

FACT SHEET

Dealer Title Application Submission Procedures

PURPOSE

The purpose of this fact sheet is to provide information to Pennsylvania licensed dealers and financial institutions regarding titling application submission requirements.

PROCEDURES

Pennsylvania licensed dealers are required by the Vehicle Code and Department Regulations to submit the vehicle purchaser's title and registration applications to PennDOT for processing. Dealers are required to submit the title application within 20 days from the date of the vehicle purchase.

Dealers are not permitted by law to forward title applications to financial institutions regardless of the circumstances. It has come to our attention that some financial institutions are requesting dealers to send them the completed title application and then the financial institution would then forward the applications to PennDOT. There is no provision in the law that allows this to be done. The dealer is solely responsible for the delivery of the title application and will be subject to penalties if the paperwork is not received within the 20-day requirement.

It is essential that individual dealers and financial institutions resolve the vehicle financial issues without using the vehicle purchaser's title application for leverage.

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Pennsylvania
Department of Transportation