

AGENT SERVICES HANDBOOK



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INTRODUCTION

PUB 457A, Agent Services Application, provide all of the information to help you apply for agent service status and assist you in the execution of the agent services application.

PUB 457B, Agent Services Handbook, is designed to help you understand agent services requirements and assist you in the execution of the applications. Please take the time to read and review each section carefully. We are interested in providing you with the information needed to successfully establish your business of issuing temporary registration plates.

We, at PennDOT, are striving to improve our service to you and the citizens of the Commonwealth. We have improved our turnaround time on processing applications, reduced our error rate, improved our call center, clarified and simplified regulations and revised forms. Changes and improvements are occurring daily. We are pleased to share our progress with you as you become an agent of PennDOT.

APPLICATION FORMS FOR PLATES

Instructions for Completion of [Form MV-351, "Application for Temporary Registration Plates by Motor Vehicle Dealers & Full Agents"](#)

NOTE: [Form MV-351](#) may be found on our website at www.pa.gov/dmv.

[Form MV-351](#) is used by an issuing agent to order a supply of temporary registration plates and temporary registration rear window decals.

To complete form:

1. Enter name of business as it appears on your registration card.
2. Enter dealer identification number or agent services ID number. This is the number that begins with 18-XXXXXX.
3. List business address as it appears on your registration card or license.
4. List business phone number including area code.
5. Indicate in the appropriate block the number of registration plates desired. Registration plates must be ordered in multiples of ten, with exception of Implement of Husbandry/Special Mobile Equipment, school bus, motor home, bus and omnibus which may be ordered in multiples of five. Use a separate [Form MV-351](#) for each class of registration plates desired and attach a separate check with each one.
6. List amount of check or money order accompanying [Form MV-351](#).
7. In authorization block, list the name of the person authorized to pick up the order of registration plates (if applicable.)
8. Applicant must sign, no rubber stamps accepted.

FEE: 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.

**Instructions for Completion of [Form MV-351A](#),
“[Application for Replacement of Temporary Registration Plate](#)”**

NOTE: [Form MV-351A](#) may be found on our website at www.pa.gov/dmv.

[Form MV-351A](#) is used when an issuing agent has RECEIVED an order of temporary registration plates and one or more registration plates are missing and PennDOT has to replace the number of registration plates indicated.

It is also used if an agent has lost or had a registration plate stolen and needs a replacement.

Section A - Dealer or Agent Services Information:

1. Enter your dealer/agent services identification number (DIN).
2. Enter name of business as it appears on your registration card or license.
3. Enter street address, city or town, state and zip code where business is conducted.
4. Enter your business phone number and include your area code.

Section B - List registration plate number to be replaced. List WID # from receipt for missing registration plate.

Section C - Sign and date the application. Check appropriate block as to reason why you are applying for replacement registration plate.

Section D - Complete only if applicant is entitled to:

1. A free issuance because original was NEVER received.
2. Application is being made within 90 days of original date of issuance.

IMPORTANT INFORMATION

FACT SHEET

[CLICK HERE to go to
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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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.

[CLICK HERE](#)
to go to FACT SHEET

FACT SHEET

Dual Registration

OVERVIEW

Dual registration is a vehicle registration program designed to aid customers who are performing intrastate movement or are regularly carrying out business in Pennsylvania. Dual registration is available for any vehicle that weighs 26,000 lbs. or less or has fewer than three axles. This program is also designed to aid customers from Alaska and Canadian Provinces other than Alberta, British Columbia and Saskatchewan, who will be operating a vehicle in Pennsylvania, regardless of the size of the vehicle or its number of axles.

Any vehicle over 26,000 lbs. that has three or more axles and is from any jurisdiction outside of Pennsylvania, including Alberta, British Columbia and Saskatchewan, is required to display an International Registration Plan (IRP) registration before entering Pennsylvania unless the vehicle is exempted under the IRP, has a trip permit or is dual registered.

REGISTRATION REQUIREMENTS FOR DUAL REGISTRATION

DOCUMENTS NEEDED:

1. A signed, dated and notarized application for certificate of title (Form MV-1).
2. A Vehicle Identification Number tracing including the vehicle weight ratings must be attached to Form MV-1. If a legible tracing cannot be secured, Form MV-1 must be signed and certified by an inspection mechanic or a notary public who is a full agent or is employed by a Pennsylvania dealer. List the number of axles on the vehicle and axles in combination, sum of Gross Axle Weight Rating (GAWR), requested gross weight and unladen weight. The words "dual registration" must appear in the lien section of the form. If the vehicle is a truck, an inspection mechanic must verify the Gross Vehicle Weight Rating (GVWR) and/or Gross Combination Weight Rating (GCWR) on [Form MV-41](#).
3. A photocopy of the out-of-state title in the applicant's name (since the registrant will not receive a Pennsylvania title, the out-of-state title may still be maintained).
4. A photocopy of insurance card or temporary insurance binder. This form must be submitted in order to prove the applicant is presently maintaining financial responsibility/insurance.
5. The current title fee. For a listing of current motor vehicle fees, please refer to [Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees,"](#) found on our website at www.pa.gov/dmv.
6. Proof of payment of sales tax. Pennsylvania charges sales tax at the rate of 6% of the purchase price (7% for residents of Allegheny County. City of Philadelphia residents pay an 8% sales tax rate for vehicles purchased on or after October 8, 2009.) Credit will be granted for state sales tax legally paid to another state provided such state grants similar tax credit to Pennsylvania. In instances where credit is allowed, the difference between the actual tax paid and Pennsylvania's tax due will be charged. This amount must be indicated on Form MV-1. A credit for leased vehicles will be granted for state sales tax to offset Pennsylvania's Public Transportation Assistance Fund Taxes, which must be indicated on the Form MV-1 and calculated at 3% of the total of all payments due under the terms of the lease. **NOTE:** If the vehicle has been owned for over six months, Pennsylvania's tax rate is 6% of the fair market value of the vehicle.
7. Exemption from Pennsylvania Sales Tax is possible, provided a valid Pennsylvania Department of

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Revenue sales tax exemption number is listed on Form MV-1 or Form MV-4ST.

8. Internal Revenue Service Form 2290, Schedule 1, Proof of Payment for the Heavy Vehicle Use Tax (HVUT). This form is needed for a vehicle with a taxable gross weight or combination weight of at least 55,000 lbs.

APPLICATION PROCESS

Because PennDOT cannot issue the registration credentials until the paperwork is processed, the following procedures should be followed:

1. If carriers have access to Pennsylvania tag agents, we recommend completing all necessary applications for Pennsylvania registration in their offices. To obtain authorization to issue a registration plate, the agent **must** call the Commercial Registration Section at (717) 787-4309.
2. If carriers do not have access to Pennsylvania tag agents, call the Commercial Registration Section at (717) 787-4309 and request that the necessary vehicle registration applications be mailed to you.
3. The completed applicable forms listed on the reverse should be mailed to: Department of Transportation, Bureau of Motor Vehicles, Commercial Registration Section, P.O. Box 68289, Harrisburg, PA 17106-8289.

NOTE: The pink copy of Form MV-1 is valid for only 90 days from the date of issue or until the vehicle's credentials are received, whichever comes first.

To obtain further information, write to the above address or call (717) 787-4309.

PENALTY

The fine for operating a vehicle in Pennsylvania without the proper registration is double the Pennsylvania registration fee.

ADDITIONAL REQUIREMENTS

INSPECTIONS

Vehicles bearing current registration plates issued by the commonwealth shall not be moved on a highway unless the vehicle displays a currently valid certificate of inspection issued by an official Pennsylvania Inspection Station.

OPERATING AUTHORITY

For information regarding intrastate operating authority in Pennsylvania, contact the Public Utility Commission, North Office Building, P.O. Box 3265, Harrisburg, PA 17105-3265 or call (717) 787-3834.

REGISTRATION FEES

For a listing of current registration fees, please refer to [Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees,"](#) found on our website at www.pa.gov/dmv.

Please Note: Authorized agents are under contract to PennDOT and may charge a market driven service (delivery) fee; these are in addition to any PennDOT statutory fees for temporary, or in some cases, permanent motor vehicle registration plates and cards or other related products and services offered by the agent. The agent's service (delivery) fees are market driven, and vary by agent. To compare service (delivery) fees, you are encouraged to contact the authorized agents in your area for the applicable service (delivery) fees charged.

ADDITIONAL IMPORTANT INFORMATION

Responsibility in Submitting Applications

Dealers and issuing agents are responsible for the timely submission of applications which they handle for their customers. Fully executed applications are to be sent to PennDOT by dealers and agents within 20 days of issuance of registration card and registration plate or transfer of title.

Responsibility for Inventory and Issuance of Temporary Registration Plates

Dealers and issuing agents are not permitted to sell, loan or give temporary registration plate(s) to other dealers or agents whose inventories are depleted. Temporary registration plates purchased by a dealer or agent from PennDOT are the responsibility of the purchaser and are recorded as the property of that dealer/agent. When current inventories are running low, dealers and agents must purchase additional registration plates from PennDOT. Plates must be issued from the agents registered location.

A temporary cardboard registration plate may never be reissued.

A temporary registration card may only be reissued with PennDOT's authorization.

No exchanges are given for temporary registration plates.

The appropriate type of temporary registration plate must be issued for the specific type of vehicle with the following exceptions:

Farm Truck	- issue truck registration plate
Fire Truck	- issue truck registration plate
Ambulance	- issue passenger registration plate
Vehicle to be transported out-of-state	- issue cardboard registration plate

A temporary registration plate shall not be issued for a vehicle for which the applicant already has a Pennsylvania Certificate of Title nor to any person who is applying for transfer of registration and/or reissue of a lost, stolen, or defaced registration plate unless the issuing agent is also a Messenger Service which is bonded for \$50,000 and is operating under the Decentralized Services Program. Procedures for Decentralized Services participants required that the agent contact the specially designated PennDOT telephone number for authorization to issue a temporary registration plate for each transaction. Any issuing agent (not registered under the Decentralized Services Program) violating Temporary Tag Regulation Chapter 43.6(a)(2), will be required to retrieve the temporary registration plate from the applicant and return the registration plate to PennDOT prior to the processing of the application. Repeated violation of this type could result in the agent's contract to be suspended or terminated.

Agents issuing incorrect types of metal temporary registration plates for specific vehicles will be required to retrieve the registration plate from the applicant before PennDOT will process the title documents. Repeated violations could result in the agent's contract suspended or terminated.

Discontinued Business/Change of Address

When the business is discontinued, unissued temporary registration plates and Certificate of Authorization must be returned to PennDOT within five days. A refund for unissued registration plates will be given, minus a \$25.00 administrative fee.

If the business is moved to another location, PennDOT must be notified within ten days of the change. Contractor is required to submit only the facility related info as if the contractor was making initial application to provide agent services.

Temporary Registration Plate Orders

PennDOT will sell the following temporary registration plates in groups of five: Moped, School Bus, Bus, Motor Home and Omnibus. All other types, including passenger, truck, trailer, motorcycle, and cardboard must be ordered in multiples of ten.

Omnibus/Bus Registration Plates

Charitable and other organizations and private citizens who own and operate buses without charging fares should apply for "Omnibus" registration plates rather than standard bus registration plates. "Bus" registration plates are reserved for buses authorized by the PUC or ICC. Occasionally, omnibuses may also be leased to a company for use under PUC authority provided that a copy of the trip lease is carried in the bus. Bus registration plates that are reserved for issue by the PUC can be obtained through PennDOT's Commercial Registration Section.

Dual Registration

PennDOT will provide phone authorization to issue temporary registration plates for dual registration applicants. To request authorization, contact PennDOT's Commercial Registration Section at (717) 787-3961, (717) 787-3896 or (717) 787-1346. Staff members are available Monday through Friday, 8:00 am to 4:30 pm, except on Commonwealth holidays.

Trucks and truck tractors which are titled and registered in another state but are not registered under the Apportioned Registration Program, must have PA registration if they are doing business in Pennsylvania. A copy of the out-of-state title, Form MV-1 and a title fee and the appropriate registration fee are required to obtain a Pennsylvania registration plate. The authorization number and words "Dual Registration" must be written on the title application in the area reserved for first lien information. Proof is required that sales tax was paid in the titling state. If less than 6% sales tax was paid, applicant must pay the difference up to 6% on the vehicle's fair market value, whether or not the vehicle was owned for 6 months or more. A Pennsylvania title will not be produced.

VIN Tracings/Verifications

VIN tracings or verifications are required on all vehicles being titled for the first time in Pennsylvania.

In addition, GVWR tracings or verifications are required on all trucks being titled in Pennsylvania for the first time.

On [Form MV-41](#), GVWR tracings or verifications are required on all applications for truck weight increases. Only inspection mechanics may verify the GVWR for weight increases and VIN tracings or verifications are required on all applications for correction of title.

Notaries who are:

- Agents Services;
- Employed by Agents Services;
- Employed by registered motor vehicle dealers or,
- Employed by registered motor vehicle manufacturers

are authorized by the Bureau of Motor Vehicles to verify VIN's. Providing VIN verification services is not mandatory but is optional for qualifying notaries.

Certified Pennsylvania inspection mechanics are also authorized to verify VIN's.

Notaries should sign and list the DIN of the employer in the space provided for the mechanic's number. The GVWR may be verified by the notary on Form MV-1 unless the weight is being increased due to a physical change to the vehicle.

Telephone Service

PennDOT offers statewide telephone information services. For Pennsylvania residents and Out-of-State residents.

The telephone number for Pennsylvania residents and Out-of-State residents is (717) 412-5300.

Telephone information is available from 8:00 am to 5:00 pm, Monday through Friday. In addition, there is a 24 hour voice mail service available for access.

Vehicle Code Book

Pennsylvania Vehicle Code, Title 75, may be found online at www.pa.gov/agencies/dmv/resources/laws-and-regulations/pa-vehicle-code-title-75

PennDOT Bulletins

PennDOT Bulletins are sent via email periodically to all Agents Services, Dealers, Messenger Services, Legislative Offices, Law Enforcement agencies and other interested parties with information on changes in PennDOT's forms, procedures, policies and regulations. To be added to receive the PennDOT Bulletins, please email RA-pdotdvsnewsletter@pa.gov with your name and/or business name and email address. For a complete listing of all PennDOT Bulletins, visit the Business Partners section of our webpage and then select [Driver and Vehicle Services Updates](#).

DVS Support Guide and email Resource Account

PennDOT had two ways for PennDOT contracted agents to find answers to questions. The DVS Support Guide is now available through the Online Reigstratino Program (OLRP) Integrators system. In addition PennDOT also has a resource account for agent questions as an alternative to contacting the Customer Call Center.

The DVS Support Guide will allow business partners to research questions that a customer or agent may have regarding a title transaction, duplicate title request, safety inspections, vehicle transfer after the death of the owner, etc. This file will be updated on a regular basis, so we advise everyone to use the link each time you want to search something in the DV Support Guide through your Integrators system. Additional information will be sent to you from your Integrator.

In addition to the DVS Support Guide, PennDOT has created an email resource account, ra-pdagentsupport@pa.gov, for all PennDOT's contracted agent questions. When emailing the resource account make sure to use the following format:

Subject line: Customer's Name and topic
Email:
Record #:
Name:
Contact Name:
Phone:
Reason for Email:

These two resources will provide your agent service with needed support and answers to all your questions to help our Commonwealth customers.

ISSUING FORMS

Instructions for Completing Form MV-1, "Application for Certificate of Title"

FACT SHEET

Instructions for Completing Form MV-1, "Application for Certificate of Title"

(FOR PENNDOT AUTHORIZED AGENTS USE ONLY)

This form is used to obtain a Pennsylvania Certificate of Title for vehicles not currently titled in Pennsylvania, or which were repossessed (1. Judgment and Execution; 2. Non-Judicial Sale or Repossession and Retention (U.C.C.); 3. Court Order), and vehicles which are reconstructed, specially constructed or recovered thefts.

