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Driver and Vehicle Services Update

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PENNSYLVANIA IDENTIFICATION AND PENNSYLVANIA ADDRESS REQUIREMENTS FREQUENTLY ASKED QUESTIONS AND ANSWERS

Effective January 31, 2006 the Department introduced a change to the proof of identification an agent may accept for motor vehicle titling and registration documents. In addition, the address requirements were changed. Information concerning the Pennsylvania ID and Pennsylvania address requirements was provided in the Driver and Vehicle Services Update edition 06-02 newsletter. Below is a list of frequently asked questions concerning these new requirements. The answers may provide further clarification regarding identification and address requirements in Pennsylvania.

Q1. What credentials must be provided to agents for the purposes of titling and registering a vehicle in Pennsylvania?

A1. Effective January 31, 2006 the following credentials must be used for identification purposes when titling and registering a vehicle in Pennsylvania:

- * A valid Pennsylvania Photo Driver's License
- * A valid Pennsylvania Photo Identification Card
- * A valid Pennsylvania Photo Exempt Driver's License
- * A valid Pennsylvania Photo Exempt Identification Card
- * A valid U. S. Passport with a Pennsylvania address
- * 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)

NOTE: The requirements for Pennsylvania ID do not apply to the seller or sellers of a vehicle. However, this does not exempt the seller or sellers from providing valid government issued photo identification for identification purposes when completing motor vehicle documents as the seller of a vehicle.

Q2. What are the address requirements for titling and registering a vehicle in Pennsylvania?

A2. Pennsylvania requires that only the customer's bona fide Pennsylvania numbered street address may be listed on an application to title, register, renew a registration or change an address. In addition, effective January 31, 2006, motor vehicle documents may not be issued to an out-of-state address.

Q3. When may an applicant's title/registration document reflect an address outside of Pennsylvania?

A3. There are a few exceptions to the Pennsylvania address requirement for titling and registering a vehicle in Pennsylvania. The following exceptions allow for motor vehicle documents to be processed reflecting an out-of-state address:

- * U.S. Armed Forces personnel or their dependents
- * Employees of federal or state government or their immediate families whose workplace is located outside of Pennsylvania
- * An out-of-state leasing company as long as the lessee is a Pennsylvania resident
- * An out-of-state company with no office in Pennsylvania, however the vehicles are regularly operated in carrying on business within the Commonwealth as provided in Section 1303 (a) of the vehicle code.

Q4. Why has Pennsylvania changed their identification and address requirements?

