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DEPARTMENT OF TRANSPORTATION

Driver and Vehicle Services Update

Bureau of Motor Vehicles - Research and Support Operations Section
P.O. Box 68031, Harrisburg, PA 17106-8031

This bulletin may be downloaded by visiting the Driver and Vehicle Services
website at www.dmv.state.pa.us

BULLETIN NO. 10-04

JUNE 2010

SPECIAL EDITION

As a reminder, effective Aug. 1, 2009, all agents are required to submit a photocopy of the front and back of one of the acceptable identification credentials with their title and registration applications.

Agents may only accept one of the following credentials for identification purposes in order to issue title;

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; or
5. 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).

International Driver's Licenses and non-PA issued identifications are NOT acceptable.

This is a reminder that when completing title and/or registration applications, the information listed on the acceptable proof of identification credential must appear the same as the information recorded on the title and/or registration application. This means there may be no abbreviation, or alteration in the name being recorded on the title/registration application that differs from the identification credential.

Additionally, the address on the proof of identification credential must match the address being recorded on the title/registration application. If the customer is requesting a different address on the title/registration application than what is recorded on the identification credential, the customer must present the address update card indicating the new address. If the customer is unable to present an original identification credential or update card with the correct address, the application cannot be completed until the customer's address is updated and proof of the update can be supplied.

Agents are required to examine and analyze the original Pennsylvania identification credential for the purposes of validation. Agents may not accept a photocopy of the individual's Pennsylvania identification credential for validation. The information provided on the next page are examples of items agents should be examining on the identification credential provided and is not an all-inclusive list. There may be other items agents may find during examination such as font size, photo askew, etc., that would indicate the document is invalid or unreliable. Agents should examine the reverse side of the Pennsylvania identification credential, reading the information listed. There should not be any reference to "non-government issued" or other such language.

**AGENTS ARE REQUIRED TO ENSURE ALL THEIR EMPLOYEES RECEIVE
PENNDOT'S DRIVER AND VEHICLE SERVICES UPDATE BULLETINS**

SAMPLE OF A PENNSYLVANIA DRIVER'S LICENSE

This is an eight digit number and should begin with a 0, 1, 2, 3 or 6.

Does the driver's license contain a three-digit code?

Does the driver's license contain a signature? Is the signature in the correct position?

Do the photos match?

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DRIVER'S LICENSE

No: **99 000 423** Dups: **01**
DOB: **08/28/1960** Sex: **M**
Class: **C** Eyes: **BRN**
Endorse: Height: **6'00"**
Com/Med Rstr: **B**
Issued: **08/28/2004**
Expires: **08/29/2008**

ORGAN DONOR
JOHN T SAMPLE
123 ANY STREET
HOMETOWN PA 00000

John T. Sample

DL

SAMPLE OF A PENNSYLVANIA IDENTIFICATION CARD

This is an eight digit number and should begin with a 0, 1, 2, 3 or 6.

Does the driver's license contain a three-digit code?

Does the driver's license contain a signature? Is the signature in the correct position?

Do the photos match?

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IDENTIFICATION CARD

No: **99 000 423** Dups: **01**
DOB: **08/18/1974**
Sex: **F**
Eyes: **BLU**
Height: **5'02"**
Issued: **08/20/2004**
Expires: **08/31/2008**

ORGAN DONOR
EVELYN T SAMPLE
123 ANY STREET
HOMETOWN PA 00000

Evelyn T. Sample

ID

If the agent is not sure of the validity of the credential, **DO NOT PROCESS** the title application. If you suspect the Pennsylvania identification credential being presented is fraudulent, the title/registration application should not be processed and should be returned to the applicant. If possible, a copy of the identification credential should be submitted to PennDOT's Office of Risk Management at:

Pennsylvania Department of Transportation
Office of Risk Management
P.O. Box 69005
Harrisburg, PA 17106-9005