DISTRIBUTION OF FORM COPIES

- ❖ The white copy is always submitted to PennDOT.
- ❖ The yellow copy is always retained by the dealer or full agent and is to be retained for at least three years. If a temporary registration card or registration plate is issued, the yellow copy becomes the dealer/agent's record of such issuance.
- ❖ The pink copy is always retained by the individual or business in whose name the certificate of title is to be issued.

REPOSSESSIONS AND COURT ORDERS

In the case of repossessions, [Form MV-217, "Application for Certificate of Title After Default By Owner,"](#) must be completed by the reposessor and attached to the completed Form MV-1. Only the following repossessions may be done using the Form MV-1 and [Form MV-217](#): 1) Judgment and Execution; 2) Non-Judicial Sale or Repossession and Retention (U.C.C.) and; 3) Court order. The lienholder in these cases must follow the instructions listed on the [Form MV- 217](#) and use Form MV-1. Upon receipt of the certificate of title in the lienholder's name, the lienholder may then assign ownership to a dealer or individual on the reverse side of the certificate of title and use Form MV-4ST. All other repossessions - 1) Renunciation; 2) Non-Judicial Sale or Repossession and Retention (M.V.S.F.A.) and; 3) Mobile Home -must be done by completing [Form MV-217A, "Application for Certificate of Title By A Financial Institution or Dealer After Default By Owner."](#)

The person named on a court order or the purchaser of a vehicle at a sheriff's sale must be the applicant listed on Form MV-1. After the title is issued to that person, they may assign ownership on the reverse side of the certificate of title and attach a completed Form MV-4ST.

TRANSFER OF OWNERSHIP

Form MV-1 does not allow a reassignment of ownership to a second applicant. The applicant is the first individual(s), corporation, business, etc., to whom vehicle ownership is assigned on the proof of ownership document, which must accompany the title application. Reassignment to a second applicant must be done after the Pennsylvania Certificate of Title is issued to the first applicant. The assignment information on the back of the Manufacturer's Certificate of Origin (MCO) or the out-of-state certificate of title must be completed, including the odometer, lienholder and notary public information (if applicable). **NOTE:** If the applicant requests a Pennsylvania Certificate of Salvage,

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[Form MV-6, "Application for Nonrepairable or Salvage Certificate,"](#) must be completed in lieu of Form MV-1.

FORM COMPLETION

INSTRUCTIONS SECTION A –

VEHICLE DESCRIPTION

- ❖ MAKE OF VEHICLE - List the full trade name of the vehicle.

EXAMPLES: Ford Chevrolet Chrysler

DO NOT LIST MODEL NAMES SUCH AS: Mustang Cavalier New Yorker

- ❖ **VEHICLE IDENTIFICATION NUMBER (VIN)** - List the complete VIN as shown on the VIN plate which was attached to the vehicle by the manufacturer. This number should agree with the VIN shown on the proof of ownership whether it be a salvage certificate, MCO or a certificate of title issued in another state. **Please take time to visually verify and compare these numbers.** If there is a discrepancy, contact the selling dealer or the nearest Pennsylvania State Police Station. The VIN discrepancy must be resolved prior to submitting the title application to PennDOT for processing. If the vehicle's VIN plate is defaced, altered or missing, Form MV-1 must be accompanied by an application for a PA state replacement VIN plate on [Form MV-41](#), in addition to a completed Form MV-32, "Pennsylvania State Police Verification of VIN." Form MV-32 must be obtained from and completed by the Pennsylvania State Police. The officer conducting the VIN examination will return the completed Form MV-32 to the applicant. It is the applicant's responsibility to provide the agent with all documents, including the Form MV-32.

- ❖ BODY TYPE - List the designated body type of the vehicle.

EXAMPLES: Coupe (CP)

(TT) Sedan (SDN)

(MTRH)

Truck (TK)

Mobile Home (MH)

Low Speed Vehicle (ORV)

(ORV) Neighborhood Electric Vehicles (NEV)

(RECT)

Truck Tractor

Motor Home

Special Mobile Equipment (SME)

Motor-Driven Cycle (MODC)

Off-Road Vehicles

Recreational Trailer

Recreational Cargo Trailer (RECCT)

- ❖ A Neighborhood Electric Vehicle (NEV) is defined as a four-wheeled electric vehicle that has a maximum design speed of not less than 20 miles per hour and of not more than 25 miles per hour and that complies with the Federal safety standards established in 49 CFR 571.500. A NEV shall be considered a passenger car for the purpose of titling and registration. A NEV operated upon any highway or roadway is required to be maintained in proper condition and comply with the equipment requirements and standards as set forth in 49 CFR 571.500.
- ❖ Low speed vehicles that are not Neighborhood Electric Vehicles do not meet Pennsylvania equipment standards. This type of vehicle is not equipped as required by the vehicle code and the regulations of PennDOT to be operated on Pennsylvania roadways. Therefore, when processing title applications where the proof of ownership document indicates LSV (Low Speed Vehicle), the record should be designated as an "Off-Road Vehicle" (ORV). No registration plates are to be issued to low-speed vehicles.

NOTE: Low speed vehicles can be identified by examining the Manufacturer's Certificate of Origin (MCO) or the out-of-state certificate of title. The MCO will list an indicator of LSV in the series or model field and may designate that the vehicle complies with Federal Motor

Vehicle Safety Standard (FMVSS) 571.500. Out of state certificates of title usually list "Low Speed Vehicle" as a brand or will list "LV" or "LSV" in the body field.

- ❖ **MODEL YEAR** - List the model year of the vehicle as assigned by the manufacturer. This year should agree with what is printed on the proof of ownership document. If the vehicle is a new motor home, it may have two certificates of origin (one for the chassis and a second for the body). If so, list the model year for the body of the vehicle.
- ❖ **GROSS VEHICLE WEIGHT RATING** - List the GVWR of the vehicle as assigned by the manufacturer. This weight can usually be found on the vehicle's VIN plate and on the certificate of origin for a new vehicle. (Not required for passenger vehicles, or two- or three-wheeled vehicles, but is required for all other vehicle types).
- ❖ **FUEL** - Check the appropriate fuel type.

NOTE: For 100% electric vehicles, the fuel type "electric" is to be checked. For a hybrid electric vehicle, the fuel type should be checked as "hybrid."

- ❖ **VIN TRACING/CERTIFICATION** - A VIN plate tracing is required to be attached to the reverse side of the white copy of Form MV-1 for the following vehicles:
 - When a Pennsylvania resident acquires a new or used vehicle from a nonresident, including an out-of-state dealer, for use in this commonwealth. **NOTE:** If the MCO is assigned to a Pennsylvania registered dealer and reassigned to a PA resident, the VIN verification requirement is not needed;
 - When a nonresident brings a vehicle previously titled or registered in another state or country into this commonwealth, in connection with establishing a Pennsylvania residence; and
 - When the initial application for a Pennsylvania Certificate of Title is for a truck, truck-tractor or motor home, regardless of the source of ownership.

A tracing is obtained by placing tracing paper against the VIN plate and applying pressure with a lead pencil, stroking left to right across the entire surface of the VIN plate, so as to produce on the paper an image of all information which has been embossed on the plate. If the vehicle's VIN plate is missing or it is impossible to secure a legible tracing of the plate, a certified inspection mechanic or a notary public in the employ of a dealership, manufacturer or full agent (83, 84, 85, 86, 87, 88, 90, 91 and 92 DIN numbers) is authorized to inspect and visually verify the VIN. If the authorized agent performs the VIN verification, they will list their name, DIN number and signature in Section A. If someone other than the authorized agent performs the VIN verification, [Form MV-41](#) must be used. **NOTE: A photograph of a vehicle's VIN plate is acceptable, if the photo is signed and dated by a certified inspection mechanic.** If the vehicle is physically located outside Pennsylvania, the VIN must be visually verified by a police officer, a mechanic employed by a motor vehicle dealer or an armed forces installation provost marshal or motor officer using [Form MV-41, "Application for Correction of Vehicle Record or Verification of Vehicle Identification Number."](#)

- ❖ If the vehicle's VIN plate is defaced, altered or missing, Form MV-1 should be accompanied by an application for a Pennsylvania state replacement VIN plate on [Form MV-41](#), in addition to a completed Form MV-32.
- ❖ **TAXI/POLICE VEHICLE** - If the vehicle being titled is to be used or was formerly used as a taxi or police vehicle, the appropriate block must be checked.

SECTION B - APPLICANT INFORMATION

The applicant is the first individual(s), corporation, business, etc., to whom vehicle ownership is assigned on the proof of ownership document, which must accompany the title application, Form

MV-1. In the case of an out-of-state vehicle, the applicant is the first PA resident to whom ownership is assigned on the out-of-state certificate of title. Please take time to verify that assignments on ownership documents are complete and contain required signatures. **NOTE: If the vehicle is being leased, check the appropriate block on Form MV-1, Section B, and attach completed [Form MV-1L](#).**

- ❖ OWNER - List the applicant's actual full last name, first name and middle name or full business name. Please DO NOT use nicknames or first and middle initials. The applicant's name is to be listed on the title application as it appears on the valid Pennsylvania identification credential you examined.
- ❖ PA DL/ID# OR BUS ID # - List the applicant's Pennsylvania Driver's License or Pennsylvania Identification Card Number. If a business, list the business's identification number (i.e., EIN number).
- ❖ DATE OF BIRTH - List the applicant's date of birth.
- ❖ DEALER/BUSINESS PARTNER ID NUMBER - If the applicant is a dealership, list the Dealer/Business Partner ID Number as registered with the Bureau of Motor Vehicles.
- ❖ CO-PURCHASER - If two individuals are applying for joint ownership as applicants, list the second individual's actual last name, first name and middle name. **NOTE: If there is a co-purchaser, be sure to read the "NOTE" regarding joint tenants with right of survivorship and check the block, if applicable, in Section B.**
- ❖ DATE ACQUIRED/PURCHASED - List the date the APPLICANT received or purchased and was assigned ownership of the vehicle. This date should be listed numerically. **EXAMPLE:** mm/dd/yyyy.
- ❖ STREET - List applicant's full street address and P.O. Box number, Rural Delivery Route number or apartment number, if such numbers apply. (**NOTE: P.O. Box numbers may be used in addition to the actual address but cannot be used as the only address.**) The applicant's address listed on the valid Pennsylvania identification credential must agree with the address information that is being recorded on the title application and vehicle record. **The exceptions to this address requirement are U.S. Armed Forces personnel or their dependents; an employee of federal or state government or their immediate families whose workplace is located outside of Pennsylvania; or companies that have no Pennsylvania office and use the vehicle to regularly carry-on business within the commonwealth or a Park Model Trailer permanently located in Pennsylvania.** If the applicant is entitled to this exception, they must complete and attach [Form MV-8, "Self Certification for Proof of Residency."](#) In addition, they must attach a letter from their employer on their employer's letterhead to document their out-of-state employment status or attach a copy of their Photo ID issued by their employer. If they are an immediate family member of a person meeting one of the allowable exceptions, they must attach documentation for the person entitled to the exception.
- ❖ CITY - List the full city name. Please **DO NOT** abbreviate.
- ❖ STATE - List the official state abbreviation designated by the U.S. Postal Service. If Pennsylvania, list PA.
- ❖ ZIP - List the full, correct zip code. Please take time to verify the zip code.
- ❖ COUNTY CODE - Indicate the actual county of residence by listing the appropriate county code from the table below:

COUNTY CODES:

01 - ADAMS	13 - CARBON	24 - ELK	35 - LACKAWANNA	46 - MONTGOMERY	57 - SULLIVAN
02 - ALLEGHENY	14 - CENTRE	25 - ERIE	36 - LANCASTER	47 - MONTGOMERY	58 - SUSQUEHANNA
03 - ARMSTRONG	15 - CHESTER	26 - FAYETTE	37 - LAWRENCE	48 - NORTHAMPTON	59 - TIOGA
04 - BEAVER	16 - CLARION	27 - FOREST	38 - LEBANON	49 - NORTHUMBERLAND	60 - UNION
05 - BEDFORD	17 - CLEARFIELD	28 - FRANKLIN	39 - LEHIGH	50 - PERRY	61 - VENANGO
06 - BERKS	18 - CLINTON	29 - FULTON	40 - LUZERNE	51 - PHILADELPHIA	62 - WARREN
07 - BLAIR	19 - COLUMBIA	30 - GREENE	41 - LYCOMING	52 - PIKE	63 - WASHINGTON
08 - BRADFORD	20 - CRAWFORD	31 - HUNTINGDON	42 - MCKEAN	53 - POTTER	64 - WAYNE
09 - BUCKS	21 - CUMBERLAND	32 - INDIANA	43 - MERCER	54 - SCHUYLKILL	65 - WESTMORELAND
10 - BUTLER	22 - DAUPHIN	33 - JEFFERSON	44 - MIFFLIN	55 - SNYDER	66 - WYOMING
11 - CAMBRIA	23 - DELAWARE	34 - JUNIATA	45 - MONROE	56 - SOMERSET	67 - YORK
12 - CAMERON					

- ❖ **JOINT OWNERSHIP** - When applying for a certificate of title with a co-purchaser other than a spouse, the information contained in the "NOTE" is important. If the block is not checked, the certificate of title will be issued as "TENANTS IN COMMON."
- **JOINT TENANTS WITH RIGHT OF SURVIVORSHIP** refers to a vehicle titled to more than one person, where on the death of one owner, the vehicle goes to the surviving owner(s). This automatically applies for a spouse.
- **TENANTS IN COMMON** refers to a vehicle titled to more than one person, where on the death of one owner of the vehicle, the deceased owner's interest in the vehicle will go to their heirs or estate.
- ❖ **LEASE VEHICLE** - Check block and complete [Form MV-1L](#), if the vehicle is being leased. If the vehicle is leased and registration is to be issued and [Form MV-1L](#) is not attached, the application will be rejected.

SECTION C - MILEAGE INFORMATION

List the mileage shown on the vehicle odometer. If the actual mileage differs from that shown on the vehicle odometer, or if actual mileage is in excess of its mechanical limits, check the appropriate block in Section C. Once the mileage reading is listed, this information may not be erased or otherwise altered. It is not necessary to attach a separate odometer disclosure statement; however, the mileage information contained on the attached proof of ownership must be completed.

The Federal Truth in Mileage Act requires the mileage to be disclosed at the time ownership of a vehicle is transferred. The agent will verify the odometer reading and record the reading on the proof of ownership document. Usually, the applicant is making application for a Pennsylvania Certificate of Title at the same time; therefore, the agent will record the same odometer reading on Form MV-1. However, in instances where the application for Pennsylvania Certificate of Title is made after the ownership transfer, such as out-of-state purchases where an in-transit registration plate was issued, the odometer readings may be different. When an applicant requests an agent to complete Form MV-1 after the ownership document has already been transferred and additional mileage was placed on the vehicle, the agent will record the new odometer reading on Form MV-1. This will also assist the agent in determining if the applicant qualifies for an exemption from CARB certification on [Form MV-9, "Compliance or Exemption for the Pennsylvania Clean Vehicle Program."](#) In this instance, the odometer reading that will be entered on PennDOT's system will be the odometer reading found on the proof of ownership document and not the odometer reading found on Form MV-1.

SECTION D - LIEN INFORMATION

If no lien is to be recorded, check the box provided indicating no lien. **NOTE:** An individual may be listed as the lienholder on a vehicle record; however, the individual may not repossess the vehicle under the Motor Vehicle Sales and Finance Act using [Form MV-217A, "Application by Financial Institutions for Certificate of Title After Default by Owner."](#) When an individual is listed as lienholder and a default occurs, the procedure listed for "Judgment and Execution" on [Form MV-217, "Application for Certificate of Title After Default by Owner,"](#) must be followed.