- A4. In early 2005, PennDOT reviewed the process of registering and titling vehicles. The new identification and address requirements were put in place to further secure the process to deter fraud and address concerns with non-Pennsylvania applicants registering and renewing vehicles.
- Q5. May an Agent Service issue a temporary plate if the vehicle owner is requesting and qualifies for an out-of-state address with the MV-1 or MV-4ST and submits supporting documents?
- A5. Yes, if the applicant is entitled to the out-of state address exception (U.S. Armed Forces personnel or their dependents, employees of federal or state government or their immediate families whose workplace is located outside of Pennsylvania or an out-of-state company with no office in Pennsylvania, however the vehicles are regularly operated in carrying on business within the Commonwealth as provided Section 1303 (a) of the vehicle code). The customer must complete and attach the new Form MV-8, "Self Certification for Proof of Residency." This form is only available on our website. The supporting documentation must accompany the application when submitted to the Department for processing.
- Q6. A vehicle owner has 20 days to make application for title upon the sale, transfer of a vehicle or its entry into the Commonwealth and an individual has 60 days to obtain a Pennsylvania driver's license. Is this a conflict with the new Pennsylvania ID requirements?
- A6. No. An individual has up to 60 days to obtain a Pennsylvania driver's license; however there is nothing to prevent a customer from obtaining the driver's license sooner in order to title and register a vehicle in Pennsylvania.
- Q7. What happens when a vehicle is being transferred in Pennsylvania and the seller is from another state? The seller will not have Pennsylvania identification.
- A7. The Pennsylvania identification requirement does not apply to the seller of the vehicle. This requirement only applies to the person titling and registering in Pennsylvania.
- Q8. A vehicle is titled in Pennsylvania and the vehicle owner is deceased. The deceased person's Executor is from another state. The out-of-state Executor is selling the vehicle in Pennsylvania on behalf of the deceased Pennsylvania owner. May we accept the out-of-state Executor's driver's license with the Pennsylvania title when the seller's signature on the Pennsylvania title is notarized?
- A8. Yes, the Pennsylvania identification requirement does not apply to the seller of the vehicle. This requirement only applies to the person titling and registering in Pennsylvania.
- Q9. If a Pennsylvania ID is presented and there is a conflict with abbreviated first name (Bob instead of Robert), or abbreviated middle name (M. instead of Michael), or suffix (Jr., Sr., I, II, III), must we refuse the Pennsylvania driver's license? How do we proceed?
- A9. When titling and registering for the first time, the customer should be informed that the title application must read the same as the Pennsylvania ID. If replacing documents, renewing or selling a vehicle with an existing abbreviated name conflict, supporting documentation that allows agents to clearly identify who is actually in front of them would be required. This process has not changed from existing procedures. Only the request for the Pennsylvania ID has changed.
- Q10. May students who are from another state and attending school in Pennsylvania use their Pennsylvania school address however provide an out-of-state identification?
- A10. No. Students that have a Pennsylvania address must provide one of the acceptable Pennsylvania forms of identification to title and register a vehicle in Pennsylvania. If they do not have Pennsylvania identification, they must title and register in their home state.
- Q11. A vehicle owner moves out-of-state and loses his/her Pennsylvania title and needs to obtain a duplicate Pennsylvania title to register his/her vehicle in the state where he moved. Is an out-of-state identification to notarize his/her signature on Form MV-38O acceptable, and may an out-of-state address be used to apply for the duplicate Pennsylvania Certificate of Title?
- A11. The Form MV-38O, "Application for Duplicate Certificate of Title by Owner," and documentation proving the vehicle owner moved to another state (out-of-state license and a copy of a utility bill, etc.) must be submitted to the Department for processing. These applications may only be processed by the Department. The

duplicate title will be produced with the Pennsylvania address; however the title will be mailed to the out-of-state address.

- Q12. Is a Pennsylvania interim driver's license acceptable identification to apply for a Pennsylvania title for notarization purposes on the back of a Pennsylvania title or is the vehicle owner required to wait for the duplicate driver's license to be mailed to his/her home from the Bureau of Driver Licensing?
- A12. No, an interim driver's license is not acceptable as proof of identification. The customer must obtain the duplicate driver's license prior to titling and registering the vehicle.
- Q13. If a customer applies for a duplicate registration card because the original registration card was lost. Since notarization is not required to obtain a duplicate registration card, must a copy of one of the forms of ID be retained at our place of business or is that just for an MV-1, MV-4ST, Applicant Summary Statement or MV-120?
- A13. The requirement for retaining copies of documentation by agents has not changed. While copies are required to be maintained by an agent for 3 years when issuing a temporary registration card or plate, a copy of ID would not be required to be maintained for a duplicate registration card.
- Q14. Form MV-120 is used to issue an Intransit Registration Plate to a person from another state. The Agent Service is required to examine an out-of-state driver's license before issuing an Intransit Cardboard Registration Plate. May an Agent Service continue to issue Intransit Registration Plates with the applicant's out-of-state address on Form MV-120?
- A14. Yes, the Pennsylvania ID and Pennsylvania address requirement does not apply to the issuance of Intransit Registration Plates. The vehicle is not being titled/registered in Pennsylvania. An Intransit Registration Plate is a temporary registration to transport the vehicle from Pennsylvania to the home state. An out-of-state address and identification are required to issue an Intransit Registration Plate.
- Q15. Current issued U.S. Passports do not show an address of the passport holder. If the U.S. Passport does not show a Pennsylvania address, is the passport still an acceptable ID to complete Pennsylvania motor vehicle forms?
- A15. No. If a Pennsylvania address is not listed on the U. S. Passport, another acceptable form of Pennsylvania ID must be presented.
- Q16. A married person opts to change his/her name on his/her Pennsylvania "registration only" by submitting Form MV-41A. The Pennsylvania title was not corrected; however, the name was changed on the Pennsylvania driver's license to the married name. Is the Pennsylvania driver's license in the married name acceptable since it will be different on the Pennsylvania Certificate of Title?
- A16. When titling and registering for the first time, the customer should be informed that the title application must read the same as the Pennsylvania ID. If replacing documents, renewing or selling a vehicle with an existing abbreviated name conflict, including a married name, supporting documentation that allows agents to clearly identify who is actually in front of them would be required. This process has not changed from existing procedures. Only the request for the Pennsylvania ID has changed.
- Q17. May an out-of-state driver's license and application for a Pennsylvania Certificate of Title using an out-of-state address be accepted for a vehicle owner applying for title for a mobile home if the owner's mobile home is located in Pennsylvania as a vacation home?
- A17. This must be handled in the Department. A copy of the out-of-state driver's license, documentation showing the owner is a resident of another state (such as a utility bill) and documentation showing the mobile home is located in Pennsylvania must be submitted to the Department for processing.
- Q18. A vehicle owner has a Pennsylvania address at the time of purchase but moved out of state. His/her registration and title were issued with the Pennsylvania address but were returned "unclaimed" because of the move. Can the new title and registration documents be released to the new out-of-state address?
- A18. In these cases, the vehicle owner must submit to the Department a copy of his/her out of state driver's license and a copy of a utility bill, etc. The Department will release the unclaimed indicator and forward the title and registration to the out of state address.
- Q19. What is the process for customers with an out of state driver's license who have a winter residence in another

