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Driver and Vehicle Services Update

Bureau of Motor Vehicles - Research and Support Operations Section
P.O. Box 68031, Harrisburg, PA 17106-8031
This newsletter may be downloaded by visiting the Driver and Vehicle Services
website at www.dmv.state.pa.us

BULLETIN NO. 06-02

January 2006

Information contained in this issue . . .

- . Changes to the Acceptable Proof of Identification Documents
- . Email Addresses Required
- . Attention All Agent Services

CHANGES TO THE ACCEPTABLE PROOF OF IDENTIFICATION DOCUMENTS

Effective January 31, 2006, the Department will only allow agents to issue title and registration documents to customers who provide one of the following credentials for identification purposes:

1. a valid Pennsylvania Photo Driver's License
2. a valid Pennsylvania Photo Identification Card
3. a valid Pennsylvania Photo Exempt Driver's License
4. a valid Pennsylvania Photo Exempt Identification Card
5. a valid U. S. Passport with a Pennsylvania address
6. a valid U.S. Armed Forces Common Access Card
 - Dependents of Armed Forces Personnel must provide a valid United States Uniformed Services Identification and Privilege Card (DD Form 1173)

Each of the documents above must be in the same name as the name listed on the motor vehicle form.

In addition, motor vehicle documents may not be issued to an out-of-state address. Only the customer's bona fide Pennsylvania numbered street address may be listed on an application to title, register, renew a registration or any change of address. (This applies to companies as well.)

The exceptions to this are U.S. Armed Forces personnel or their dependents, an employee of federal or state government or their immediate families whose workplace is located outside of Pennsylvania. If the applicant is entitled to this exception, they must

complete and attach Form MV-8, "Self Certification for Proof of Residency".

In addition, they must attach a letter from their employer on their employer's letterhead to document their out-of-state employment status, or attach a copy of their Photo ID issued by their employer. If they are an immediate family member of a person meeting one of the allowable exceptions, they must attach documentation for the person entitled to the exception. **Applications where an out-of-state address is requested MUST be forwarded to the Department for processing along with the required documentation.**

When completing motor vehicle forms, it is essential that the issuing agent/notary public properly identify the person whose signature is being notarized or verified in lieu of notarization. Please be aware that a notary public or issuing agent can be held legally responsible for notarizing or verifying a document without first establishing a person's identity. In order to do this, the only documents that may be used to identify the individual making the application is a valid PA Photo Driver's License, a valid PA Photo Identification Card, a valid PA Photo Exempt Driver's License, a valid PA Photo Exempt Identification Card, a valid U. S. Passport with Pennsylvania address, a valid U.S. Armed Forces Common Access Card. Dependents of U.S. Armed Forces Personnel must provide DD Form 1173. Issuing agents completing motor vehicle forms for title and registration must maintain a copy of the above stated forms of identification for a period of three years from the date of issuance of the form.

Processing applications for title and registration with any other forms of identification other than those listed on the reverse side of this fact sheet, may result in the suspension or termination of your agent contract.

No Agent, including an on-line agent, may process any motor vehicle application containing an out-of-state address. These applications and supporting documents must be forwarded to the Department for processing.

EMAIL ADDRESSES REQUIRED

In the February 2005 issue of the Driver and Vehicle Services Update, it was announced that the February issue would be the last printed and mailed issue of the newsletter. The article also requested that you provide your email address to dvsnewsletter@state.pa.us. Unfortunately, not all of our agents have provided their email addresses. The newsletter issued by the Department is an important source of information for agents. Therefore, the Department is requiring you, as provided for in your Agent Services, Card Agent Services and Messenger Services Contracts to have and provide the Department with an active email account accessible via the Internet.

By February 28, 2006, all agent services, card agent services and messenger services, who have not previously submitted their email address, must provide their email address to dvsnewsletter@state.pa.us. When providing your email address, please list your business name and dealer identification number.

Please be advised that failure to comply with this request may result in the suspension or termination of your contract.

ATTENTION ALL AGENT SERVICES

This is a reminder that effective December 5, 2005, PennDOT now requires all agent services to pay shipping and handling charges for the **mailing** of temporary plates. Application for Temporary Registration Plates by Motor Vehicle and Full Agents (MV-351) has been revised to include the price of shipping and handling on the amount of plates ordered.

Shipping and handling charges are as follows:

\$ 5.00 - 1 to 50 plates

\$10.00 - 51 & up

Please be advised that temporary plates may still be picked up at the Department, with proper identification, or may still be carried through a messenger service.

NOTE: The Department reserves the right to limit orders of temporary plates according to historical use.

SAMPLE OF FORM MV-8

NOTE: This form is only located on our website at www.dmv.state.pa.us**MV-8 (1-06)**Commonwealth of Pennsylvania
Bureau of Motor Vehicles
Harrisburg, PA 17106**Self Certification for
Proof of Residency**

FOR DEPARTMENT USE ONLY

OUT-OF-STATE ADDRESS: Motor vehicle documents to an out-of-state address will not be issued, except in the case of a U.S. Armed Forces personnel, an employee of federal or state government, or their families, whose workplace is located outside of Pennsylvania. If this exception applies to you, please check the appropriate box and include documentation of your employment with this application. Additionally, if you are a family member of a person entitled to this exception, you must indicate your relationship.

A VEHICLE INFORMATION			
VEHICLE IDENTIFICATION NUMBER		TITLE NUMBER	REGISTRATION PLATE NUMBER
B VEHICLE OWNER INFORMATION			
LAST NAME		FIRST NAME	MIDDLE INITIAL
CO-OWNER LAST NAME		FIRST NAME	MIDDLE INITIAL
CURRENT STREET ADDRESS			
CITY		STATE	ZIP CODE
C CERTIFICATION			
<p>I certify that my workplace is located outside of Pennsylvania and I am employed by, or am an immediate family member of a person employed by:</p> <p><input type="checkbox"/> U.S. Armed Forces <input type="checkbox"/> Federal Government <input type="checkbox"/> Pennsylvania State Government</p> <p>Relationship to person meeting exemption (check one): <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Child</p> <p>Please attach a letter from your employer on their letterhead to document your status, or attach a copy of your current Photo ID issued by your employer. If you are the immediate family of a person meeting one of the allowable exceptions, attach the documentation of the person entitled to the exception.</p>			
D SIGNATURE			
<p>The signature below hereby certifies under penalty of law that the information contained herein is true and correct. WARNING: Falsification to authorities is a misdemeanor of the third degree punishable by a fine of up to \$2,500 and/or imprisonment up to 1 year (18 PA C.S. Section 4904 (b)).</p> <p>X _____</p> <p>Applicant's Signature</p> <p>_____</p> <p>Date</p>			