❖ FIRST LIEN

- If there is no lien, the "If No Lien" block must be checked.
- If the lien is to be recorded as an ELT, check yes. If not, check no.
 - If yes, List FIN number in space provided.
- List the complete name, street address, city, state and zip code for the first lienholder.
- ❖ If a second lien is to be recorded, complete the second lien information section following the same instructions for completion of the first lien information.

NOTE: When Section D is completed requesting that two liens be recorded on the Pennsylvania Certificate of Title, the title will be mailed or sent electronically to the first lienholder.

SECTION E - VEHICLE TRADED

Complete this section only if the applicant traded a vehicle for the vehicle they are acquiring and are applying for PA Certificate of Title.

List the make of vehicle, Vehicle Identification Number (VIN), model year and body type of the traded vehicle following the guidelines for completion of Section A.

- ❖ **CONDITION OF VEHICLE** - Check the block that best describes the condition of the traded vehicle. **NOTE: The condition of the traded vehicle should, within reason, correspond to the make and model year. If not, please attach a brief note of explanation.**

SECTION F - ADDITIONAL VEHICLE INFORMATION

NOTE: If the vehicle is a mobile home, DO NOT complete this section.

- ❖ If the vehicle is a passenger vehicle:
 - Check passenger block.
 - **SEATING CAPACITY** - List the number of passengers that can be transported in the vehicle, excluding the driver.
- ❖ If the vehicle is a taxi, check the taxi block and list the seating capacity. If the taxi seats more than eight passengers, excluding the driver, it must be titled and registered as a bus.
- ❖ If the vehicle is a limousine, check the limousine block and list the seating capacity. Only limousines used for the transportation of persons for compensation will be issued a special limousine registration plate.
- ❖ If the vehicle is a bus, list the seating capacity. Seating capacity includes the driver.
 - Check the appropriate block indicating whether the vehicle will be used as a school bus, mass transit or other bus.

- If there is a check in the "other bus" block, attach a statement: (1) explaining the intended use of the bus; (2) stating whether or not a fee to ride the bus is/will be charged; and (3) stating whether or not the bus is/will be operated under I.C.C. or P.U.C. regulations.
- ❖ If the vehicle is a motorcycle, motor-driven cycle or moped:
 - CYLINDER CAPACITY - Check appropriate block.
 - BRAKE HORSEPOWER - Check appropriate block.
 - OPERABLE PEDALS - Check appropriate block.
 - MAXIMUM DESIGN SPEED - Check appropriate block.
 - AUTOMATIC TRANSMISSION - Check appropriate block.
 - DESIGNED/ALTERED FOR ROAD USE - Check appropriate block indicating whether or not the vehicle was manufactured, or has been altered, for use on the highway.
NOTE: If the vehicle is a new vehicle, the cylinder capacity and the brake horsepower will be printed on the MCO. If the vehicle was previously titled out-of-state and this information is not known or is not found on the out-of-state certificate of title, contact a local cycle dealer selling the make of the vehicle.
- ❖ If the vehicle is a motor home:
 - CHASSIS MANUFACTURER - List the name of the company who manufactured the chassis of the vehicle.
NOTE: If it is a new vehicle that was manufactured in two stages, this information will be printed on the MCO for the chassis.
 - BODY MAKE - List the full trade name of the body of your vehicle.
- ❖ Trailers and all other vehicles not listed above.
 - NUMBER OF AXLES - List total number of axles.
 - REQUESTED REGISTERED GROSS WEIGHT - List the registered gross weight at which the applicant wishes to register the vehicle, including load.
 - SUM OF GAWR's (Gross Axle Weight Ratings) - Add the maximum weight capacities for each axle and list the sum.
 - UNLADEN WEIGHT - List the weight of the vehicle, fully equipped for service excluding the weight of any load. Include this information for trailers.
- ❖ If the vehicle is a truck or truck tractor which will be operated in combination:
 - REQUESTED REGISTERED GROSS COMBINATION WEIGHT - List the registered gross combination weight the applicant is requesting.
 - GROSS COMBINATION WEIGHT RATING - List the gross combination weight rating as established by the manufacturer. This information may be found on the vehicle's VIN plate and/or printed on the MCO, if a new vehicle.

SECTION G - APPLICATION FOR REGISTRATION

- ❖ REGISTRATION PLATE INFORMATION
 - If original registration plate issuance, check block indicating either; (1) registration plate is to be issued by PennDOT, (2) exchange registration plate is to be issued by PennDOT, or (3)

temporary registration plate is being issued by a full agent. **NOTE: If registration plate is to be issued by PennDOT, valid proof of insurance must be attached.**

- Temporary Registration Plate Number - Place the sticker for the corresponding registration plate that was issued with the temporary registration plate, on the line provided for the temporary registration plate number. A temporary registration plate is valid for 90 days. **NOTE:** Before placing the sticker on Form MV-1, please be sure to "hand write" the registration plate number in the space provided. This will ensure that all three copies of Form MV-1 have the registration plate information recorded.

NOTE: Temporary registration may not be issued on Form MV-1 for reconstructed, specially constructed or recovered theft vehicles, for vehicles to be issued apportioned registration, for vehicles that need to follow importation procedures or for vehicles with a court order as the proof of ownership document. PennDOT will issue the registration credentials at the time the application is processed. The vehicle may not be operated on the highway until the registration credentials are received.

- ❖ TRANSFER OF A PREVIOUSLY ISSUED REGISTRATION PLATE - Check this block if the applicant is transferring a registration plate from another vehicle.
- ❖ TRANSFER AND RENEWAL OF REGISTRATION PLATE - Check this block if the applicant is transferring a registration plate from another vehicle and renewal of that registration plate is needed. The applicant may be eligible to renew their motor vehicle registration for either a one-year or two-year registration period. Both registration periods and the required fees are provided on the registration renewal form or [Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees."](#) **NOTE:** If the fee listed in the "2-yr. fee" block on the registration renewal form is "N/A," the vehicle type is not eligible to renew for a two-year period.
- ❖ TRANSFER AND REPLACEMENT OF REGISTRATION PLATE - Check this block if the applicant is transferring a registration plate from another vehicle and replacement of the registration plate is needed.
- ❖ REGISTRATION PLATE NUMBER - List registration plate number being transferred.
- ❖ EXPIRES - List month and year of expiration of registration plate as shown on the applicant's registration card for the registration plate being transferred.
- ❖ REASON FOR REPLACEMENT - Check appropriate block for reason for replacement of registration plate. **NOTE: If "NEVER RECEIVED" block is checked, applicant must submit a completed [Form MV-50, "Application for Replacement of Never Received Product."](#)**
- ❖ TRANSFERRED FROM TITLE NUMBER - List title number of the vehicle from which registration plate is being transferred.
- ❖ VIN - List Vehicle Identification Number of vehicle from which registration plate is being transferred.
- ❖ SIGNATURE OF PERSON FROM WHOM REGISTRATION PLATE IS BEING TRANSFERRED (if other than applicant) - If the registration plate was not taken from a vehicle registered in the applicant's name, the signature of the person to whom the registration plate was previously registered is required.
- ❖ RELATIONSHIP TO APPLICANT - Relationship of person from whom the registration plate is being transferred must be listed. Under Section 1314(a) of the Pennsylvania Vehicle Code, a

registration plate may be transferred between spouses or between parent(s) including step-parent(s) or parent(s)-in-law and their child(ren) including step-child(ren) or child(ren)-in-law. A registration plate may also be transferred: (1) to or from a vehicle leased by an individual; and (2) to or from a sole proprietorship by the sole owner of such business.

- ❖ **INSURANCE INFORMATION** - List the name of the applicant's insurance company, policy number, NAIC number, and policy effective and expiration dates covering this vehicle. If a policy number has not been issued, attach a copy of the insurance binder. **NOTE: The applicant's signature on this application acknowledges that their** operating privilege and registration may be suspended if financial responsibility is not maintained for the period of registration.

- ❖ **ISSUING AGENT INFORMATION**

- Month, day and year of issuance of the temporary registration plate or the transfer of temporary registration must be listed. No alteration of date will be accepted. This date certifies the date the authorized agent verified the applicant had valid proof of financial responsibility.
- Issuing Agent - Print name exactly as registered with the Bureau of Motor Vehicles.
- Agent Number - List card agent identification number, full agent identification number or Dealer/Business Partner Identification Number.
- Issuing Agent Signature - Signature of issuing agent is required.
- Telephone - List area code and business telephone number of issuing agent.

NOTE: The issuing agent information must be completed even if no registration was issued. The date would be blank if no registration plate was issued, or no transfer of registration was completed.

SECTION H - TAX/FEEES

For a complete listing of motor vehicle fees, refer to [Form MV-70S, "Bureau of Motor Vehicle Schedule of Fees,"](#) found on our website at www.pa.gov/dmv.

- ❖ **PURCHASE PRICE** - List the correct purchase price. Purchase price includes any lien or other obligation assumed by the purchaser. Enter total purchase price in Section I, including installation charges on contract sales of mobile homes. If purchase price is less than 80% of the vehicle's average fair market value, or the vehicle is over 15 years old and the purchase price is less than \$500, [Form MV-3, "Motor Vehicle Verification of Fair Market Value by the Issuing Agent,"](#) must be completed. If tax credit is claimed, evidence of tax paid must be attached.
- ❖ **LESS TRADE-IN** - List amount of trade-in, if applicable.
- ❖ **TAXABLE AMOUNT** - Determine the taxable amount by subtracting the trade-in amount received from the purchase price. If there was no trade-in, the purchase price is the taxable amount.
- ❖ **Times 6% Sales Tax** - Multiply taxable amount by 6% (.06). Residents of Allegheny County must pay an additional 1 % sales tax. Multiply taxable amount by 7% (.07). Residents of the City of Philadelphia will pay an additional 2% sales tax. Multiply taxable amount by 8% (.08).
- ❖ **LESS TAX CREDIT** - Credit will be granted for state sales and use taxes legally paid to another state, provided such state grants similar tax credit for taxes paid to Pennsylvania. Refer to [Form REV-227, "Sales and Use Tax Credit Chart"](#) found on Department of Revenue's website at <https://www.pa.gov/agencies/revenue.html>. Proof of payment from

state where tax was paid must be attached.

- a. SALES TAX DUE - Sales tax due is the amount shown in sales tax block unless a tax credit is listed. If sales tax credit is listed, determine sales tax due by subtracting tax credit from 6% sales tax (Allegheny County residents pay 7% sales tax and City of Philadelphia residents pay 8%) and list proper amount.
 - 1a. If claiming a tax exemption, indicate the proper exemption reason code from the reverse side of the white copy of Form MV-1 [numeric codes 1 through 26 or 0 (explain in detail reason code)] in block 1A.
 - 1b. List exemption authorization number (issued by Revenue Department, ICC or PUC) in block 1B, if applicable.
 - 1c. If the vehicle is a leased vehicle, 9,000 pounds or less, the lessor's Public Transportation Assistance Fund(PTA) Number must be listed in block 1C. If the applicant is unsure if they have a PTA Tax Number, they may call the Tax Payer Service and Information Center at 717-787-1064.
 - b. TITLE FEE – List Certificate of Title fee. 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.
 - c. LIEN FEE – List lien recording fee, if recording a lien against this vehicle. **NOTE: An additional lien recording fee is required for each subsequent lien recorded.**
- ❖ REGISTRATION OR PROCESSING FEE - If the applicant is applying for a registration plate from PennDOT or a temporary registration plate has been issued, list appropriate registration fee or list the processing fee amount in this block. The applicant may be eligible to register their motor vehicle for either a one-year or two-year registration period. Required fees are provided on [Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees."](#)
- If claiming retired status, [Form MV-371, "Application for a Retired Person's Processing Fee on a Vehicle Registration,"](#) must be submitted.
 - If claiming veteran status, [Form MV-371DV, "Supplemental Application for Free Registration for Veterans,"](#) must be completed.
 - The following individuals are exempt from title and registration fees for one (1) qualified vehicle.
 - Vehicles registered to a veteran who lost a limb or eye or who became partially paralyzed while serving in the armed forces of the United States.
 - Vehicles registered to a person who, as a member of the armed forces of the United States, was captured by the enemy in any armed conflict for which the Department of Defense authorizes a campaign medal.
 - Vehicles registered to a person who has been awarded the Congressional Medal of Honor.
 - Vehicles registered to a person who has been awarded the Purple Heart.
 - If requesting a street rod registration plate, a fee is required when transferring and replacing a previously issued registration plate. **NOTE: If a street rod registration plate is being requested on a newly purchased vehicle, the fee must be accompanied by the vehicle's appropriate registration fee.** 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.
 - Organizations covered under Section 1901(c) of the Pennsylvania Vehicle Code must

submit a Processing Fee in Lieu of Registration fee. **NOTE: If an applicant is eligible for a processing fee in lieu of registration, they cannot obtain a two-year registration.** 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.

FEE EXEMPT CODE - If the applicant is a PennDOT-approved organization qualifying under Section 1901(c) of the Pennsylvania Vehicle Code, list the 5-digit exemption code number assigned by PennDOT.

- If requesting a farm truck certificate of exemption (Type A, Type B, Type C or Type D), use [Form MV-77A, "Application for Farm Vehicle 2 Year Certificate of Exemption,"](#) in conjunction with Form MV-1 or Form MV-4ST. For a listing of the applicable certificate of exemption fees by type, refer to Form [MV-70S, "Bureau of Motor Vehicles Schedule of Fees"](#) found on our website at www.pa.gov/dmv.
- d. **COUNTY FEE:** The applicant's county of residence may implement an annual fee of \$5 for each non-exempt vehicle registered to an address in that county. The \$5 county fee is collected by PennDOT at the time a vehicle is registered and at the time registration is renewed. This means registrants applying for a two-year period of registration will pay a \$10 Fee for Local Use; registrants applying for a 5-year period of registration for a trailer will pay a \$25 Fee for Local Use. For a listing of participating counties that enacted a fee for local use, refer to the [Fee for Local Use – Participating Counties Fact Sheet](#), found on our website at www.pa.gov/dmv
- e. **DUPLICATE REGISTRATION CARD FEE AND NUMBER OF CARDS:** A \$2 fee for each duplicate registration card is due at the time of registration, replacement of registration plate or transfer of registration plate. List appropriate fee and number of registration cards desired.
- f. **TRANSFER FEE:** If the applicant is transferring a registration plate, list the transfer fee. 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.
- g. **INCREASE FEE:** If the applicant is transferring a registration plate from a vehicle to another vehicle in a higher class and the registration fee is greater, list the increase in fee due.
- h. **REPLACEMENT FEES:**
 - a. **Registration Plate:** A fee is required for a replacement registration plate. In conjunction with replacement of your registration plate, you will receive one registration card. 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.
 - b. If additional registration cards are desired, there is a fee for each additional registration card. (See #6 above.)
- i. **TOTAL PAID** – Add blocks 1 thru 9 and list the total amount. Send a check or money order made payable to the "Commonwealth of Pennsylvania."

SECTION I - SEAL AND APPLICATION FOR TITLE

- ❖ **APPLICANT CERTIFICATION** - The applicant refers to the person(s) whose name(s) appears in Section B. The application must be signed in the presence of a notary public, if notarizing, or in the presence of an employee of a dealership authorized to verify signatures.
 - If one purchaser is applying for certificate of title, their signature must appear on the first line in the space provided. When the vehicle is in the name of a

company/corporation, the signature of an authorized representative is required. The title of the authorized signer for a business must appear on the second line.

- If joint ownership, the co-purchaser's signature must appear on the second line in the space provided.
- If there are two owners for assignment, both have to be present for signature and notarization or verification of signature.
- List the applicant's complete telephone number, including the area code. The telephone number will only be used to assist in processing the application.
- Notarization of application section (WHITE COPY ONLY) must be completed by the authorized agent and stamp affixed or verification in lieu of notarization may be used by agents/licensed dealers with a DIN or Business

Partner ID Number and those who issue temporary registration plates. All other authorized agents must continue to notarize documents.

