

FACT SHEET

Procedures on Accepting Voluntarily Surrendered Registration Plates and Cards by Decentralized Agents

PURPOSE

This fact sheet provides information on accepting voluntarily surrendered registration plates and registration cards when insurance coverage is terminated or financial responsibility lapses. This fact sheet will also provide procedural information on obtaining authorization for issuance of substitute temporary registration cards and registration plates following a voluntary surrender of registration cards and registration plates when insurance coverage is reinstated.

OVERVIEW

Things to do when accepting voluntarily surrendered registration plates:

1. Complete [Form MV-141](#).
2. Give a copy of the completed [Form MV-141](#) to the customer as a receipt. Receipt will be used to obtain a replacement registration plate if needed at a later date.
3. Send the original copy of the completed [Form MV-141](#), as well as the registration card and registration plate to: Bureau of Motor Vehicles, P.O. Box 68674, Harrisburg, PA 17106-8674.
4. Retain a copy of the completed [Form MV-141](#) in the office of the decentralized agent for 3 years.

Things to do to reissue a registration plate and registration card when insurance is reinstated:

1. Verify that your customer has a copy of [Form MV-141](#); verify that your customer has two forms of identification bearing a signature; and verify that your customer has acceptable proof of financial responsibility.
2. Call the Decentralized Services Unit from 9:00 a.m. to 4:00 p.m., Monday thru Friday for authorization. The telephone number is (717) 346-0605.
3. When calling, identify yourself by giving your decentralized service agent name, messenger number, your name and agent number. Identify application type (Form MV-120/[MV-91](#) or Form MV-120/[MV-91](#)/[MV-140](#) if also renewing voluntarily surrendered registration plate). Provide applicant information, i.e., name(s), address, title number and Vehicle Identification Number (VIN). Request authorization number from phone agent. No authorization will be given if record is not valid or has stops. **NOTE:** An on-line messenger service must self-authorize to issue or reissue a registration plate to a vehicle owner by checking PennDOT's system for suspensions, etc.
4. Record the authorization number, date, time and initials on Form MV-120 in the upper right corner and complete forms.
5. Give customer the pink copy of Form MV-120 with the new registration plate that was issued by the decentralized service agent.

IMPORTANT NOTE: By law, no fees shall be charged for replacement registration plates or cards under this procedure.

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Pennsylvania
Department of Transportation

Antique, classic, collectible, special organization and personalized registration plates surrendered for financial responsibility reasons are held by PennDOT. Requests for reissue or return of an antique, classic, special organization or personalized registration plate must be submitted directly to the Bureau of Motor Vehicles.

6. Mail PennDOT copy of Form MV-120 and [Form MV-91](#) (plus [Form MV-140](#) and renewal fee, if renewing) to: Messenger Service Center, P.O. Box 68296, Harrisburg, PA 17106-8296 for processing.
7. Retain yellow copy of Form MV-120 and [Form MV-91](#) for three years.