION**  
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.

**E. SIGNATURE**  
SIGN HERE  
*Marion Sample*

**F. VERIFICATION**  
I have verified that the vehicle is as described and that the VIN and vehicle weight information listed here and in Section F are correct.

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

# New Fuel Type Codes

## BULLETIN NO. 22-06 July 2022 (DMV Newsletter)

The changes will affect those vehicles that have the following advanced fuel types:

- **EV** (Electric Vehicle)
- **PHEV** (Plug-In Hybrid Electric Vehicle)
- **HEV** (Hybrid Electric Vehicle)
- **FCEV** (Fuel Cell Electric Vehicles)

(DMV Newsletter)

e-mail your business name, DIN/agent number and your e-mail address to

[RA-pdotdvsnewsletter@pa.gov](mailto:RA-pdotdvsnewsletter@pa.gov)

## 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							
<b>NOTE:</b> 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.) <b>CHECK HERE X</b> . 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							



## ► Incomplete Paperwork:

IF NO 2<sup>ND</sup> 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 2ND 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 STATE ZIP Harrisburg PA 17000	CITY STATE ZIP

# Incomplete Paperwork:

## MV-1 Section G – Plate Transferred

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

G.  APPLICATION FOR REGISTRATION	<b>ORIGINAL PLATE – CHECK ONE</b> <input type="checkbox"/> PLATE TO BE ISSUED BY DEPARTMENT (PROOF OF INSURANCE MUST BE ATTACHED.) <input type="checkbox"/> EXCHANGE PLATE TO BE ISSUED BY DEPARTMENT <input type="checkbox"/> TEMPORARY PLATE ISSUED BY FULL AGENT (Note: This plate will expire 90 days from date of issuance.)		<input checked="" type="checkbox"/> <b>TRANSFER OF PREVIOUSLY ISSUED PLATE</b> <input type="checkbox"/> TRANSFER & RENEWAL OF PLATE		<input type="checkbox"/> <b>TRANSFER &amp; REPLACEMENT OF PLATE</b>	
	PLATE NO. <b>ABC-1234</b>		REASON FOR REPLACEMENT <input type="checkbox"/> LOST <input type="checkbox"/> DEFACED <input type="checkbox"/> STOLEN <input type="checkbox"/> NEVER RECEIVED (Lost in Mail) NOTE: If "NEVER RECEIVED" block is checked, applicant must complete Form MV-44.			
	EXPIRES Month <b>12</b> Year <b>20XX</b>					
	TRANSFERRED FROM TITLE NO. <b>12345678901</b>		VIN <b>1FEK4567899876543</b>			
	TEMP. PLATE NO.		SIGNATURE OF PERSON FROM WHOM PLATE IS BEING TRANSFERRED (IF OTHER THAN APPLICANT)		SIGN HERE	
	INSURANCE COMPANY NAME <b>POE INSURANCE CO.</b>		NAIC NO. <b>21345</b>		POLICY NO. (OR ATTACH BIND) <b>N04409132</b>	
	ISSUING AGENT INFORMATION I CERTIFY THAT ON MONTH <b>8</b> DAY <b>01</b> YEAR <b>20xx</b> 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) <b>Larry's New Cars</b>		POLICY EFFECTIVE DATE <b>7-1-20xx</b>	
			ISSUING AGENT SIGNATURE <i>Marion Sample</i>		POLICY EXPIRATION DATE <b>6-30-20xx</b>	
				AGENT NO. <b>85-5841LA</b>		
				TELEPHONE NO. <b>(717) 774-6879</b>		

### 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.

**DO NOT FORGET  
ISSUING AGENT  
SIGNATURE**

**REGISTRATION CANNOT BE TRANSFERRED  
BETWEEN SIBILINGS OR OTHER RELATIONS.**

## ▀ 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.

## ▶ Incomplete Paperwork:

<b>F. ADDITIONAL VEHICLE INFORMATION</b>	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:	<b>2</b>	REQ. REGISTERED GROSS WT. (INCLUDING LOAD) <b>7,964</b>
		SUM OF GAWR'S:	<b>7964</b>	UNLADEN WT. (EMPTY) <b>5397</b>
	TRUCK, TRUCK TRACTOR	REQ. REGISTERED GROSS COMBINATION WT. <b>19,964</b>		GROSS COMBINATION WT. RATING <b>19,964</b>

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

# 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 <b>failed to verify the public Vehicle Identification Number</b> of the vehicle as required by this Agreement applicable laws and regulations – <b>First Violation.</b>	Certificate of Authorization suspended for one (1) month.
(69) The Provider, its owner, or employee has processed an application for title or registration but <b>failed to verify the public Vehicle Identification Number</b> of the vehicle as required by this Agreement applicable laws and regulations – <b>Second Violation.</b>	Certificate of Authorization suspended for three (3) months.



# Will Your Dealership Be On the Audit list from PENNDOT and receiving a letter?

1. Audits of the On-Line Registration Program will continue.
2. Dealers and Agents with missing work will be contacted by PennDOT, via a letter.
3. **You must respond to PennDOT letters and, do not hesitate to get the missing pieces of work into your Partner/Integrator to scan to PENNDOT, prior to the 30-day deadline indicated by PENNDOT letter.**

# **Audit letters from PENNDOT due to audits of online work submitted (Will receive letter):**

**YOU MUST follow through with what PennDOT is requesting in the letter;**

All transactions listed on your letter and corresponding attachments.

Documents must be maintained for 3 years so you should have all the documents needed.

**You must respond to PennDOT letters and, do not hesitate to get the missing pieces of work into your Partner/Integrator to scan to PENNDOT prior to the 30-day deadline indicated by PENNDOT letter.**

**Questions?**



**Thank You**