NOTE: Section I must be signed after the form is completed in its entirety, including payment for all fees due.

APPLICATION FOR CERTIFICATE OF TITLE FOR MOBILE HOME OR MANUFACTURED HOME

When transferring ownership of a mobile home or manufactured home, additional documentation must be included.

If a mobile home or manufactured home that has been anchored to the ground to facilitate connection with electricity, water and sewerage and **has been** previously titled in PA and used as a residence in PA immediately preceding its sale or transfer, is offered for sale or transfer, the transferor shall obtain a tax status certification from the Tax Claim Bureau of the county in which the home is situated, showing the county, municipal and school district real estate taxes due on the home as shown by the Tax Bureau records as of the date of the certification. This includes any delinquent taxes turned over to a third party for collection. This tax certification shall be provided to the transferee and PennDOT in conjunction with the transfer of ownership.

NOTE: If a new mobile home or manufactured home is being titled using the Manufacturer's Certificate of Origin (MCO) as the proof of ownership, **neither** the tax status certification nor [Form MV-16T](#) is required.

The tax status certification must include the following information:

- ❖ The parcel number assigned to the home.
- ❖ The amount of current or delinquent taxes owed from the parcel number.
- ❖ The date upon which a tax for the parcel number will accrue and the taxing period that the tax will cover.
- ❖ The address and telephone numbers of the tax collection authority and tax claim bureau or equivalent office.

If taxes are due for the home, the transferor shall pay the delinquent real estate taxes in full or cause the taxes to be paid in full and an updated tax status certification must be obtained and provided to the transferee and PennDOT before the transfer is completed.

If the mobile home or manufactured home is NOT anchored to the ground to facilitate connections with electricity, water and sewerage OR was not used as a residence in Pennsylvania or isn't titled in Pennsylvania, [Form MV-16T, "Self-Certification of Exemption from Tax Status Certificate When Transferring Ownership of a Mobile Home or Manufactured Home,"](#) must be provided in lieu of the tax status certification. [Form MV-16T](#) is to be completed by the

transferors of the mobile home or manufactured home and provided to the transferee to be submitted with the completed application for a Pennsylvania Certificate of Title.

MAILING REQUIREMENTS

Please use the unique post office box number printed in the upper right corner of Form MV-1 when mailing your application to PennDOT. Completed applications and supporting documents must be submitted to PennDOT within 20 days from date of sale. **NOTE: Dealers applying for a dealer certificate of title only must instead use P.O. Box 67470 and the zip code of 17106-7470 and disregard the post office box number listed on the form.**

Please Note: Authorized agents are under contract with PennDOT and may charge a market driven service (delivery) fee. These are in addition to any PennDOT statutory fees for temporary, or in some cases, permanent motor vehicle registration plates and cards or other related products and services offered by the agent. The agent's service (delivery) fees are market driven and vary by agent. To compare service (delivery) fees, you are encouraged to contact the authorized agents in your area for the applicable service (delivery) fees charged.

FACT SHEET

[CLICK HERE
to go to FACT SHEET](#)

Acceptable Proof of Identification Documents for Completing Motor Vehicle Forms

PURPOSE

This fact sheet provides the proper forms of personal identification documents required to be used by an issuing agent to verify the identity of a person when completing motor vehicle forms.

REQUIREMENTS

Issuing agents are required to attach a legible photocopy of the front and back of the accepted identification credential, along with any title and/or registration application submitted to PennDOT. Agents may only accept one of the following credentials for identification purposes in order to issue title and registration documents:

1. A valid Pennsylvania Photo Driver's License;
2. A valid Pennsylvania Photo Identification Card;
3. A valid Pennsylvania Photo Exempt Driver's License;
4. A valid Pennsylvania Photo Exempt Identification Card;
5. A valid Pennsylvania 15-day temporary internet driver license or identification card renewal credential and expired DL/ID;
6. A valid Pennsylvania Camera Card and Pennsylvania Expired Identification Credential; or
7. A valid U.S. Armed Forces Common Access Card or a valid Next Generation Uniformed Services ID card
 - a. U.S. Armed Forces personnel must include Active-Duty Military Orders with the U.S. Armed Forces Common Access Card or a valid Next Generation Uniformed Services ID card.
 - b. NOTE: An agent can only use item 7 option to title and registration a vehicle if the Active Military Orders are for six (6) months or greater, if the customer doesn't have a Pennsylvania Driver License or Pennsylvania State ID card.
 - c. Dependents of Armed Forces personnel must provide a valid United States Uniformed Services Identification and Privilege Card (DD Form 1173).

Each of the documents above must be in the same name as the name and address listed on the motor vehicle applications. If the correct address does not appear on the Pennsylvania identification credentials, the applicant must provide the agent with the Driver's License Update Card. If the applicant does not have updated credentials, they must obtain one prior to the agent completing the application for title and/or registration.

NOTE: The requirements for Pennsylvania identification do not apply to the seller or sellers of a vehicle. However, this does not exempt the seller or sellers from providing valid government issued photo identification for identification purposes when completing motor vehicle applications as the seller of a vehicle.

When completing motor vehicle applications, agents are required to examine and analyze the identification credential for purposes of validation. It is essential the authorized agent properly identifies the person whose signature is being notarized or verified in lieu of notarization. Please be aware that an authorized agent may be held legally responsible for notarizing or verifying a document without first establishing a person's identity. In order to do this, the only documents that may be used to identify the

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Pennsylvania
Department of Transportation

individual making the application are a valid PA Photo Driver's License, a valid PA Photo Identification Card, a valid PA Photo Exempt Driver's License, a valid PA Photo Exempt Identification Card, a valid Pennsylvania 15-day temporary internet driver license or identification card renewal credential and expired DL/ID, a valid Pennsylvania Camera Card and Expired Identification Credential or a valid U.S. Armed Forces Common Access Card or a valid Next Generation Uniformed Service ID card. Dependents of U.S. Armed Forces personnel must provide DD Form 1173 or the Next Generation Uniformed Service ID card. U.S. Armed Forces personnel must include Active-Duty Military Orders with the U.S. Armed Forces Common Access Card or a valid Next Generation Uniformed Services ID card. NOTE: An agent can only use this option to title and registration a vehicle if the Active Military Orders are for six (6) months or greater, if the U.S. Armed Forces personnel doesn't have a valid or expired Pennsylvania Driver license or ID card. If the U.S. Armed Forces personnel has a current or expired Pennsylvania Driver's License or Identification Card, that must be included with the application.

International Driver's Licenses will not be accepted and cannot be used to identify an individual making application. Issuing agents completing motor vehicle applications for title and registration must maintain a front and back copy of the above stated proofs of identification for a period of three years from the date of application. If unsure of the validity of the credential, **DO NOT PROCESS** the title application. Processing applications for title and registration with any forms of identification other than those listed on this fact sheet, may result in the suspension or termination of your agent contract.

NOTE: Title 67, Chapter 43.5 (f)(3) states "a copy of the document used for identification" must be retained at the place of business of the issuing agent for at least three years." Issuing agents are required to retain a photocopy of the front and back of one of the acceptable identification credentials listed above.

Please Note: Authorized agents are under contract to PennDOT and may charge a market driven service (delivery) fee. These are in addition to any PennDOT statutory fees for temporary, or in some cases, permanent motor vehicle registration plates and cards or other related products and services offered by the agent. The agent's service (delivery) fees are market driven and vary by agent. To compare service (delivery) fees, you are encouraged to contact the authorized agents in your area for the applicable service (delivery) fees charged.

ITEMS AGENTS SHOULD EXAMINE TO VALIDATE IDENTIFICATION CREDENTIALS

(New Design)

Pull out your driver's license or photo identification card and compare it to the identification credential presented to you. This will assist you in determining the validity of the product.

VALID PENNSYLVANIA DRIVER'S LICENSE

Does the driver's license contain a three-digit code?

Does the driver's license contain a signature?

Is the signature in the correct position?



There is an 8-digit number.

Do the photos match?

VALID PENNSYLVANIA PHOTO IDENTIFICATION CARD

Does the identification card contain a three-digit code?

Does the identification card contain a signature?

Is the signature in the correct position?



There is an 8-digit number.

Do the photos match?

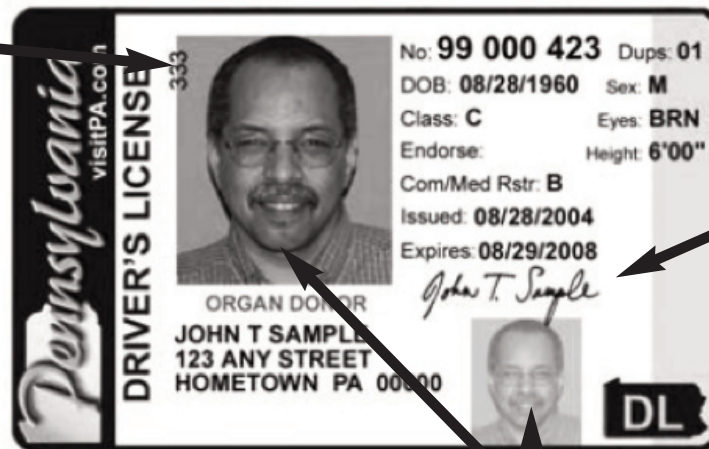
Agents are required to examine and analyze the identification credential for the purposes of validation. The information provided are examples of items agents should be examining on the identification credential provided and is not an all-inclusive list. There may be other items agents may find during examination such as font size, photo askew, etc., that would indicate the document, is counterfeit or altered.

ITEMS AGENTS SHOULD EXAMINE TO VALIDATE IDENTIFICATION CREDENTIALS

Pull out your driver's license or photo identification card and compare it to the identification credential presented to you. This will assist you in determining the validity of the product.

VALID PENNSYLVANIA DRIVER'S LICENSE

Does the driver's license contain a three-digit code?



Does the driver's license contain a signature?
Is the signature in the correct position?

Do the photos match?

VALID PENNSYLVANIA PHOTO IDENTIFICATION CARD

Does the identification card contain a three-digit code?



Does the identification card contain a signature?
Is the signature in the correct position?

Do the photos match?

Agents are required to examine and analyze the identification credential for the purposes of validation. The information provided are examples of items agents should be examining on the identification credential provided and is not an all inclusive list. There may be other items agents may find during examination such as font size, photo askew, etc., that would indicate the document, is counterfeit or altered.

TIPS FOR PROOF OF IDENTIFICATION SECTION

- ◆ Agents are required to examine and analyze the identification credential for the purposes of validation. The information provided are examples of items agents should be examining on the identification credential provided and is not an all-inclusive list. There may be other items that agents may find during examination such as font size, photo askew, etc., that would indicate the document, is invalid or unreliable.
- ◆ Only the five documents listed on the [“Acceptable Proof of Identification Documents for Completing Motor Vehicle Forms Fact Sheet”](#) are acceptable for an agent to verify the identity of a person completing motor vehicle forms. Passports are no longer accepted.
- ◆ The Pennsylvania identification requirement does not apply to the seller or sellers of a vehicle.
- ◆ Agents should also examine the reverse side of the identification credential. Read the information listed. There should not be any reference to “non-government issued” or other such language.
- ◆ International Driver’s Licenses are **NOT** acceptable.
- ◆ The name listed on the identification credential must be the same name listed on the motor vehicle application.
- ◆ Accepting any identification, other than those listed on the [“Acceptable Proof of Identification Documents for Completing Motor Vehicle Forms Fact Sheet,”](#) may result in suspension or termination of your contract.
- ◆ If you are not sure of the validity of the credential, **DO NOT PROCESS** the title application.
- ◆ If you suspect the identification credential being presented is fraudulent, the title/registration application should not be processed and should be returned to the customer. If possible, a copy of the ID credential should be submitted to PennDOT’s Office of Risk Management at:

Pennsylvania Department of Transportation
Office of Risk Management
P.O. Box 69005
Harrisburg, PA 17106-9005

FACT SHEET

Identification Requirements for Completion of Motor Vehicle Applications By Business Organizations or Non-Profit Corporations

PURPOSE

This fact sheet explains the requirements for establishing the identity and authority of an individual for the purposes of completing Pennsylvania Certificate of Title applications (buying or selling) on behalf of a business organization or a non-profit corporation. A business organization includes a sole proprietorship, a general or limited partnership, corporation, a limited liability partnership (LLP) or a limited liability company (LLC).

APPLICANT REQUIREMENTS (Buyer)

An applicant for title must establish:

- (1) Their identity; please refer to the [“Acceptable Proof of Identification Documents for Completing Motor Vehicle Forms Fact Sheet”](#) for acceptable proofs of identification.
- (2) The existence of the business organization or non-profit corporation, in whose name the title is to be issued, (Pennsylvania address for business must be listed), such as:
 - (a) A utility bill in the name of the business; or,
 - (b) A document issued by a federal or state government agency recognizing or authorizing the existence of the business organization or non-profit corporation. An example is a document such as a fictitious name filing form or a certificate of registration for the business issued by the Department of Revenue or Department of State; or,
 - (c) A document creating or governing the business organization or non-profit corporation. An example is the by-laws or articles of incorporation of a corporation, a partnership agreement for a partnership or LLP or a certificate of organization or operating agreement for an LLC.
- (3) Their actual authority to act on behalf of the business organization or non-profit corporation to apply for title.

SELLER REQUIREMENTS

A seller of the vehicle must establish:

- (1) Their identity; please refer to the [“Acceptable Proof of Identification Documents for Completing Motor Vehicle Forms Fact Sheet”](#) for acceptable proofs of identification.
- (2) Their actual authority to act on behalf of the business organization or non-profit corporation to apply for title.

AGENT RESPONSIBILITIES

Proof of Individual Identity

An issuing agent must have satisfactory evidence the person appearing before them is the person executing the application to obtain title to a motor vehicle in the name of a business organization or non-profit corporation. For this purpose, the issuing agent is required to establish proof of identity for the person by examining one form of valid proofs of identification as listed on the [“Acceptable Proof of Identification](#)

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Proof of Authorization

The person must establish their actual authority to act on behalf of the business organization or non-profit corporation making application for a Pennsylvania title. The individual must be the person indicated in the chart below and provide written documentation clearly indicating the person's position within that business, organization or non-profit corporation.

If the individual making application for the title is an employee of the business organization or non-profit corporation, written documentation, on organization letterhead, clearly indicating the person's authority to act on behalf of the business organization or non-profit corporation must be provided. The written documentation must be signed by one of the authorized person(s) identified on the chart.

If the individual making application for the business organization or non-profit corporation is not one of the persons identified in the chart or an authorized employee, a valid power of attorney executed by an authorized person on behalf of the business organization or non-profit corporation must be provided. **NOTE:** A power of attorney used in this situation must be made 90 days before the application is received by PennDOT, unless the 90th day occurs during a declaration by the Governor of disaster emergency under 35 PA.C.S. 7301(C) (relating to general authority of governor). A limited power of attorney may be used for the sale, purchase or transfer of manufactured homes during the period of the disaster emergency and for 10 days following the expiration of the disaster emergency.

BUSINESS ENTITY	PERSON WHO HAS AUTHORITY TO COMPLETE A TITLE APPLICATION FOR A BUSINESS ENTITY
Sole Proprietorship	(a) Sole proprietor
Partnership	(a) A Partner
Corporation (Profit & Non-Profit)	(a) Director, if authorized (b) Executive Officer as indicated in the Articles of Incorporation
Limited Liability Partnership (LLP)	(a) A Partner
Limited Liability Corporation (LLC)	(a) Member, if member-managed LLC (b) Manager, if manager-managed LLC

PennDOT requires the agent to maintain copies of the proof of the applicant's identity, the applicant's authority to complete the title application and the document used to provide existence of the business organization or non-profit corporation.

NOTE: No agent, including an online agent, may process any motor vehicle application containing an out-of-state address. These applications and supporting documents must be forwarded to PennDOT for processing.

