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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.pa.gov

Tom Wolf, Governor

Leslie S. Richards, Secretary

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- Park Model Trailers
- Trailers Sold at Lowe's, Home Depot or Tractor Supply Reminder
- Incomplete Applications

PARK MODEL TRAILERS

This is to clarify the correct body type to be listed for Park Model Trailers.

When the Manufacturers Certificate of Origin (MCO) states the body type is a Park Model Trailer or Park Trailer, the body type must be listed as a trailer.

Park model trailers are now exempt from the Pennsylvania identification and address requirements if permanently located in Pennsylvania. However, the purchaser is still required to provide valid out-of-state government issued photo identification, Form MV-8 and documentation of where the Park Model Trailer is located in Pennsylvania. All other trailers must provide a Pennsylvania identification and Pennsylvania address. As a reminder out-of-state address applications must be submitted to PennDOT for processing.

TRAILERS SOLD AT LOWE'S, HOME DEPOT OR TRACTOR SUPPLY

This is a reminder that Pennsylvania *Lowe's*, *Home Depot* and *Tractor Supply* stores that have complied with the Pennsylvania Dealer Regulations and Requirements are registered as Pennsylvania dealers with a dealer identification number (DIN) beginning with 84. Please remember, the DIN for *Lowe's*, *Home Depot* and *Tractor Supply* must be listed on the Manufacturer's Certificate of Origin (MCO).

When a trailer is sold from *Lowe's*, *Home Depot* or *Tractor Supply*, the MCO must be properly assigned to the purchaser and the applicant must submit the assigned

MCO, Form MV-1, "Application for Certificate of Title," and applicable fees.

Although these companies have an 84 DIN number that allows them to sell the trailers as complete trailers, it does not negate the requirement that an authorized representative of the company must personally appear in front of the authorized agent completing the title transfer. This must be done in order for the authorized agent to notarize the dealer's signature on the back of the MCO and to complete the title application for the purchaser. They must also provide documentation that gives them authority to sign on behalf of the company.

A company representative from *Lowe's*, *Home Depot* or *Tractor Supply* may not sign off as seller on the MCO and provide the document to the purchaser without appearing in person before an authorized PennDOT agent to complete the title application.

INCOMPLETE APPLICATIONS

It has come to our attention that agents continue to submit applications with incomplete information. This is a reminder that all information requested on motor vehicle applications must be completed prior to submission. An example of consistently missing information is the agent information found in Section G of Form MV-1, Section F of Form MV-4ST or Section B of Form MV-120. This includes the date the agent verified insurance, agent's name, dealer identification number (DIN), signatures and telephone number, if the agent issued registration and/or verified insurance. If the agent did not verify insurance, the date area would remain blank; however, the agent information would still be completed.

As an agent, you are responsible to review the application for accuracy and completeness before submission. Incomplete paperwork will be subject to rejection.

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