FACT SHEET

Verification of Signature in Lieu of Notarization Procedures

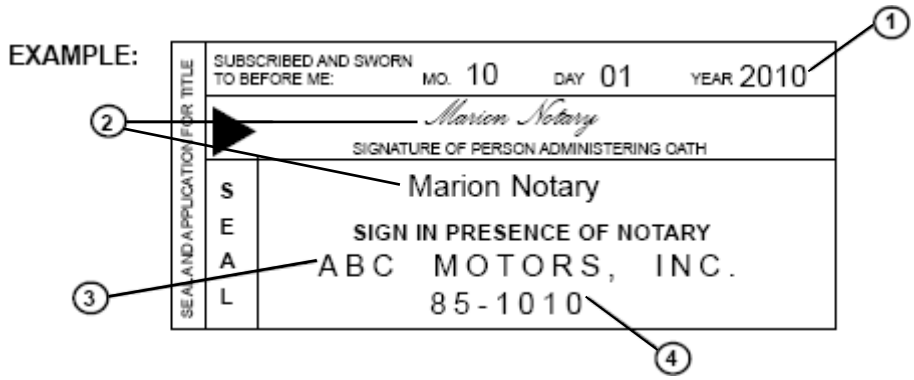
PURPOSE

This fact sheet explains the procedures for issuing agents who are also dealers licensed by the State Board of Vehicle Manufacturers, Dealers and Salespersons, or its employees, for verification of a person's signature in lieu of notarization on any documents required to be submitted with the application for certificate of title.

GENERAL INFORMATION

Section 1103.1 (g.1) of the Pennsylvania Vehicle Code permits a wholesale vehicle auction that is licensed by the State Board of Vehicle Manufacturers, Dealers and Salespersons or its employee or an issuing agent who is licensed by the State Board of Vehicle Manufacturers, Dealers and Salespersons or their employee, to verify a person's signature on any documents required to be submitted to PennDOT with an application for certificate of title. An "issuing agent" is "a full agent or card agent, or a dealer or manufacturer, who has been authorized by PennDOT to issue temporary registration cards and plates" (67 Pa. Code §43.2). Additionally, a "licensed dealer" is "a dealer licensed by the State Board of Vehicle Manufacturers, Dealers or Salespersons" (67 Pa. Code §53.2). Therefore, only an issuing agent who is licensed as a dealer and who, is authorized to issue temporary registration plates and who complies with the above definitions is permitted to verify signatures in lieu of notarization on documents required to be submitted to PennDOT with an application for certificate of title. **(NOTE: Motor vehicle auctions that are authorized to issue temporary registration plates are also included in the above definition.)** The issuing agent/licensed dealer or the issuing agent/licensed dealer's employee must neatly and legibly list the following information in the space provided for notarization:

- Date of verification. (The date may be listed in the spaces provided for the date in the notarization block.)
- The signature and printed name of the issuing agent or the issuing agent's employee.
- The name of the issuing agent/licensed dealership.
- The issuing agent's Dealer Identification Number (DIN).



The signature of the issuing agent/licensed dealer or the issuing agent/licensed dealer's employee may not be stamped or reproduced, but must be written legibly. **NOTE: AN ISSUING AGENT OR THE ISSUING AGENT'S EMPLOYEE IS NOT PERMITTED TO VERIFY THEIR OWN SIGNATURE.** This procedure is permitted for private, wholesale and retail certificate of title applications done by a qualified issuing agent/licensed dealer as described above. Private individuals may have an issuing

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agent/licensed dealer complete title applications for vehicles that the issuing agent/licensed dealer did not sell.

This procedure applies to any documents required to be submitted with the application for certificate of title. Certificate of title applications that are being assigned to persons for titling in another jurisdiction may still require notarization of signatures.

The issuing agent or their employee shall verify a person's identity by using at least one form of government-issued photo identification. A copy of the form of identification used shall be maintained by the issuing agent for a period of three years from the date of the verification.

Issuing agents/licensed dealers may include a charge for the verification of signatures as long as it remains within the acceptable documentary fees charged to the customer. In addition, issuing agents/licensed dealers may continue to notarize certificate of title applications if they choose to do so.

REMEMBER: VERIFICATION IN LIEU OF NOTARIZATION MAY ONLY BE USED BY ISSUING AGENTS, NOTARIZE LICENSED AS A DEALER AND WHO ARE AUTHORIZED TO ISSUE TEMPORARY REGISTRATION PLATES. ALL OTHER ISSUING AGENTS MUST CONTINUE TO NOTARIZE DOCUMENTS.

PENALTIES

Any person who falsely verifies a signature or verifies a signature without being authorized commits a summary offense punishable by a fine of $300. If an issuing agent licensed as a dealer or its employee falsely verifies a person's signature, PennDOT shall suspend the issuing agent/licensed dealer's authority to issue temporary registration plates and cards for not less than 30 days.