Please Note: Authorized agents are under contract to PennDOT and may charge a market driven service (delivery) fee; in addition to any PennDOT statutory fees for temporary, or in some cases, permanent motor vehicle registration plates and cards or other related products and services offered by the agent. The agent's service (delivery) fees are market driven and vary by agent. To compare service (delivery) fees, you are encouraged to contact the authorized agents in your area for the applicable service (delivery) fees charged.

FACT SHEET

Address Requirements for Titling and/or Registering a Vehicle in Pennsylvania

PURPOSE

This fact sheet explains Pennsylvania address requirements for all applications to title, and/or register a vehicle, or any application requesting a change of address.

REQUIREMENTS

Pennsylvania Address:

Effective Jan. 31, 2006, only a Pennsylvania address may be recorded on title and registration products. All applications to title, and/or register a vehicle, or any application requesting a change of address must list the customer's bona fide Pennsylvania numbered street address. (This applies to companies as well.) The address listed on the customer's acceptable proof of identification must be the same address listed on the title and/or registration application.

The only exceptions to motor vehicle documents being processed with an out-of-state address are:

- ❖ U.S. Armed Forces personnel or their dependents.
- ❖ An employee of federal or state government or their immediate families whose workplace is located outside of Pennsylvania.
- ❖ A business located outside of Pennsylvania with no Pennsylvania location and the vehicle is regularly operated in carrying on business within this commonwealth.
- ❖ A Park Model Trailer that is permanently located in Pennsylvania.

If the applicant is entitled to one of the above exceptions, [Form MV-8, "Self Certification for Proof of Residency"](#) must be completed and attached to the title and/or registration application or the change of address request along with a letter from the applicant's employer, on employer letterhead, to document the applicant's status, or the applicant may attach a copy of their current photo ID issued by their employer.

NOTE: Mobile home titling applications are exempt from the Pennsylvania address requirement. [Form MV-8](#), is not required when titling a mobile home to an out-of-state address.

All applications where an out-of-state address is requested **MUST**, be forwarded to PennDOT for processing along with the required documentation. **No agent, including an on-line agent, may process any motor vehicle application containing an out-of-state address.** These applications and supporting documents must be forwarded to PennDOT for processing.

Pennsylvania residents who lease a vehicle from a leasing company located outside of the commonwealth may still title and register the vehicle in Pennsylvania provided the lessee is in fact a Pennsylvania resident, and provides one of the identification documents required to title and/or register a vehicle in Pennsylvania. This means that when the application for title and registration is completed and submitted to PennDOT with [Form MV-1L, "Application for Lessee Information"](#) blocks 2, 6 or 7 must be checked indicating the lessee is responsible for all registration documents. In

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addition, if the lessee is requesting an out-of-state address they must qualify for one of the out-of-state address exemptions and must comply by submitting the necessary documents to obtain the out-of-state address. However, if blocks 0, 1 or 5 are checked indicating the leasing company is responsible for all registration documents and the leasing company is requesting an out-of-state address, they must qualify for one of the out-of-state address exemptions and must comply with submitting the necessary documents to obtain the out-of-state address. Please keep in mind any applications requesting an out-of-state address must still be submitted to PennDOT for processing.

Post Office Box:

Post Office Box addresses may only be used in conjunction with a bona fide numbered street address. Post Office Box address alone is not permitted. The Pennsylvania Vehicle Code requires actual or bona fide addresses on applications for title and registration.

Care Of (C/O):

C/O (care of) addresses are not permitted. The Pennsylvania Vehicle Code requires actual or bona fide addresses on applications for title and registration.

The only exception to this is when an insurance company is requesting a certificate of salvage. PennDOT allows insurance companies to request a certificate of salvage in their name with a C/O to a salvage auction with the salvage auction's address.

Examples of how an address would be recorded on MV records:

- 1st line: Street address - this line would contain the physical street address information.
- 2nd line: Additional address information - This line would contain any additional address information, such as an apartment number or any P.O. Box information.
- 3rd line: City, State and Zip Code.

John Public
23 Bull Drive
Apt. 3
Harrisburg, PA 17104

Jane Public
123 Main Street
P.O. Bx 4
Harrisburg, PA 17106

Please Note: Authorized agents are under contract to PennDOT and may charge a market driven service (delivery) fee; these are in addition to any PennDOT statutory fees for temporary, or in some cases, permanent motor vehicle registration plates and cards or other related products and services offered by the agent. The agent's service (delivery) fees are market driven, and vary by agent. To compare service (delivery) fees, you are encouraged to contact the authorized agents in your area for the applicable service (delivery) fees charged.



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SELF CERTIFICATION FOR PROOF OF RESIDENCY

For Department Use Only
Bureau of Motor Vehicles • PO Box 68293 • Harrisburg, PA 17106-8293

OUT-OF-STATE ADDRESS: Motor vehicle documents to an out-of-state address will not be issued, **EXCEPT** in the case of: U.S. Armed Forces personnel and employees of federal or state governments or their families whose workplace is located outside of Pennsylvania, a business located outside of Pennsylvania with no Pennsylvania office, or a Park Model Trailer permanently located in Pennsylvania. This form must also be submitted when applying for a Persons with Disability Parking Placard using Form MV-145A to request issuance to an out-of-state address. If any of these exceptions applies to you, please check the appropriate box in Section C and include documentation with this application.

A VEHICLE INFORMATION				
Vehicle Identification Number		Title Number	Registration Plate Number	
B VEHICLE OWNER INFORMATION				
Last Name (or Full Business Name)		First Name	Middle Name	PA DL/Photo ID# or Bus. ID#
Co-Applicant Last Name		First Name	Middle Name	PA DL/Photo ID#
Date of Birth				
Current Street Address				
City			State	Zip Code
C CERTIFICATION				
☐ I certify that my workplace is located outside of Pennsylvania and I am employed by, or am an immediate family member of a person employed by: ☐ U.S. Armed Forces ☐ Federal Government ☐ Pennsylvania State Government Person meeting exemption (check one): ☐ Self ☐ Spouse ☐ Dependent Child Please attach a letter from your employer on their letterhead to document your status, or attach a copy of your current photo ID issued by your employer. If you are the immediate family member of a person meeting one of the allowable exceptions, attach documentation for the person entitled to the exception.				
☐ I certify that the business is located outside of Pennsylvania with no Pennsylvania location and this vehicle is regularly operated in carrying on business within this commonwealth. Please attach documentation showing the existence of the business in a state other than Pennsylvania, the authorized person's out-of-state driver's license and documentation indicating where the vehicle is being used in Pennsylvania.				
☐ I certify that the vehicle is a Park Model Trailer and is permanently located in Pennsylvania. Please attach a copy of your out-of-state driver's license or photo identification and documentation of where the Park Model Trailer is located in Pennsylvania.				
D SIGNATURE				
I hereby certify under penalty of law that ALL information is TRUE and CORRECT and that I understand that any misstatement of fact is a misdemeanor of the third degree punishable by a fine up to \$2,500 and/or imprisonment up to one year (18 Pa.C.S. Section 4904[b]).				
_____ Applicant's Signature		_____ Date	_____ Telephone Number	
_____ Co-Applicant's Signature		_____ Date	_____ Telephone Number	

Visit us at www.pa.gov/dmv or call us at 717-412-5300. TTY callers — please dial 711 to reach us.

NOTE: If applicant is requesting an out-of-state address on [Form MV-8](#), they must be forwarded to PennDOT for processing

APPLICATION FOR CERTIFICATE OF TITLE
 Attach Proof of Ownership • Type or Print
 Make check payable to Commonwealth of Pennsylvania

 Bureau of Motor Vehicles
 P.O. Box 68591
 Harrisburg, PA 17106-8591
No.

MV-1 (1-19)						H. TAX/FEES							
A.	VEHICLE DESCRIPTION	Make of Vehicle FORD		Vehicle Identification Number (VIN). If tracing required, tape securely to reverse side of this copy. 3GNEK13T67D458321		Body Type (SDN, TK, Bus, etc.) TK		Model Year 2007		Purchase Price (See Note On Reverse.) \$15,000.00			
		Gross Vehicle Wt. Rating 14,050		Fuel Type: ☒ Gasoline ☐ Hybrid ☐ Diesel ☐ Electric ☐ Other ☐ Propane ☐ Natural Gas		DIN/Bus. Part. ID/Mechanic # 85-5840LA		Authorized Notary Public or Certified Inspection Mechanic (Print Name) Marion Notary		Less Trade-In \$5,600.00			
		Check the appropriate block if the vehicle is to be used or was formerly used as a ☐ Taxi or a ☐ Police Vehicle (if applicable)		I certify that I have verified that a legible tracing cannot be secured and that the above VIN and vehicle weight information listed here and in Section F are correct.		Sign Here <i>Marion Notary</i>		Taxable Amount \$9,400.00					
B.	APPLICANT INFORMATION	Last Name (or Full Business Name) Smith		First Name John		Middle Name Ray		PA DL/ID# or Bus. ID# 12-345-678		Date of Birth 4-23-1956		Sales Tax X 6% (.06), X 7% (.07) or X 8% (.08) * (See Note on Reverse.)	
		Co-Purchaser Last Name Jones		First Name Amy		Middle Name Sue		PA DL/ID# 23-456-789		Date of Birth 1-17-1959		Less Tax Credit	
		Street 1700 South Street		City Anytown		State PA		Zip Code 17000		Date Acquired/Purchased 9-1-20XX		COUNTY CODE 2 2	
		City Anytown		State PA		Zip Code 17000		Dealer/Bus. Partner ID# (If Applicable) 85-5840LA		Refer to county codes listing on reverse side of yellow copy		1. Sales Tax Due \$ 564.00	
		NOTE: If a co-purchaser other than your spouse is listed and you want the title to be listed as "Joint Tenants With Right of Survivorship" (On death of one owner, title goes to surviving owner.) CHECK HERE ☒ . Otherwise, the title will be issued as "Tenants in Common" (On death of one owner, interest of deceased owner goes to their heirs or estate.) NOTE: If the vehicle is to be used as a daily rental or leased vehicle, CHECK HERE ☐ . If block is checked, complete and attach Form MV-1L.										1A. Exemption Reason Code (must be a number from 1 to 26 or 0)	
C.	MILEAGE INFORMATION	☐ Reflects the amount of mileage in excess of its mechanical limits. ☐ Is NOT the actual mileage. WARNING: Odometer discrepancy. Federal and state laws require that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.						ODOMETER READING 5 2 Tenths		1C. PTA No.			
								☒		2. Title Fee \$55.00			
D.	LIEN INFORMATION	If no lien, CHECK ☐ . Is this an ELT? (If yes, FIN required) ☒ YES ☐ NO		If no 2nd lien, CHECK ☐ . Is this an ELT? (If yes, FIN required) ☐ YES ☐ NO		1st Lienholder Financial Institution Number 12345678901		2nd Lienholder Financial Institution Number		3. Lien Fee \$26.00			
		1st Lienholder Name ABC Bank		2nd Lienholder Name		1st Lienholder Street 1 New Street		2nd Lienholder Street		4. Registration Or Processing Fee \$397.00			
		City Anytown		State PA		Zip Code 17000		City Anytown		State PA		Zip Code 17000	
		City Anytown		State PA		Zip Code 17000		City Anytown		State PA		Zip Code 17000	
E.	VEHICLE TRADED	Make of Vehicle FORD		Vehicle Identification Number (VIN) ABC346BC059753251		Model Year 2004		1. Sales Tax Due \$ 564.00		1A. Exemption Reason Code (must be a number from 1 to 26 or 0)			
		Body Type (SDN, BUS, TK, etc.) SDN		Condition of Vehicle ☒ GOOD ☐ FAIR ☐ POOR		Seating Capacity		5. County Fee (See Note on Reverse)		6. Duplicate Reg. Fee No. of Dup. Reg. Cards:			
F.	ADDITIONAL VEHICLE INFORMATION	Passenger, Taxi/Bus ☒ Passenger ☐ Taxi ☐ Limousine ☐ School Bus ☐ Mass Transit ☐ Other Bus		Cylinder Capacity 50cc or Less ☐ YES ☐ NO		Brake Horsepower ☐ 1.5 or Less ☐ 1.6 to 5.0 ☐ Over 5.0		7. Transfer Fee		8. Increase Fee			
		Motorcycle, Motor Driven Cycle, Moped		Operable Pedals ☐ YES ☐ NO		Max Design Speed 25 MPH or Less ☐ YES ☐ NO		9. Replacement Fee		10. TOTAL PAID (ADD 1 THRU 8) Send One Check In This Amount \$1,042.00			
		Automatic Transmission ☐ YES ☐ NO		Designed/Altered for Road Use ☐ YES ☐ NO		8. Increase Fee		9. Replacement Fee		10. TOTAL PAID (ADD 1 THRU 8) Send One Check In This Amount \$1,042.00			
		Motor Home		Chassis Mfr.		Body Make:		7. Transfer Fee		8. Increase Fee			
		Trailer & Vehicles Below		Number of Axles: 2		Req. Registered Gross Wt. (Including Load)		9. Replacement Fee		10. TOTAL PAID (ADD 1 THRU 8) Send One Check In This Amount \$1,042.00			
		Truck, Truck Tractor		Sum of GAWR's:		Unladen Wt. (Empty) 15,050		Gross Combination Wt. Rating 5,397		7. Transfer Fee		8. Increase Fee	
G.	APPLICATION FOR REGISTRATION	Original Registration Plate – CHECK ONE ☐ Registration Plate to be issued by Department (Proof of insurance must be attached) ☐ Exchange Registration Plate to be issued by Department ☒ Temporary Registration Plate issued by Full Agent (NOTE: This registration plate will expire 90 days from date of issue)		☐ Transfer of Previously Issued Registration Plate ☐ Transfer & Replacement of Registration Plate ☐ Transfer & Renewal of Registration Plate		Registration Plate No. XXX-1232		Expires Month 08 Year 20XX		Reason for Replacement ☐ Lost ☐ Defaced ☐ Stolen ☐ Never Received (Lost in Mail) NOTE: If "Never Received" block is checked, applicant must complete Form MV-44.		Relationship to Applicant	
		Transferred From Title No. 855840		Signature of Person From Whom Registration Plate is Being Transferred (If Other Than Applicant) <i>John Ray Smith</i>		VIN ABC346BC059753251		Insurance Company Name POE Insurance Co.		NAIC No. 12345		Policy No. (Or Attach Binder) N04409132	
		Policy Effective Date 8-01-20XX		Policy Expiration Date 6-30-20XX		Issuing Agent (Print Name) Marion Notary		Agent No. 85-5840LA		Telephone No. (717) 774-6849			
		I certify that on month 08 day 01 year 20XX have checked to determine that the vehicle is insured and issued temporary registration to the above applicant, in compliance with all applicable provisions of the Vehicle Code and Department regulations.		Issuing Agent Signature <i>Marion Notary</i>		Signature of Purchaser or Authorized Signer <i>John Ray Smith</i>		Signature of Co-Purchaser/Title of Authorized Signer <i>Amy Sue Jones</i>		Telephone No. (215) 886-1999		MESSENGER NO.	
		Insurance Company Name POE Insurance Co.		NAIC No. 12345		Policy No. (Or Attach Binder) N04409132		Policy Effective Date 8-01-20XX		Policy Expiration Date 6-30-20XX		Issuing Agent (Print Name) Marion Notary	
I.	NOTARIZATION	Subscribed And Sworn To Before Me: Month _____ Day _____ Year _____		SIGNATURE OF PERSON ADMINISTERING OATH Place Notary Stamp Here SIGN IN PRESENCE OF NOTARY		I/We certify that I/we have examined and signed this application after its completion. I/We further certify that all statements herein are TRUE and CORRECT and make application for certificate of title for the vehicle described in Section A. If any exemption is claimed, the purchaser further certifies that he/she is authorized to claim this exemption. I/We acknowledge that I/we may lose my/our operating privilege(s) or vehicle registration for failure to maintain financial responsibility on the currently registered vehicle for the period of registration. I/We acknowledge that I/we may be subject to a fine not exceeding \$5,000 and imprisonment of not more than two years for any false statement that I/we make on this application.		Signature of Purchaser or Authorized Signer <i>John Ray Smith</i>		Telephone No. (215) 886-1999			
		Signature of Co-Purchaser/Title of Authorized Signer <i>Amy Sue Jones</i>		MESSENGER NO.									

