

Driver and Vehicle Services Update Bulletin

Josh Shapiro, Governor

Mike Carroll, Secretary

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- **Learner's Permits**
- **House Bill 1486**
- **Reminder of Contract Agreement**
- **Death Procedure Process at Dealership**

Learner's Permits

PennDOT recently required all business partners involved with title and registration transactions to use the Driver's License Data Verifications (DLDV) system to electronically verify the PennDOT DL/ID product against the PennDOT record. It has come to the department's attention that learner's permits cannot be verified using the DLDV system. As a result, PennDOT will no longer accept a learner's permit as an acceptable proof of identification.

House Bill 1486

House Bill 1486, Act 112 amended section 1332 of the Vehicle code to add that it is unlawful to display on any vehicle a registration plate which is so dirty as to prevent the reading of the number or letters at a reasonable distance; is illegible, obscured, covered, has a tinted plate cover or otherwise obstructed in any manner at a reasonable distance in which inhibits the proper operation of an automated red

light enforcement system or any other automated enforcement system or electronic toll collection system. Section 1332 (B.1) further states that nothing shall be construed to prohibit a vehicle from being affixed with a registration plate frame that minimally outlines the registration plate in such a manner that the registration plates' number and issuing jurisdiction is identifiable by an automated enforcement system.

Reminder of Contract Agreement

Affidavit:

Paragraph 4.7 of the Agent Service Exhibit B, Program Requirements requires at, at the time of application, and annually thereafter, secure an affidavit from each person involved in providing the agent service that the person has read and understood:

- 1) The Agent Services Agreement and its attachments (including but not limited to its Exhibit B, Program Requirements, that may be amended from time to time);
- 2) The provisions of 75 Pa.C.S. Chapters 11 (relating to certificate of title and security interests), 13 (relating to registration of vehicles), 23 (relating to motor vehicle transaction recovery fund), and

- 3) 75 (relating to authorization of agent and messenger services); 75 Pa.C.S. § 6114
- 4) 67 Pa. Code Chapter 43 (relating to temporary cards and plates). Provider shall retain the affidavit(s) on file, at all times, for inspection upon request by the Department.

Training:

Paragraph 4.2 of the Agent Service Exhibit B, Program Requirements, requires all agent services complete, and ensure that each employee involved in providing agent services completes, the Agent Services Basic Title and Registration training course prior to the Provider's or its employee's involvement in provision of services under the Agreement and Program Requirements. Provider shall keep on file all certificates of completion of the required training courses for the duration of the Agreement.

Paragraph 4.3 of the Agent Service Exhibit B, Program Requirements, requires all agent services complete and ensure that each employee involved in providing agent services completes, the Agent Services Advanced Refresher training course at least once every two years following completion of the Agent Services Basic Title and Registration training course. Agent Services shall keep on file all certificates of completion of the required training courses for the duration of the Agreement

PLEASE NOTE: Employees who do not handle PennDOT paperwork do not need to be on the agent services contract. If the employee does handle PennDOT paperwork, including the

processing of Online Registration Program (OLRP) applications, these employees must be on their agent contract. To add an employee to the agent services contract; you must submit the MV-73B, Criminal Background Check, photocopy of front and back of DL/ID, copy of Agent Training Certification and copy of notary commission and a notary stamp the The MV-73B and supporting documentation can be submitted through the Dealer Agent Services (DAS) system, emailed to [Ra-pdagentcontracts@pa.gov](mailto:Radagentcontracts@pa.gov) or mailed to PennDOT, Bureau of Support Services, Contract Administration Unit, 1101 South Front St., Harrisburg PA 17014. Please refer to the "Reminder of Contract Agreement," section in the bulletin for more information on background checks and training requirements.

Criminal Background Checks:

Paragraph 4.4 of the Agent Service Exhibit B, Program Requirements, requires all agent services at the time of application, and annually thereafter, obtain a criminal record check from the Pennsylvania State Police for all owners and operators, and at the time of hiring, and annually thereafter, for each of Provider's employees, who are involved in providing agent services. If an individual owner, officer or employee is a resident of a state other than Pennsylvania, then a criminal background check from their state of residence shall also be provided. All backgrounds checks shall be kept on file and Provider shall make such criminal record checks available to the Department upon request. The provider shall submit the criminal record check(s)

for each prospective employee to the Department prior to the employee engaging in provision of services pursuant to the Agreement. If a prior criminal conviction of any type or grade exists, the agent service must furnish the facts of the offense, and secure Department approval before hiring or utilizing the person involved. The criminal record check must be no less than one year old at the time an application is submitted. Provider shall also comply with any additional background checks as specified herein, or as may be required.

The Agent Service must present all of the items listed above to an auditor or department representative immediately when requested.

[Sheet](#) for more information on this process.

Death Procedure

Recently PennDOT has made a change in procedures when it comes to transferring a vehicle after the death of the owner. When a dealer is accepting a vehicle as a trade in from the applicable family member of the deceased or the appropriate administrator of the estate, the dealer MUST flip the title into their name immediately and submit all of the appropriate forms for the vehicle transfer after death of an owner process. Dealers are not permitted to hold these titles until they are ready to sell the vehicle due to the additional information that needs to be submitted as part of the transfer of ownership transaction. Please review the [Vehicle Transfer After Death of Owner Fact](#)

Agents are required to ensure all their employees receive PennDOT's Driver and Vehicle Services update bulletins. This bulletin may be downloaded by visiting the Driver and Vehicle Services website at

www.dmv.pa.gov.