



## APPLICATION FOR ENROLLMENT/CHANGE IN ELECTRONIC LIEN AND TITLE SYSTEM

(The space above is for department use only)  
Bureau of Motor Vehicles • Research and Support Operations Section  
PO Box 68269 • Harrisburg, PA 17106-8269

This form is to be used by financial institutions and other lienholders to enroll in Pennsylvania's Electronic Lien and Title (ELT) Program, and to modify an ELT account with PennDOT.

<b>A ACTION REQUESTED - To Be Completed by Financial Institution</b>					
This application is for ( <b>check one</b> ):					
<input type="checkbox"/> Initial Enrollment in ELT Program (The financial institution must provide either a Federal Employer Identification Number or American Bankers Association (ABA) Routing Number) - (Complete Sections B and C)					
<input type="checkbox"/> Change of Service Provider - (Complete Sections B and C)			<input type="checkbox"/> Change of Financial Institution Address - (Complete Section B)		
<input type="checkbox"/> Removal from ELT Program - (Complete Section B)			<input type="checkbox"/> Change of Financial Institution Name - (Complete Section B)		
FIN# _____ (Required for all selections above, except Initial Enrollment)					
<b>B LIENHOLDER INFORMATION - To Be Completed By Financial Institution</b>					
Name of Financial Institution/Lienholder			FEIN		ABA Number
Mailing Address			City		State Zip Code
Name of Authorized Representative (Please Print)		Date	Telephone Number ( )		Name of ELT Service Provider - (Choose From Options Below)
					<input type="checkbox"/> Vitu <input type="checkbox"/> PDP Group <input type="checkbox"/> DDI <input type="checkbox"/> STA
<b>C SERVICE PROVIDER AUTHORIZATION - To Be Completed by Service Provider</b>					
ELT Contract Authorized by: (Print Name of Service Provider Employee)			Title of Service Provider Employee		
Email Address of Service Provider Contact Person		Telephone Number ( )		Requested ELT Start or End Date for Lienholder	
				<input type="checkbox"/> Start <input type="checkbox"/> End	

### Authorized ELT Service Providers:

Vitu Collateral Management  
Solutions, Inc.  
29901 Agoura Hills Rd.  
Agoura Hills, CA 91301  
(866) 868-5900  
dsheppard@vitu.com

PDP Group, Inc.  
10909 McCormick Road  
Hunt Valley, MD 21031  
(800) 666-3008  
contact@simplyelt.com  
www.simplyelt.com

Decision Dynamics, Inc.  
4723-C Sunset Blvd.  
Lexington, SC 29072  
(803) 808-0117  
info@etitlelien.com

Secure Title Administration, Inc.  
200 Quality Circle  
Suite #100  
College Station, TX 77845  
(866) 742-1466  
securetitleinfo@secureTA.com

- Financial institutions must complete Sections A and B, then forward this form to the selected service provider.
- This completed application *must be submitted to PennDOT by the authorized ELT service provider* named in Section B.
- The lienholder must contract with one of PennDOT's approved ELT service providers for transmission of all vehicle and title data.

### Participating lienholders agree to the following conditions and requirements:

- The lienholder must provide the Financial Institution Number (FIN) assigned by PennDOT to all loan recipients and automotive dealers utilizing selected lienholder services.
- The lienholder must work directly with the contracted service provider's help desk to resolve all ELT discrepancies and data transmission issues.
- The lienholder must protect the confidentiality of the information and data to which lienholder has access. At no time will the lienholder furnish to any person, association or organization any vehicle or title data received from PennDOT without PennDOT's prior written consent.
- The lienholder has no proprietary rights to the information received from PennDOT.
- The lienholder understands that PennDOT and its employees shall not be liable to the lienholder for any damage, costs, lost production or any other loss of any kind for failure of PennDOT's equipment, hardware or software, or for the loss of consequential damages that are the result of any other type of failure.
- Authorization may be terminated by either party upon giving 30 days written notice to the other party. In the event of termination, PennDOT is released from any and all obligations to the lienholder.

Upon approval of this form, the applicant (financial institution) is authorized to begin utilizing the following ELT transactions:

- a. **Verify Lien** - Allows the lienholder to verify they are the lienholder for a specific Title or VIN number.
- b. **Reject Lien** - Allows a lienholder to reject the lien establishment transaction, as sent by PennDOT, when the lienholder believes the record was established in error.
- c. **Reject Changed Vehicle Data** - Allows the lienholder to reject the changed vehicle transaction, as sent by PennDOT, when the lienholder has no corresponding record on their file.
- d. **Change Owner Address** - This transaction allows the lienholder to update the vehicle owner's address at any time while its electronic lien is in place.
- e. **Change Owner Address and Release Lien** - This transaction allows the lienholder to update the vehicle owner's address and then release its electronic lien, resulting in an unencumbered paper title issued to the owner at the new address.
- f. **Release Lien** - This transaction allows the lienholder to release its electronic lien, resulting in an unencumbered paper title issued to the owner.
- g. **Release Lien to Approved Third Party** - This transaction allows the lienholder to release its electronic lien when a vehicle loan is paid off by a vehicle dealer or insurance company, resulting in a paper title issued directly to the dealer or insurance company.
- h. **Convert ELT to Paper Title** - This transaction allows by the lienholder to convert an electronic title to a paper title with the lien information intact, resulting in a paper title issued to the lienholder.
- i. **Convert Existing Paper Title to ELT** - This transaction allows the lienholder to convert a paper title with lien to an electronic title with a lien.
- j. **Update Lienholder Address** - This transaction allows the lienholder to update its address on ELTs issued prior to the address change. **NOTE:** Form MV-37 must be submitted to change the address prior to this update.

FOR DEPARTMENT USE ONLY

\_\_\_\_\_  
Name of PennDOT Reviewer

\_\_\_\_\_  
Date

Approve

Disapprove

Reason(s): \_\_\_\_\_

**Action:**  Forward for System Update

Return to Service Provider

Return to Lienholder