Instructions for Completing Form MV-4ST, "Vehicle Sales and Use Tax Return/Application for Registration"

FACT SHEET

[CLICK HERE](#)
to go to FACT SHEET

Instructions for Completing Form MV-4ST, “Vehicle Sales and Use Tax Return/Application for Registration”

(FOR PENNDOT AUTHORIZED AGENTS USE ONLY)

This form is used to obtain a Pennsylvania Certificate of Title for vehicles currently titled in Pennsylvania.

DISTRIBUTION OF FORM COPIES

- ❖ The white copy is always submitted to PennDOT.
- ❖ The yellow copy is always retained by the dealer or full agent and is to be retained for at least three years. If a temporary registration card or registration plate is issued, the yellow copy becomes the dealer/agent's record of such issuance.
- ❖ The pink copy is always retained by the individual or business in whose name the certificate of title is to be issued.

TRANSFER OF OWNERSHIP

The applicant is the first individual(s), corporation, business, etc., to whom vehicle ownership is assigned on the attached Pennsylvania Certificate of Title. Reassignment to a second applicant is only acceptable if the attached Pennsylvania Certificate of Title assigned is a pre-1989 certificate of title.

The assignment information on the attached Pennsylvania Certificate of Title must be completed, including the odometer, lienholder, purchaser name and address, seller signature(s), purchaser signature(s), and notary public information.

FORM COMPLETION

INSTRUCTIONS SECTION A – **VEHICLE PURCHASED**

- PA TITLE NUMBER: List the complete title number.
- MAKE OF VEHICLE: List the full trade name of the vehicle.
EXAMPLES: Ford Chevrolet Chrysler
DO **NOT** LIST MODEL NAMES SUCH AS: Mustang Cavalier New Yorker
- MODEL YEAR: List the model year of the vehicle as assigned by the manufacturer. This year should agree with what is printed on the proof of ownership document.
- VEHICLE IDENTIFICATION NUMBER (VIN): List the complete VIN as shown on the VIN plate attached to the vehicle by the manufacturer. This number should agree with the VIN shown on the proof of ownership.

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- **CONDITION:** Check the condition of the vehicle.

SECTION B – SELLER

- List the seller's actual full last name, first name and middle name or full business name.

SECTION C & D – 1st AND 2nd PURCHASER(S)

NOTE:

Form MV-4ST allows for a reassignment of ownership to a second applicant (in Section D) ONLY if the Pennsylvania Certificate of Title assigned is a pre-1989 certificate of title.

- List the applicant's actual full last name, first name and middle name or full business name. Please **DO NOT** use nicknames or first and middle initials. The applicant's name is to be listed on the certificate of title application as it appears on the valid Pennsylvania identification credential you examined.
- **PA DL/ID# OR BUS ID#:** List the applicant's Pennsylvania Driver's License or Pennsylvania Identification Card Number. If a business, list the business's identification number (i.e., EIN number).
- **DATE OF BIRTH:** List the applicant's date of birth.
- **CO-PURCHASER:** If two individuals are applying for joint ownership as applicants, list the second individual's actual last name, first name and middle name. **NOTE: If there is a co-purchaser, be sure to read the "NOTE" regarding joint tenants with right of survivorship and check the block, if applicable, in Section I.**
- **STREET:** List applicant's full street address and P.O. Box number, Rural Delivery Route number or apartment number, if such numbers apply. (**NOTE: P.O. Box numbers may be used in addition to the actual address but cannot be used as the only address.**) The applicant's address listed on the valid Pennsylvania identification credential must agree with the address information that is being recorded on the title application and vehicle record. **The exceptions to this address requirement are U.S. Armed Forces personnel or their dependents; an employee of federal or state government or their immediate families whose workplace is located outside of Pennsylvania; or companies that have no Pennsylvania office and use the vehicle to regularly carry-on business within the commonwealth or a Park Model Trailer permanently located in Pennsylvania.** If the applicant is entitled to this exception, they must complete and attach [Form MV-8, "Self Certification for Proof of Residency."](#) In addition, they must attach a letter from their employer on their employer's letterhead to document their out-of-state employment status or attach a copy of their photo ID issued by their employer. If they are an immediate family member of a person meeting one of the allowable exceptions, they must attach documentation for the person entitled to the exception.
- **CITY:** List the full city name. Please **DO NOT** abbreviate.
- **STATE:** List the official state abbreviation designated by the U.S. Postal Service. If Pennsylvania, list PA.
- **ZIP:** List the full, correct zip code. Please take time to verify the zip code.
- **DATE ACQUIRED/PURCHASED:** List the date the APPLICANT received or purchased and was assigned ownership of the vehicle. This date should be listed numerically.
EXAMPLE: mm/dd/yyyy.
- **COUNTY CODE:** Indicate the actual county of residence by listing the appropriate county

code from the table below:

COUNTY CODES:

01 - ADAMS	13 - CARBON	24 - ELK	35 - LACKAWANNA	46 - MONTGOMERY	57 - SULLIVAN
02 - ALLEGHENY	14 - CENTRE	25 - ERIE	36 - LANCASTER	47 - MONTGOMERY	58 - SUSQUEHANNA
03 - ARMSTRONG	15 - CHESTER	26 - FAYETTE	37 - LAWRENCE	48 - NORTHAMPTON	59 - TIOGA
04 - BEAVER	16 - CLARION	27 - FOREST	38 - LEBANON	49 - NORTHUMBERLAND	60 - UNION
05 - BEDFORD	17 - CLEARFIELD	28 - FRANKLIN	39 - LEHIGH	50 - PERRY	61 - VENANGO
06 - BERKS	18 - CLINTON	29 - FULTON	40 - LUZERNE	51 - PHILADELPHIA	62 - WARREN
07 - BLAIR	19 - COLUMBIA	30 - GREENE	41 - LYCOMING	52 - PIKE	63 - WASHINGTON
08 - BRADFORD	20 - CRAWFORD	31 - HUNTINGDON	42 - MCKEAN	53 - POTTER	64 - WAYNE
09 - BUCKS	21 - CUMBERLAND	32 - INDIANA	43 - MERCER	54 - SCHUYLKILL	65 - WESTMORELAND
10 - BUTLER	22 - DAUPHIN	33 - JEFFERSON	44 - MIFFLIN	55 - SNYDER	66 - WYOMING
11 - CAMBRIA	23 - DELAWARE	34 - JUNIATA	45 - MONROE	56 - SOMERSET	67 - YORK
12 - CAMERON					

SECTION E - VEHICLE TRADED

Complete this section only if the applicant traded a vehicle for the vehicle they are acquiring, and they are applying for PA Certificate of Title.

List the make of vehicle, Vehicle Identification Number (VIN), model year and body type of the traded vehicle following the guidelines for completion of Section A.

CONDITION: Check the block which best describes the condition of the traded vehicle. **NOTE:** The condition of the vehicle should, within reason, correspond to the purchase assigned in Section I.

SECTION F - APPLICATION FOR REGISTRATION

• REGISTRATION PLATE INFORMATION:

- If original registration plate issuance, check block indicating either; (1) registration plate is to be issued by PennDOT, (2) exchange registration plate is to be issued by PennDOT, or (3) temporary registration plate is being issued by a full agent. **NOTE: If registration plate is to be issued by PennDOT, valid proof of insurance must be attached.**
- Temporary Registration Plate Number - Place the sticker for the corresponding registration plate that was issued with the temporary registration plate on the line provided for the temporary registration plate number. A temporary registration plate is valid for 90 days. **NOTE:** Before placing the sticker on Form MV-4ST, please be sure to "handwrite" the registration plate number in the space provided. This will ensure that all three copies of Form MV-4ST have the registration plate information recorded.
- TRANSFER OF A PREVIOUSLY ISSUED REGISTRATION PLATE: Check this block if the applicant is transferring a registration plate from another vehicle.
- TRANSFER AND RENEWAL OF REGISTRATION PLATE: Check this block if the applicant is transferring a registration plate from another vehicle. The applicant may be eligible to renew their motor vehicle registration for either a one-year or two-year registration period. Both registration periods and the required fees are provided on the registration renewal form or [Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees."](#) **NOTE:** If the fee listed in the "2-yr. fee" block on the registration renewal form is "N/A," the vehicle type is not eligible to renew for a two-year period.
- TRANSFER AND REPLACEMENT OF REGISTRATION PLATE: Check this block if the applicant is transferring a registration plate from another vehicle and replacement of the registration plate is needed. Be sure to collect and submit replacement fee, if appropriate.
- REGISTRATION PLATE NUMBER: List registration plate number being transferred.
- EXPIRES: List month and year of expiration of registration plate as shown on the applicant's registration card for the registration plate being transferred.

- REASON FOR REPLACEMENT: Check appropriate block for reason for replacement of registration plate. **NOTE: If "NEVER RECEIVED" block is checked, applicant must submit a completed [Form MV-50, "Application for Replacement of Never Received Product."](#)**
- TRANSFERRED FROM TITLE NUMBER: List title number of the vehicle from which registration plate is being transferred.
- VIN: List Vehicle Identification Number of vehicle from which registration plate is being transferred.
- SIGNATURE OF PERSON FROM WHOM REGISTRATION PLATE IS BEING TRANSFERRED (if other than applicant): If the registration plate was not taken from a vehicle registered in the applicant's name, the signature of the person to whom the registration plate was previously registered is required.
- RELATIONSHIP TO APPLICANT: Relationship of person from whom the registration plate is being transferred must be listed. Under Section 1314(a) of the Pennsylvania Vehicle Code, a registration plate may be transferred between spouses or between parent(s) including step-parent(s) or parent(s)-in-law and their child(ren) including step-child(ren) or child(ren)-in-law. A registration plate may also be transferred: (1) to or from a vehicle leased by an individual; and (2) to or from a sole proprietorship by the sole owner of such business.
- Trailers, Trucks or Truck Tractors:
 - GVWR (Gross Vehicle Weight Rating): List the Gross Vehicle Weight Rating.
 - UNLADEN WEIGHT: List the weight of the vehicle fully equipped for service, excluding the weight of any load.
 - REQUESTED REGISTERED GROSS WEIGHT (INCLUDING LOAD): List the registered gross weight.
- If the vehicle is a truck or truck tractor which will be operated in combination:
 - REQUESTED REGISTERED GROSS COMBINATION WEIGHT: List the registered gross combination weight.
- INSURANCE INFORMATION: List the name of the applicant's insurance company, policy number, policy effective and policy expiration dates covering this vehicle. If a policy number has not been issued, attach a copy of the insurance binder.
- ISSUING AGENT INFORMATION:
 - Month, day and year of issuance of the temporary registration plate or the transfer of temporary registration must be listed. No alteration of the date will be accepted. This date certifies the date the authorized agent verified the applicant had valid proof of financial responsibility.
 - Issuing Agent: Print name exactly as registered with the Bureau of Motor Vehicles.
 - Agent Number: List card agent identification number, full agent identification number or Dealer/Business Partner Identification Number.
 - Issuing Agent Signature: Signature of issuing agent is required.
 - Telephone: List area code and business telephone number of issuing agent.

NOTE: The issuing agent information must be completed even if no registration was issued. The date would be blank if no registration plate was issued, or no transfer of registration was completed.

SECTION G - CERTIFICATION

- CERTIFICATION:
 - When the applicant signs this section, after completion of the entire form, it certifies that all statements on this form are true and correct.
 - The applicant refers to the person(s) whose name(s) appear in Section C and/or Section D.
 - PURCHASER – FIRST ASSIGNMENT: Signature of first purchaser must appear on the first line in the space provided. When the vehicle is in the name of a company/corporation, the signature of an authorized representative is required. The title of the authorized signer for a business must appear on the second line. If applying for joint ownership, the co-purchaser's signature must appear on the second line in the space provided.
 - PURCHASER – SECOND ASSIGNMENT: If a second purchaser is shown in Section D, signature of the second purchaser must appear in the space provided.

SECTION H - TAX/FEES

For a complete listing of motor vehicle fees, refer to [Form MV-70S, "Bureau of Motor Vehicle Schedule of Fees,"](#) found on our website at www.pa.gov/dmv.

NOTE: The first column is for the fees owed by the purchaser listed in Section C. The second column is for the fees owed by the purchaser listed in Section D, if applicable.

- PURCHASE PRICE: List the correct purchase price. Purchase price includes any lien or other obligation assumed by the purchaser. Enter total purchase price in Section I, including installation charges on contract sales of mobile homes. If purchase price is less than 80% of the vehicle's average fair market value, or the vehicle is over 15 years old and the purchase price is less than \$500, [Form MV-3, "Motor Vehicle Verification of Fair Market Value by the Issuing Agent,"](#) must be completed. If tax credit is claimed, evidence of tax paid must be attached.
- LESS TRADE-IN: List amount of trade-in, if applicable.
- TAXABLE AMOUNT: Determine the taxable amount by subtracting the trade-in amount received from the purchase price. If there was no trade-in, the purchase price is the taxable amount.
- Sales Tax:
 - ❖ Multiply taxable amount by 6% (.06).
 - Multiply taxable amount by 7% (.07), for residents of Allegheny County (additional 1 % sales tax). Multiply taxable amount by 8% (.08), for residents of the City of Philadelphia (additional 2 % sales tax).
- 1. SALES TAX DUE: Sales tax due is the amount shown in sales tax block unless a tax credit is listed. If sales tax credit is listed, determine sales tax due by subtracting tax credit from 6% sales tax (Allegheny County residents pay 7% sales tax and City of Philadelphia residents pay 8%) and list proper amount.
 - 1a. If claiming a tax exemption, indicate the proper exemption reason code from the reverse side of the white copy of Form MV-4ST [numeric codes 1 through 26 or 0 (explain in detail reason code)] in block 1A.
 - 1b. List exemption authorization number (issued by Revenue Department, ICC or PUC) in block 1B, if applicable.

