



[BMV Fees](#)

APPLICATION FOR INITIAL REQUEST/RENEWAL/CHANGE AND/OR REPLACEMENT OF CERTIFICATE OF AUTHORIZATION AS MOTOR VEHICLE MESSENGER SERVICE FEE REQUIRED

(The space above is for Department use only)
Bureau of Motor Vehicles • 1101 South Front Street • Harrisburg, PA 17104

CHECK (✓) APPROPRIATE BLOCKS BELOW:

- Initial Request or Additional Place of Business - Complete Sections A, B & F. **FEE REQUIRED:** for either Main Office or Branch Office.
- Annual Renewal/Reigstration - Complete Sections A, B & F. **FEE REQUIRED:** for either Main Office or Branch Office.
- Duplicate Certificate of Authorization - Complete Sections A, C & F
- Change of Address/Location Transfer - Complete Sections A, D & F. **FEE REQUIRED**
- Replacement of Photo ID Card - Complete Sections A, E & F. **FEE REQUIRED**

NOTE: To add, delete or change employee information, you **MUST** complete [Form MV-73B, "Messenger and / or Agent service Employee Report for PennDOT"](#)

NOTE: This form requires a fee. Please review the instructions below carefully prior to submitting the application. For a complete listing of motor vehicle fees, refer to [Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees,"](#) found on our website at www.pa.gov/dmv or scan the QR code at the top of this application.

A CURRENT REGISTERED NAME AND ADDRESS OF MESSENGER SERVICE

Name as Now Registered		Messenger Number	
Street Address as Now Registered (Principal Place of Business)			
City	County	State	Zip

B RENEWAL APPLICATION

I/We are applying for renewal of certificate(s) of authorization for the following office(s) holding registration number(s):

1. Main Office	2. Branch	3. Branch	4. Branch
5. Branch	6. Branch	7. Branch	8. Branch
9. Branch	10. Branch	11. Branch	12. Branch

CERTIFICATION OF BOND - The following must be completed by surety in conjunction with renewal.

I certify that this messenger service is bonded by:

Bonding Company Name	Bond Number	For the registration year ending June 30, 20 _____
Signature of Bonding Agent	Print Bonding Agent's Name as Signed	Bonding Agent's Telephone Number
Messenger Contract Number	CHECK ONE: <input type="checkbox"/> Bond Renewal <input type="checkbox"/> New Bond (Must be Attached)	

C APPLICATION FOR DUPLICATE CERTIFICATE OF AUTHORIZATION

I/We are applying for a duplicate certificate with no changes because the original certificate was: Lost Stolen Defaced Never Received

D APPLICATION FOR REPLACEMENT OF CERTIFICATE DUE TO CHANGE OF BUSINESS ADDRESS

Photos of office interior and exterior must be attached. Rider from bonding company must also be submitted.

New Street Address

City _____ State _____ Zip _____

Will the new business address be used solely for messenger service business? YES NO
If no, list below other type(s) of business(es) which will be conducted at this location.

CHECK ONE: The property at the new address is: Owned Leased (Attach copy of lease or deed to this application)

E APPLICATION FOR REPLACEMENT OF PHOTO IDENTIFICATION CARD

Please issue a new photo ID card to the following employee currently designated to conduct business in the Bureau of Motor Vehicles:

Name _____ **CHECK ONE:** Reason: Lost Stolen Defaced

Messenger Services that wish to obtain a messenger badge for entry into the PennDOT Riverfront Office Center's Messenger Unit must contact Regulated Client Services Section to set up the appointment for a swipe badge. Please email Regulated Client Services at RA-PDMESSSENGERBADGE@pa.gov and a representative will respond within one business day. Please include the name of your business, phone number, name of individual needing a messenger badge, messenger number and date and time you would like an appointment.

F CERTIFICATION

I/We certify under penalty of law that the above information is complete, TRUE and CORRECT. **WARNING:** The mis-statement of facts or failure to notify PennDOT of changes on this application shall be grounds for suspension of your contract.

Signature of Owner or President of Corporation Signature of Co-Owner or Other Corporate Officer Date