state (example Florida) but then return to Pennsylvania in the summer months and have their vehicles registered in Pennsylvania?

- A19. Customers may not claim dual residency. They must declare residency in one state or another and title and register their vehicles in the home state. If their home state is Pennsylvania, then they must provide one of the acceptable proofs of Pennsylvania ID.
- Q20. May the buyer of a vehicle provide an agent with an expired Pennsylvania driver's license and a camera card as proof of identification to complete a title and registration application?
- A20. No, the customer may not use an expired Pennsylvania driver's license and camera card. The customer would need to have his/her photo taken and present his/her valid Pennsylvania photo driver's license.
- Q21. May an agent accept an out-of-state driver's license as ID to notarize an heir's signature on Form MV-39 when the Pennsylvania title vehicle is being sold and there is not enough room on the back of the Pennsylvania title for all heirs to sign off as sellers?
- A21. Yes, the Pennsylvania identification requirement does not apply to the seller of the vehicle. This requirement only applies to the person titling and registering in Pennsylvania.
- Q22. If a vehicle is being titled in Pennsylvania in two person's names and one owner lives in Pennsylvania and has a Pennsylvania address and Pennsylvania driver's license, and the other owner lives out-of-state and has an out-of-state driver's license, may the agent accept the Pennsylvania driver's license for the one owner and the out-of-state driver's license for the other owner when notarization is completed on the back of the Pennsylvania title?
- A22. Yes, the Pennsylvania address and Pennsylvania ID and the out-of-state ID are acceptable as long as the vehicle is being titled and registered for the use of the Pennsylvania resident.
- Q23. Can a customer use a Pennsylvania learner's permit for identification to purchase or sell a vehicle in Pennsylvania?
- A23. A Pennsylvania learner's permit may not be used for identification purposes to title and register a vehicle in Pennsylvania. The customer must obtain one of the acceptable proofs of identification. The Pennsylvania identification requirement does not apply to the seller of the vehicle. This requirement only applies to the person titling and registering in Pennsylvania.
- Q24. A person has a valid Pennsylvania driver's license and a Pennsylvania identification card and is selling or purchasing a motor vehicle in Pennsylvania. Will the new ID policy restrict individuals to having one or the other, but not both forms of ID?
- A24. The person could use either the valid Pennsylvania ID card or the valid Pennsylvania driver's license to title and register the vehicle in Pennsylvania. The Pennsylvania identification requirement does not apply to the seller of the vehicle. This requirement only applies to the person titling and registering in Pennsylvania.
- Q25. How will applications for a duplicate title requesting an out-of-state address be handled when the customer downloads the application from the Internet and has the signature notarized by an out-of-state notary?
- A25. The applicant for a duplicate title with an out-of-state address will be contacted by the Department for additional documentation proving the vehicle owner moved to another state (out-of-state license and a copy of a utility bill, etc.). The duplicate title will be produced with the Pennsylvania address; however the title will be mailed to the out-of-state address.
- Q26. Will PennDOT revise the error codes to reject applications to customers when they request an out-of-state address?
- A26. Yes, error codes will be revised to accommodate any new rejections.
- Q27. Will PennDOT be revising the MV-380 and other forms to include information about how to proceed if you are using an out-of-state address?
- A27. At this time, the necessary information on how to proceed when a customer is requesting an out-of-state address is provided through the Driver and Vehicle Services Update and will be posted on our website.