2. TITLE FEE: List Certificate of Title fee. 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.
 3. LIEN FEE: List lien recording fee, if recording a lien against this vehicle. **NOTE: An additional lien recording fee is required for each subsequent lien recorded.**
 4. REGISTRATION OR PROCESSING FEE: If the applicant is applying for a registration plate from PennDOT or a temporary registration plate has been issued, list appropriate registration fee or list the processing fee amount in this block. The applicant may be eligible to register their motor vehicle for either a one-year or two-year registration period. Required fees are provided on [Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees."](#)
 - (a) If claiming retired status, [Form MV-371, "Application for a Retired Person's Processing Fee on a Vehicle Registration,"](#) must be submitted.
 - (b) If claiming veteran status, [Form MV-371DV, "Supplemental Application for Free Registration for Veterans,"](#) must be completed.
 - The following individuals are exempt from title and registration fees for one (1) qualified vehicle.
 - Vehicles registered to a veteran who lost a limb or eye or who became partially paralyzed while serving in the armed forces of the United States.
 - Vehicles registered to a person who, as a member of the armed forces of the United States, was captured by the enemy in any armed conflict for which the Department of Defense authorizes a campaign medal.
 - Vehicles registered to a person who has been awarded the Congressional Medal of Honor.
 - Vehicles registered to a person who has been awarded the Purple Heart.
 - (c) If requesting a street rod registration plate, a fee is required when transferring and replacing a previously issued registration plate. **NOTE: If a street rod registration plate is being requested on a newly purchased vehicle, the fee must accompany the vehicle's appropriate registration fee.** 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.
 - (d) For organizations covered under Section 1901(c) of the Pennsylvania Vehicle Code, include a Processing Fee in Lieu of Registration fee. **NOTE: If an applicant is eligible for a processing fee in lieu of registration, they cannot obtain a two-year registration.** 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.
- FEE EXEMPT CODE: If the applicant is a PennDOT-approved organization qualifying under Section 1901(c) of the Pennsylvania Vehicle Code, list the 5-digit exemption code number assigned by PennDOT.
- (e) If requesting a farm truck certificate of exemption (Type A, Type B, Type C or Type D), use [Form MV-77A, "Application for Farm Vehicle 2 Year Certificate of Exemption,"](#) in conjunction with Form MV-1 or Form MV-4ST. For a listing of the applicable certificate of exemption fees by type, refer to [Form MV-70s, "Bureau of Motor Vehicles Schedule of Fees"](#) found on our website at www.pa.gov/dmv.
5. COUNTY FEE: The applicant's county of residence may implement an annual fee of \$5 for each non-exempt vehicle registered to an address in that county. The \$5 county fee is collected by PennDOT at the time a vehicle is registered and at the time registration is

renewed. This means registrants applying for a two-year period of registration will pay a \$10 Fee for Local Use; registrants applying for a 5-year period of registration for a trailer will pay a \$25 Fee for Local Use. For a listing of participating counties that enacted a fee for local use, refer to the [Fee for Local Use – Participating Counties Fact Sheet](#), found on our website at www.pa.gov/dmv

6. DUPLICATE REGISTRATION CARD FEE AND NUMBER OF CARDS: A \$2 fee for each duplicate registration card is due at the time of registration, replacement of registration plate or transfer of registration plate. List appropriate fee and number of cards desired.
7. TRANSFER FEE: If the applicant is transferring a registration plate, list the transfer fee. 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.
8. INCREASE FEE: If the applicant is transferring a registration plate from a vehicle to another vehicle in a higherclass and the registration fee is greater, list the increase in fee due.
9. REPLACEMENT FEES:
 - a. **Registration Plate:** A fee is required for a replacement registration plate. In conjunction with replacement of your registration plate, you will receive one registration card. 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.
 - b. If additional registration cards are desired, there is a fee for each additional registration card. (See #6 above.)
10. TOTAL PAID 1st Purchaser: Add blocks 1 thru 9 and list total amount due for column in box 10.
11. TOTAL PAID 2nd Purchaser: Add blocks 1 thru 9 and list total amount due for column in box 11.
12. GRAND TOTAL: Add blocks 10 & 11. List the total amount in Block 12. Send one check or money order payable to the Commonwealth of Pennsylvania.

SECTION I – ADDITIONAL TITLE INFORMATION

- JOINT OWNERSHIP: When applying for a certificate of title with a co-purchaser other than a spouse, the information contained in the "NOTE" is important. If the block is not checked, the certificate of title will be issued as "TENANTS IN COMMON."
- JOINT TENANTSWITH RIGHT OF SURVIVORSHIP refers to a vehicle titled to more than one person, where on the death of one owner, the vehicle goes to the surviving owner(s). This automatically applies for a spouse.
- TENANTS IN COMMON refers to a vehicle titled to more than one person, where on the death of one owner of the vehicle, the deceased owner's interest in the vehicle will go to their heirs or estate.
- LEASE VEHICLE: Check block and complete [Form MV-1L](#), if the vehicle is being leased. If the vehicle is leased and registration is to be issued and [Form MV-1L](#) is not attached, the application will be rejected.

APPLICATIONS FOR CERTIFICATE OF TITLE FOR MOBILE HOME OR MANUFACTURED HOME

When transferring ownership of a mobile home or manufactured home, additional documentation must be included.

If a mobile home or manufactured home that has been anchored to the ground to facilitate connection with electricity, water and sewerage and **that has been** previously titled in Pennsylvania and used as a residence in Pennsylvania immediately preceding its sale or transfer, is offered for sale or transfer, the transferor shall obtain a tax status certification from the Tax Claim Bureau of the county in which the home is situated, showing the county, municipal and school district real estate taxes due on the home as shown by the Tax Bureau records as of the date of the certification. This includes any delinquent taxes turned over to a third party for collection. This tax certification shall be provided to the transferee and PennDOT in conjunction with the transfer of ownership.

NOTE: If a new mobile home or manufactured home is being titled using the Manufacturer's Certificate of Origin (MCO) as the proof of ownership, **neither** the tax status certification nor [Form MV-16T](#) is required.

The tax status certification must include the following information:

- The parcel number assigned to the home.
- The amount of current or delinquent taxes owed from the parcel number.
- The date upon which a tax for the parcel number will accrue and the taxing period that the tax will cover.
- The address and telephone numbers of the tax collection authority and tax claim bureau or equivalent office.

If taxes are due for the home, the transferor shall pay the delinquent real estate taxes in full or cause the taxes to be paid in full and an updated tax status certification must be obtained and provided to the transferee and PennDOT before the transfer is completed.

If the mobile home or manufactured home is NOT anchored to the ground to facilitate connections with electricity, water and sewerage OR was not used as a residence in Pennsylvania or isn't titled in Pennsylvania, [Form MV-16T, "Self-Certification of Exemption from Tax Status Certificate When Transferring Ownership of a Mobile Home or Manufactured Home,"](#) must be provided in lieu of the tax status certification. [Form MV-16T](#) is to be completed by the transferors of the mobile home or manufactured home and provided to the transferee to be submitted with the completed application for a Pennsylvania Certificate of Title.

MAILING REQUIREMENTS

Please use the unique post office box number printed in the upper right corner of Form MV-4ST when mailing the application to PennDOT. Completed applications and supporting documents must be submitted to PennDOT within 20 days from date of sale. **NOTE: Dealers applying for a dealer certificate of title only should mail the application and supporting documents to Bureau of Motor Vehicles, P.O. Box 67470, Harrisburg, PA 17106-7470.**

Please Note: Authorized agents are under contract with PennDOT and may charge a market driven service (delivery) fee. These are in addition to any PennDOT statutory fees for temporary, or in some cases, permanent motor vehicle registration plates and cards or other related products and services offered by the agent. The agent's service (delivery) fees are market driven and vary by agent. To compare service (delivery) fees, you are encouraged to contact the authorized agents in your area for the applicable service (delivery) fees charged.

MV-4ST (1-19)



**VEHICLE SALES AND USE TAX RETURN/
APPLICATION FOR REGISTRATION**
Attach PA Title – Type or Print • Make check payable to Commonwealth of PA
Bureau of Motor Vehicles ♦ P.O. Box 68593 ♦ Harrisburg, PA 17106-8593

No.

MV-4ST (1-19)				H. TAX/FEEs		1ST ASSIGNMENT	2ND ASSIGNMENT	
A. VEHICLE PURCHASED	PA Title Number (as Shown on Attached Title)		Make of Vehicle	Model Year	Purchase Price (See Note on Reverse.)	\$6,100.00		
	88899988899SM		Chevrolet	2004	Less Trade-In			
B. SELLER	Vehicle Identification Number		Condition		Taxable Amount	\$6,100.00		
	12345ABCDE67890FG		☒ GOOD ☐ FAIR ☐ POOR		1. Sales Tax Due X 6% (.06), X 7% (.07) OR X 8% (.08) * (See Note on Reverse.)	\$366.00		
C. 1ST ASSIGNMENT	Last Name (or Full Business Name)		First Name	Middle Name	1A. Exemption Reason Code (Must Be a Number From 1 To 23 Or 0)			
	Smith		James	Wyatt				
	Co-Seller		Ruth	Violet				
	Last Name (or Full Business Name)		First Name	Middle Name	PA DL/ID# or Bus. ID#	Date of Birth		
D. 2ND ASSIGNMENT	Jones		Amy	Marie	22-111-333	5-10-67		
	Co-Purchaser Last Name		First Name	Middle Name	PA DL/ID#	Date of Birth		
	Jones		John	Jacob	55-444-131	5-20-41		
	Street				COUNTY CODE			
E. VEHICLE TRADED	1535 Any Street				2	2		
	City		State	Zip Code	Date Acquired/Purchased	Refer to County Codes Listing on Reverse Side of Yellow Copy		
	Anytown		PA	17000	09-01-20XX			
	Last Name (or Full Business Name)		First Name	Middle Name	PA DL/ID# or Bus. ID#	Date of Birth		
F. APPLICATION FOR REGISTRATION	Co-Purchaser Last Name		First Name	Middle Name	PA DL/ID#	Date of Birth		
	Street				COUNTY CODE			
	City		State	Zip Code	Date Acquired/Purchased	Refer to County Codes Listing on Reverse Side of Yellow Copy		
	Make of Vehicle		Vehicle Identification Number					
G. ADDITIONAL TITLE INFORMATION	Model Year		Body Type (CP, TK, etc.)		Condition			
					☐ GOOD ☐ FAIR ☐ POOR			
	Registration plate to be issued by Department (Proof of insurance must be attached.)		Transfer of Previously Issued Registration Plate		Reason for Replacement			
	☐ Exchange registration plate to be issued by Department		☐ Transfer & Renewal of Registration Plate		☐ LOST ☐ DEFACED ☐ STOLEN ☐ NEVER RECEIVED (Lost in Mail)			
H. CERTIFICATION	☐ Temporary registration plate issued by Full Agent (NOTE: This registration plate will expire 90 days from date of issuance.)		Registration Plate No. ABC-1234		Expires Month 12 Year 20XX			
	Transferred from Title No. 12345678901DO		VIN ABC98FT589T458762		NOTE: If "NEVER RECEIVED" block is checked, applicant must complete Form MV-44.			
	Temp. Registration Plate No.		Signature of person from whom registration plate is being transferred (if other than applicant)		Relationship To Applicant			
			Jane Doe		Mother			
I. CERTIFICATION	Vehicle Purchased Weight Information (If Applicable)		GVWR	Unladen Weight	Reg. Reg. Gross Wt. Including Load	Reg. Reg. Gross Comb. Wt. (If Applicable)		
	Insurance Company Name		Policy No. (Or Attach Binder)		Policy Effective Date	Policy Expiration Date		
	POE Insurance Co.		N04409132		08-01-20XX	08-1-20XX		
	ISSUING AGENT INFORMATION		I certify that on month 09 day 01 year 20XX, I have checked to determine that the vehicle is insured and issued temporary registration to the above applicant, in compliance with all applicable provisions of the Vehicle Code and department regulations.		Issuing Agent (Print Name)		Agent No.	
J. CERTIFICATION			Larry's New Cars Inc.		85-9999			
			Issuing Agent Signature		Telephone No.			
			Marion Notary		(717) 555-8888			
K. CERTIFICATION	NOTE: If a co-purchaser other than your spouse is listed and you want the title to be listed as "Joint Tenants with Rights of Survivorship" (on death of one owner, title goes to surviving owner.) CHECK HERE ☒ . Otherwise, the title will be issued as "Tenants in Common" (on death of one owner, interest of deceased owner goes to their heirs or estate.)							
	NOTE: If the vehicle is to be used as a daily rental or leased vehicle, CHECK HERE ☐ . If block is checked, complete and attach Form MV-1L.							
	I/We certify that I/we have examined and signed this application after its completion. I/We further certify that all statements herein are TRUE and CORRECT and make application for certificate of title for the vehicle described in Section A. If any exemption is claimed, the purchaser further certifies that they are authorized to claim this exemption. I/We acknowledge that I/we may lose my/our operating privilege(s) or vehicle registration for failure to maintain financial responsibility on the currently registered vehicle for the period of registration. I/We acknowledge that I/we may be subject to a fine not exceeding \$5,000 and imprisonment of not more than two years for any false statement that I/we make on this application.							
	1st ASSIGNMENT		Signature of First Purchaser or Authorized Signer				Telephone No.	
L. CERTIFICATION			Amy Marie Jones				(717) 555-1111	
	Signature of Co-Purchaser/Title of Authorized Signer		John Jacob Jones					
	2nd ASSIGNMENT		Signature of Second Purchaser or Authorized Signer				Telephone No.	
			Signature of Co-Purchaser/Title of Authorized Signer					

1. BUREAU OF MOTOR VEHICLES

MESSANGER NO.



Pennsylvania
Department of Revenue

REV-227 (LE+) 08-25
OFFICE OF CHIEF COUNSEL
STRAWBERRY SQ, FL 10
327 WALNUT STREET
HARRISBURG PA 17128-1061

**PENNSYLVANIA
SALES AND USE TAX
CREDIT CHART**

*Information updated as of
September 12, 2025*

STATE	STATE SALES TAX RATE (excluding local sales tax rate)	Reciprocity Status - Credit allowed against PA sales tax except as noted below (see guidelines).		NOTES (see next page)
		Property Except Vehicles	Vehicles	
ALABAMA	4%		2%	
ALASKA	NONE	NONE	NONE	
ARIZONA	5.6%			
ARKANSAS	6.5%			
CALIFORNIA	6%			
COLORADO	2.9%			
CONNECTICUT	6.35%			
DELAWARE	NONE	NONE	NONE	1
DIST. OF COLUMBIA	6%		NONE	2
FLORIDA	6%			
GEORGIA	4%			
HAWAII	4%			
IDAHO	6%			
ILLINOIS	6.25%			3
INDIANA	7%			
IOWA	6%		NONE	4
KANSAS	6.5%			
KENTUCKY	6%			
LOUISIANA	5%			5
MAINE	5.5%			
MARYLAND	6%		NONE	6
MASSACHUSETTS	6.25%			
MICHIGAN	6%			
MINNESOTA	6.875%			
MISSISSIPPI	7%		5%	
MISSOURI	4.225%			
MONTANA	NONE	NONE	NONE	
NEBRASKA	5.5%			
NEVADA	4.6%			
NEW HAMPSHIRE	NONE	NONE	NONE	
NEW JERSEY	6.625%			
NEW MEXICO	4.875%		NONE	7
NEW YORK	4%			
NORTH CAROLINA	4.75%		NONE	8
NORTH DAKOTA	5%		NONE	9
OHIO	5.75%			
OKLAHOMA	4.5%			10
OREGON	NONE	NONE	NONE	
RHODE ISLAND	7%			
SOUTH CAROLINA	6%			11
SOUTH DAKOTA	4.2%		NONE	12
TENNESSEE	7%			
TEXAS	6.25%			
UTAH	4.85%			
VERMONT	6%			
VIRGINIA	4.3%		4.15%	
WASHINGTON	6.5%			
WEST VIRGINIA	6%		NONE	13
WISCONSIN	5%			
WYOMING	4%		NONE	

GUIDELINES

- Pennsylvania law allows a credit for sales and use tax legally owed and paid to another state, provided the other state grants a substantially similar credit for sales tax paid to Pennsylvania.
- Pennsylvania will recognize a credit for local sales and use tax paid to another state, only if the tax is collected by that state and paid under a provision of state law. This chart does not include local sales tax rates.
- The amount of the credit is equal to the tax paid to another reciprocal state, except that the credit may not exceed 6 percent statewide, 8 percent in Philadelphia and 7 percent in Allegheny County.
- Taxpayers who claim credits must present evidence showing the amount of sales tax paid to other states with legal claim to the tax.

