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DEPARTMENT OF TRANSPORTATION

# Driver and Vehicle Services Update

Bureau of Motor Vehicles – Research and Support Operations Section  
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This bulletin may be downloaded by visiting the Driver and Vehicle Services  
website at [www.dmv.pa.gov](http://www.dmv.pa.gov)

Tom Wolf, Governor

Leslie S. Richards, Secretary

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## General Information

- Temporary Registration Plates
- Documentary Fee
- Notarization Requirements

### TEMPORARY REGISTRATION PLATES

PennDOT has received questions from agents regarding the rear window decal in connection to the elimination of the registration sticker effective 12/31/16. For clarification, the elimination of registration stickers did not impact the need to issue a rear window decal. The temporary registration permit must still be provided to customers with the issuance of their 90-day temporary registration credential or “pink slip.” At this time, the temporary metal registration plate is also issued. Depending on how the application is submitted to PennDOT, there is a delay between when the customer is handed his temporary metal registration plate and the time the customer’s record is updated in PennDOT’s system. Consequentially, the temporary registration permit and temporary registration credential (pink slip) serve as the registrant’s credentials until the temporary metal plate information has been entered into the system and the registration card is issued to the registrant. This lets law enforcement know that the registrant’s information for the vehicle is not in the system yet. For the customer to have the temporary registration on the vehicle, the rear window decal must be displayed in the rear window of the vehicle according to [Section 1310.1](#) of Title 75, the Pennsylvania Vehicle Code.

### DOCUMENTARY FEE

The maximum documentary fee is \$118 for processing title work manually and \$141 if dealers process online title and registration transactions through the online registration program using one of PennDOT’s approved integrators.

The documentary fee is a non-taxable, negotiable fee. The actual dollar amount may not be pre-printed on the buyer’s order. Dealers may exclude this item from their advertised sale price, but if the dealership chooses to impose a documentary fee, they must disclose this information with signage in their dealership. Please note this is not state-mandated, and is a dealer-imposed charge.

The documentary fee is adjusted annually in accordance with the Federal Consumer Price Index (CPI). The latest CPI adjustment occurred January 12, 2018. If a dealership’s documentary fee exceeds the permissible charge, the Attorney General’s Office may consider it to be deceptive, as to what services are being performed, and may find it subject to enforcement action.

## NOTARIZATION REQUIREMENTS CLARIFICATION

This is a reminder of when notarization is required for assignments on certificates of title or salvage certificates and the purchaser is **immediately** applying for a Pennsylvania Certificate of Salvage or Pennsylvania Non-Repairable Certificate.

TYPE OF PROOF OF OWNERSHIP	APPLICANT		
	Individual / Non-Salvage Dealer / Scrap Processor	Salvage Dealer	Insurance Company
PA Certificate of Title	<ul style="list-style-type: none"> <li>Notarization <b>IS</b> required.</li> <li>Assignment must contain purchaser information, signature and printed name of purchaser(s) and seller(s), the odometer reading and notarization.</li> </ul>	<ul style="list-style-type: none"> <li>Notarization is <b>NOT</b> required.</li> <li>Assignment must contain purchaser information, signature and printed name of purchaser(s) and seller(s), the odometer reading and notarization.</li> </ul>	<ul style="list-style-type: none"> <li>Notarization is <b>NOT</b> required.</li> <li>Assignment must contain purchaser information, signature and printed name of purchaser(s) and seller(s), the odometer reading and notarization.</li> </ul>
PA Salvage Certificate	<ul style="list-style-type: none"> <li>Notarization is <b>NOT</b> required.</li> <li>Assignment must contain purchaser information, signature and printed name of purchaser(s) and seller(s), the odometer reading and notarization.</li> </ul>	<ul style="list-style-type: none"> <li>Notarization is <b>NOT</b> required.</li> <li>Assignment must contain purchaser information, signature and printed name of purchaser(s) and seller(s), the odometer reading and notarization.</li> </ul>	<ul style="list-style-type: none"> <li>Notarization is <b>NOT</b> required.</li> <li>Assignment must contain purchaser information, signature and printed name of purchaser(s) and seller(s), the odometer reading and notarization.</li> </ul>
Out-of-State Certificate of Title	<ul style="list-style-type: none"> <li>Notarization:                             <ul style="list-style-type: none"> <li>✓ If the proof of ownership document indicates notarization is needed, notarization is required.</li> <li>✓ If the proof of ownership document does not indicate notarization is needed, and the assignment occurred in that state, notarization is not required.</li> <li>✓ If the proof of ownership document does not indicate notarization is needed, and the assignment occurred in Pennsylvania, notarization is required.</li> </ul> </li> <li>Assignment must contain purchaser information, signature and printed name of purchaser(s) and seller(s), the odometer reading and notarization.</li> </ul>	<ul style="list-style-type: none"> <li>Notarization:                             <ul style="list-style-type: none"> <li>✓ If the proof of ownership document indicates notarization is needed, notarization is required.</li> <li>✓ If the proof of ownership document does not indicate notarization is needed, and the assignment occurred in that state, notarization is not required.</li> <li>✓ If the proof of ownership document does not indicate notarization is needed, and the assignment occurred in Pennsylvania, notarization is required.</li> </ul> </li> <li>Assignment must contain purchaser information, signature and printed name of purchaser(s) and seller(s), the odometer reading and notarization.</li> </ul>	<ul style="list-style-type: none"> <li>Notarization:                             <ul style="list-style-type: none"> <li>✓ If the proof of ownership document indicates notarization is needed, notarization is required.</li> <li>✓ If the proof of ownership document does not indicate notarization is needed, and the assignment occurred in that state, notarization is not required.</li> <li>✓ If the proof of ownership document does not indicate notarization is needed, and the assignment occurred in Pennsylvania, notarization is required.</li> </ul> </li> <li>Assignment must contain purchaser information, signature and printed name of purchaser(s) and seller(s), the odometer reading and notarization.</li> </ul>
Out-of-State Salvage Certificate	<ul style="list-style-type: none"> <li>Notarization is <b>NOT</b> required.</li> <li>Assignment must contain purchaser information, signature and printed name of purchaser(s) and seller(s), the odometer reading and notarization.</li> </ul>	<ul style="list-style-type: none"> <li>Notarization is <b>NOT</b> required.</li> <li>Assignment must contain purchaser information, signature and printed name of purchaser(s) and seller(s), the odometer reading and notarization.</li> </ul>	<ul style="list-style-type: none"> <li>Notarization is <b>NOT</b> required.</li> <li>Assignment must contain purchaser information, signature and printed name of purchaser(s) and seller(s), the odometer reading and notarization.</li> </ul>

**PLEASE NOTE:** Verification in Lieu of Notarization is acceptable for any motor vehicle application that requires notarization. For more information, please refer to the “Verification in Lieu of Notarization Fact Sheet” located on our website at [www.dmv.pa.gov](http://www.dmv.pa.gov).

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