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DEPARTMENT OF TRANSPORTATION

# Driver and Vehicle Services Update

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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

- **Out-of-State Title Procedures For “And/Or” or Just “Or” Reminder**
- **Incomplete Paperwork**
- **Form MV-1, “Application for Certificate of Title”**

### OUT-OF-STATE TITLE PROCEDURES FOR “AND/OR” OR JUST “OR” REMINDER

This is a reminder of the proper procedures to be used when the words “and/or” or the word “or” appears on an out-of-state title that is submitted to PennDOT with Form MV-1 for a Pennsylvania Certificate of Title.

Listed below is a chart that explains PennDOT’s procedure for handling out-of-state titles when “and/or” or “or” appears on the ownership document.

Title Scenario	Use of “and/or” On Title Application	Who May Apply for PA Title
Out-Of-State title in 2 names using “or”	PennDOT recognizes this as held alternatively, either person or both	Either person or both may apply for PA Certificate of Title
Out-of-State title <b>assigned</b> using “or”	PennDOT does not recognize the use of “or”	Both persons must apply for title in PA
Out-of-State title in 2 names or assigned using “and/or”	PennDOT recognizes this as both persons owning the vehicle	Both must apply for PA Certificate of Title or it must be assigned from both to one

### INCOMPLETE PAPERWORK

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 consistent 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. Another example of consistent missing information is Section A and C of Form MV-141. This includes the applicant information (including plate and title numbers), the date the plate was surrendered, and agent information.

As an agent, you are responsible to review the application for accuracy and completeness before submission and applications containing incomplete or inaccurate information should not be submitted. Incomplete paperwork will be subject to rejection.

### FORM MV-1, “APPLICATION FOR CERTIFICATE OF TITLE”

Form MV-1, “Application for Certificate of Title,” has a current edition date of 12-16.

The current form removed the request for a replacement sticker. In addition, previous revisions also included the addition of Block 5, in Section H, for the “Fee for Local Use” payment.

Please review your inventory of forms to ensure you are using the 12-16 edition of Form MV-1. Any edition older than 12-16 is obsolete.

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