



Driver and Vehicle Services Update Bulletin

Josh Shapiro, Governor

Mike Carroll, Secretary

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PennDOT Secure Forms

This is a reminder that all authorized agents that issue PennDOT products are not permitted to give, loan, or sell a plate or secured product to an issuing agent, notary, or any other person. The secured products include, but are not limited to, PennDOT secure forms MV-1, MV-4ST, and MV-120. If you are an authorized agent with the Department and wish to submit forms such as the MV-1, MV-4ST, or MV-120 for title and registration to PennDOT for processing, you must send it through a PennDOT authorized messenger service or through the mail. A PennDOT authorized agent is **not** permitted to give a customer a secure form to bring into PennDOT for processing by a counter service representative or give a completed secure form to any other person. It is a direct violation of the Agent Services Agreement ("ASA") to give secure forms directly to a customer or other person other than a PennDOT authorized messenger service.

This conduct is a violation of Paragraph 17(2) of the ASA and may result in a three (3) month suspension of an agent's Certificate of Authorization.

If you wish to send secure forms for title and registration through the mail, the forms should be addressed to:

Pennsylvania Department of Transportation
Bureau of Motor Vehicles
PO BOX 68591
Harrisburg, PA 17104

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.pa.gov/dmv.