Q28. Can the lienholder of a vehicle continue to use an out-of-state address?

A28. Yes, the lienholder on record may continue to use his/her out-of-state address. The Pennsylvania address requirement only applies to the owner or lessee of the vehicle.

Q29. If a power of attorney is used to sign the title application, does the owner, signer or both need to provide Pennsylvania ID?

A29. When a power of attorney is used, if the representative with the power of attorney does not have one of the acceptable forms of Pennsylvania ID, the representative may use his/her out-of-state driver's license and power of attorney; however the actual owner of the vehicle must also provide a copy of one of the acceptable forms of Pennsylvania ID and a Pennsylvania address must be used.

Q30. May an out-of-state business with a Pennsylvania location request an out-of-state address (that is the parent company's address) on a Pennsylvania title/registration?

A30. No. The out-of-state business must use its Pennsylvania address.

Q31. A customer lives in another state and has a business in Pennsylvania where its vehicles are registered. Can the out of state driver's license of the person authorized to sign for the business be accepted and must he/she show proof of business location in Pennsylvania?

A31. Yes, the customer must show his/her out-of-state driver's license or photo ID, in addition to submitting documentation showing the existence of the business in Pennsylvania and the authority to sign on behalf of the business as requested in the Fact Sheet "Identification Requirements for Completion of Motor Vehicle Applications By Business Organizations or Non-Profit Corporations." These vehicles must be titled in the business name.

Q32. Some businesses are located out-of-state with no office in Pennsylvania; however, the businesses have salespersons/employees who live and work in Pennsylvania. Can the applications be processed with the out-of-state address? The business actually has vehicles that are located in Pennsylvania and it needs to title and register in Pennsylvania to operate those vehicles in Pennsylvania.

A32. In these cases, the completed application for the title and registration must be submitted to the Department along with documentation showing the existence of the business in that state, the authorized person's out-of-state driver's license and documentation where the vehicle is being used in Pennsylvania. The customer must complete and attach the new Form MV-8, "Self Certification for Proof of Residency." The form has been updated to reflect this information. This form is only available on our website. The supporting documentation must accompany the application when submitted to the Department for processing.

Q33. Can an out-of-state leasing company use its out-of-state address for titling and registration purposes for vehicles being leased to a Pennsylvania resident or Pennsylvania company?

A33. A leasing company may use its out-of-state address for titling and registration purposes for vehicles leased to Pennsylvania residents. The lessee of the vehicle is required to provide a copy of one of the acceptable forms of Pennsylvania ID and must maintain a Pennsylvania address or qualify for an out-of-state address exemption. This is regardless of whether the registration documents are mailed to the leasing company or the lessee.

Q34. Can an out-of-state leasing company that leases a vehicle to an out-of-state company for the use of an employee who resides and works in Pennsylvania use the company's out-of-state address? Can the employee renew the leased vehicle with the out-of-state address?

A34. If the vehicle is currently titled and registered with an out-of-state address, the employee may continue to renew the leased vehicle for the company with the out-of-state address. If the vehicle is being titled and registered for the first time in Pennsylvania, the company that is leasing the vehicle must use a Pennsylvania address.

Q35. May an out-of-state leasing company that leases vehicles as daily rentals where a lessee is not listed on the vehicle use an out-of-state address?

A35. Leasing companies that handle daily rentals should participate in the Fleet Program within the Bureau of Motor Vehicles. The Commercial Registration Section will handle these types of vehicles separately. If the leasing

company does not choose to participate in the Fleet Program, it must use the Pennsylvania address where the vehicles are maintained.

Q36. May a representative of an out-of-state dealership who has an out-of-state driver's license and power of attorney from a leasing company sign the MV-1 Form that will be registered to a Pennsylvania lessee (the lessee is a company and the out-of-state dealership has the power of attorney for the company)?

A36. The representative with the power of attorney may use his/her out-of-state driver's license and power of attorney. However, a copy of the lessee's acceptable Pennsylvania ID must be submitted with the application and the lessee must use a Pennsylvania address.