NOTES

- 1) **Delaware** - Pennsylvania does not grant credit for payment of Delaware's 2.75% vehicle registration fee.
- 2) **District of Columbia** - Imposes an excise tax on the purchase price of motor vehicles. The District of Columbia does not grant credit for sales tax paid to Pennsylvania on motor vehicles. Effective October 1, 2025, the general sales and use tax rate will increase to 6.5% and, effective October 1, 2026 the rate will increase to 7%.
- 3) **Illinois** - Reduced 1% rate applies to modifications for rendering a motor vehicle usable by a disabled person.
- 4) **Iowa** - Retail sales of motor vehicles are exempt from sales tax and subject to a 5% one-time registration fee.
- 5) **Louisiana** - Rate increased from 4.0% to 4.45% as of July 1, 2018 through June 30, 2025 and subsequently increased to 5% effective January 1, 2025 through December 31, 2029. Beginning January 1, 2030, the state sales tax rate will decrease to 4.75%.
- 6) **Maryland** - Grants credit for sales tax paid to Pennsylvania on motor vehicles. However, there are specific rules governing the credit and how it's calculated.
- 7) **New Mexico** - Imposes an excise tax on the purchase price of motor vehicles. New Mexico does not grant credit for sales tax paid to Pennsylvania on motor vehicles. Sales tax rate decreased from 5% to 4.875% as of July 1, 2023.
- 8) **North Carolina** - Retail sales of motor vehicles are exempt from sales tax.
- 9) **North Dakota** - Imposes an excise tax on the purchase price of motor vehicles. North Dakota does not grant credit for sales tax paid to Pennsylvania on motor vehicles.
- 10) **Oklahoma** - Rate of 4.5% consists of 3.25% excise tax and 1.25% sales tax. Oklahoma does not grant credit for sales tax paid to Pennsylvania on motor vehicles.
- 11) **South Carolina** - Retail sales of motor vehicles are exempt from sales tax and subject to the Infrastructure Maintenance Fee as of July 1, 2017.
- 12) **South Dakota** - Imposes an excise tax on the purchase price of motor vehicles. South Dakota does not grant credit for sales tax paid to Pennsylvania on motor vehicles. Sales tax rate decreased from 4.5% to 4.2% as of July 1, 2023.
- 13) **West Virginia** - Does not grant credit for sales tax paid to Pennsylvania on motor vehicles.

CHAPTER 43 of TITLE 67

Annex A
Title 67. TRANSPORTATION
PART I. DEPARTMENT OF TRANSPORTATION
SUBPART A. VEHICLE CODE PROVISION
ARTICLE III. REGISTRATION
CHAPTER 43. TEMPORARY REGISTRATION CARDS
AND PLATES

§ 43.1. Purpose.

This chapter established rules and regulations governing the issuance of temporary registration plates and cards by authorized dealers, manufacturers, full agents and card agents under 75 Pa.C.S. § § 1310 and 1331 (relating to temporary registration cards; and issuance and reissuance of registration plates).

§ 43.2. Definitions.

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise: Act—75 Pa.C.S. § § 101—9821 (relating to the Vehicle Code).

Applicant—A person, as defined in the act, who applies for registration of a vehicle and for a temporary registration card or plate.

Bureau—The Bureau of Motor Vehicles of the Department.

Card agent—A notary public, commissioned by the Department of State, Bureau of Legislation, Commissions and Elections, who is approved by the Department to issue temporary registration cards in conjunction with applications for transfer of registration plates. A notary public from another state may also serve as a card agent and may issue a temporary registration card to a Commonwealth registrant who has purchased a vehicle in the state and who wishes to apply for transfer of a Commonwealth registration plate. The notary shall be commissioned or licensed as a notary by a governmental agency of the state.

Certificate of authorization—The document issued to an agent which indicates the agent has complied with the requirements of the Department and is permitted to issue temporary registration cards or plates, or both.

Dealer—A person engaged in the business of buying, selling or exchanging vehicles, including passenger cars, trucks, implements of husbandry, special mobile equipment and trailers, who is registered by the Department under § 53.3(b) (relating to issuance of plates). The term does not include a miscellaneous motor vehicle business, unless the business is also registered as a dealer under § 53.3(b).

Department—The Department of Transportation of the Commonwealth.

Established place of business—The place occupied either continuously or at regular periods by a dealer, manufacturer or full agent, where the books and records are kept, where a large share of the business is transacted and which meets local zoning rules, ordinances and building codes.

Full agent—A county treasurer or a person other than a manufacturer or dealer authorized by the Bureau to issue temporary registration cards and plates.

Issuing agent—A full agent or card agent, or a dealer or manufacturer, who has been authorized by the Bureau to issue temporary registration cards and plates.

Manufacturer—A person engaged in the business of constructing or assembling vehicles, motors or bodies of vehicles.

Regular registration plate—A metal registration plate issued by the Bureau for a specific vehicle in conjunction with a permanent registration card, or a metal registration plate issued by an authorized dealer, manufacturer or full agent as a temporary plate and validated for regular use by issuance of a regular registration card.

Temporary registration card—A form provided by the Department for issuance to an applicant for registration or transfer of registration for use by the applicant until receipt of the regular registration card. A form issued with a temporary registration plate for a vehicle which is to be driven or otherwise moved to another state or country for titling, registration, use or resale there.

Temporary registration plate—A registration plate to be used by the applicant until regular registration is received. There are two types of temporary registration plates: metal registration plates, for issuance only for vehicles which are being registered in this Commonwealth, and cardboard registration plates for issuance only for vehicles which are to be driven or otherwise moved to another state or country for titling, registration, use or resale there.

- (i) Metal temporary plates are issued to an applicant for use during the period of time in which the application for regular registration is being submitted to and processed by the Department.
- (ii) A cardboard registration plate may also be issued under special conditions, as authorized by the Department.

§ 43.3. Card agents.

- (a) Card agent shall be a notary public. In order to be approved as a card agent by the Department, a person shall be commissioned as a notary public by the Department of State, Bureau of Legislation, Commissions and Elections, or by a similar agency in another state.
- (b) Application for forms. When a card agent applies to the Department for an official form, they shall affix their notarial seal and signature to the application to the Department for forms to be issued by the card agent.
- (c) Revocation of commission as a notary public. A card agent shall comply with rules and regulations under The Notary Public Law (57 P. S. § § 147—169). In the event that the commission of a notary public is revoked, their status as a card agent will also be revoked until the commission as a notary public has been reinstated.
- (d) Other requirements. A card agent is subject to other provisions of this chapter concerning the issuance of temporary registration cards.

§ 43.4. Authorization to issue temporary registration plates.

- (a) Application procedure. A person wishing to be authorized to issue temporary registration plates

shall apply to the Department on forms furnished by the Department. For a person to be authorized, the person shall be a resident of this Commonwealth. The application shall include:

- (1) Photographs, interior and exterior, of the proposed place of business, including branch offices. The photographs of the exterior shall show the entrance way and signs, required under subsection (b)(2). Photographs of the interior of the proposed agent's office shall show the desk, phone, secure area for storage of temporary cards and plates, and the complete schedule of fees and charges relating to the issuance of temporary cards and plates, posted in accordance with subsection (b)(1).
 - (2) A letter of reference from a bank or other financial institution which indicates that accounts of the applicant are handled in a satisfactory manner that is consistent with standard banking practices.
 - (3) Three letters of reference from business concerns, on their business stationery, attesting to the character of the applicant.
 - (4) The bond prescribed by § 43.9 (relating to bond), on the form of the Department, or a surety's binding commitment to issue the bond upon approval of the application.
 - (5) A notarized statement listing outstanding liabilities of the business or of the owners and officers of the business that are due and owing to the Commonwealth or, if none, a notarized statement to that effect.
 - (6) The names, addresses and social security numbers of owners or corporate officers, and employees authorized to issue temporary registration cards and plates, of the manufacturer's, dealer's or full agent's business.
 - (7) A criminal history record, obtained from the State Police, of each owner or corporate officer.
 - (8) A notarized statement attesting that the applicant has read and understands this chapter.
 - (9) The name, address and notary seals of a notary who is an employee during all of the hours of operation. The owner may be the notary.
 - (10) A schedule of business hours. This schedule shall contain a minimum of 20 business hours per week, or a minimum of 10 business hours per week plus an additional 10 business hours when a person may make an appointment. Business hours of operation shall be convenient to the public and be indicated on the sign required under subsection (b)(2).
 - (11) A statement that the business location meets local zoning ordinances and building codes.
- (b) Established place of business. Authorized dealers and full agents shall maintain an established place of business. A copy of business records shall be maintained at the established place of business for 3 years. The following shall be posted in a conspicuous place in view of the public:
- (1) A complete schedule of fees and charges pertaining to the issuance of temporary registration cards and plates.
 - (i) The schedule shall indicate amounts payable to the Department and amounts charged by the issuing agent.
 - (ii) The schedule shall be at least 3 square feet in size with lettering at least 1/2-inch high.

- (2) The hours during which the place of business is open to the public.
- (3) The certificate of authorization to issue temporary registration plates.
- (c) Review of application. The Department will examine and determine the genuineness, regularity and legality of every application for a certificate of authorization. The Department may investigate the applicant with regard to one or more of the following:
 - (1) The condition of the applicant's proposed business premises.
 - (2) Departmental and other Commonwealth records pertaining to the business of an owner or officer.
 - (3) The personal history of an owner, officer or employee related to a conviction for a crime, under 18 Pa.C.S. (relating to the Crimes Code) or under the penal law of the United States, which involves moral turpitude or which reflects adversely on the owner's or officer's business integrity or responsibility.
 - (4) Unsatisfied judgments against the business, owner or officer.
 - (5) The credit rating of the business and its owners and officers.
 - (6) The assets and liabilities of the business.
- (d) Denial of application. The Department may deny an application for a certificate of authorization on the basis of information revealed in an investigation, or if the applicant fails to disclose material information required or if the applicant has made a materially false statement on the application, or if the applicant's business is operated, managed or otherwise controlled or affiliated with a person who is ineligible for authorization, including a relative, family member, corporate officer or shareholder.
- (e) Opportunity for review. If the Department denies an application for a certificate of authorization, the Department will provide the applicant with an opportunity to show cause why the application should not be denied.
- (f) Temporary certificate of authorization. After reviewing an application, the Department may issue a temporary certificate of authorization. The temporary certificate of authorization will be issued for 60 days, during which period the Bureau may investigate the operations of the dealer, manufacturer or full agent. When the temporary certificate of authorization expires, the Bureau may issue a regular certificate of authorization.
- (g) Issuance of a certificate of authorization. The Department will issue a certificate of authorization to an approved applicant.
- (h) Transfer of certificate of authorization. A certificate of authorization may not be transferred and shall be valid only for the owner in whose name it is issued.
 - (1) In the case of a change of ownership, the dealer, manufacturer or full agent shall notify the Bureau within 10 days. It is the responsibility of a new owner to comply with this section.
 - (2) The following are regarded as changes of ownership:
 - (i) The owner takes on a new partner.
 - (ii) The owner sells the business.

- (iii) The business is incorporated.
 - (iv) A controlling interest in a corporation is sold.
 - (v) The owner retires or dies.
- (i) Change in location of place of business. If a manufacturer, dealer or full agent changes the location of the office, they shall notify the Department within 10 days. Other provisions of this chapter concerning the place of business shall apply to a change in location of the office. The issuance or transfer of temporary registration plates may not be conducted at the new location until the location has been approved by the Department.

§ 43.5. Issuance of temporary registration cards.

- (a) General rule. Cards will be issued in the following manner:
 - (1) Temporary registration cards will be issued only by the Bureau, by dealers, manufacturers, card agents and full agents authorized by the Bureau and by government agencies authorized by the Bureau. When required by law, dealers and manufacturers shall be licensed by the State Board of Vehicle Manufacturers, Dealers and Salespersons as a prerequisite to authorization by the Bureau.
 - (2) Temporary registration cards will be issued only in conjunction with issuance of a temporary registration plate by the Bureau, an authorized dealer, manufacturer, full agent or authorized government agency, or in conjunction with the transfer of a registration plate.
- (b) Obtaining temporary registration cards. Issuing agents may obtain temporary registration cards at offices of the Bureau or upon written request to the Bureau.
- (c) Issuance of temporary registration cards in connection with transfer of registration. Every issuing agent shall, upon request, issue a temporary registration card to the owner or lessee of a vehicle who has made proper application for transfer of registration on an application for certificate of title or other appropriate Departmental form. The agent information on the Departmental forms shall be completed in full by the agent.
- (d) Duty to examine documents. The duty to examine documents includes the following:
 - (1) Before issuing a temporary registration card, the issuing agent shall examine the documents necessary to the transaction.
 - (2) A temporary registration card may not be issued unless the following items are found to be in order:
 - (i) Insurance information.
 - (A) Except as provided in clause (B), determination shall be made that the vehicle is insured by examining one of the following documents covering the subject vehicle, the vehicle traded for the subject vehicle or another vehicle owned by the applicant:
 - (I) An identification card as required in 31 Pa. Code Chapter 67, Subchapter B (relating to evidence of financial responsibility).
 - (II) The declaration page of an insurance policy.

- (III) A valid binder of insurance issued by an insurance company licensed to sell motor vehicle liability insurance in this Commonwealth.
 - (IV) A copy of an application to the Pennsylvania Automobile Insurance Plan.
 - (V) A certificate of self-insurance issued by the Department.
- (B) The requirement to check one of the documents listed in clause (A) does not require the agent to verify the information submitted unless the agent has reason to believe the documents are fraudulent.
- (C) If the vehicle was acquired in this Commonwealth for transportation under its own power to another state for registration there, the issuing agent shall examine the driver's license or other appropriate identification of the applicant to ascertain that:
 - (I) The applicant is an out-of-State resident.
 - (II) The vehicle was purchased within the previous 60 days.
 - (III) The applicant possesses one of the proof of insurance items identified in clause (A) issued by a company authorized to transact business in this Commonwealth or in the state to which the vehicle is being transported for title and registration therein.
- (ii) Application. The application shall be properly and completely executed and notarized, as required, accompanied by the correct fees, taxes and other required forms or documents.
- (e) Preparation of application. The issuing agent shall complete in ink, or by typewriter, or by data processing equipment the application for temporary registration. The issuing agent identification number shall be on all documents, including checks submitted by the issuing agent, submitted to the Bureau for processing.
- (f) Copies of temporary registration card. Copies of the temporary registration card shall be handled as follows:
 - (1) The original copy of the temporary registration card, including the copy completed for the cardboard temporary, the regular registration card, and documents and fees necessary to the transaction shall be forwarded by the issuing agent to the Bureau within 20 days of issuance of the temporary registration card. These materials shall be forwarded either by an authorized messenger service, by mail or by delivery to an area designated by the Bureau.
 - (2) The applicant's copy of the temporary registration card shall be given to the applicant, for possession by the driver of the vehicle whenever the vehicle is being driven on the highway.
 - (3) The agent's copy of the temporary registration card, copies of related documents including bills of sale when the agent is also the dealer and a copy of the document used for identification and copies of the documents used for insurance verification shall be retained at the place of business of the issuing agent for at least 3 years and shall

be made available for inspection only by police and authorized representatives of the Department. Cards issued in conjunction with the transfer of registration plates shall be kept separate from cards issued in conjunction with temporary registration plates. Cards shall be kept in chronological order according to the date of issuance.

- (g) Fee not to be charged. An issuing agent may not charge a fee for issuing a temporary registration card in connection with transfer of registration except fees for notarization and messenger service, if requested by the applicant.
- (h) Expiration or voidance of temporary registration cards. Temporary registration cards shall expire and become void upon the occurrence of one of the following:
 - (1) The receipt of the regular registration card from the Bureau.
 - (2) The rescission of a contract to purchase a vehicle.
 - (3) The expiration of 60 days from the date of issuance, or, in the case of a vehicle which was acquired in this Commonwealth for transportation to another state for registration or other use there, the expiration of 30 days from the date of issuance.
 - (4) The temporary registration plate is lost, stolen or defaced.
- (i) Confidentiality. The agent's copy of the temporary registration card and documents related to the application for title or registration shall be kept in strict confidentiality by the issuing agent, unless otherwise required by law or legal purpose.
- (j) Receipts. An agent shall complete an itemized receipt, in duplicate, which lists the total fees payable to the Commonwealth on one line, and each fee charged for the agent's services on a separate line.

A copy shall be given to the customer and the other copy shall be retained by the agent for 3 years and shall be made available for inspection.

§ 43.6. Issuance of temporary registration plates.

- (a) Limits on issuance. Temporary registration plates will be issued in the following manner:
 - (1) Temporary registration plates other than those specified in paragraph (4) will be issued only by the Bureau, approved governmental agencies, dealers, manufacturers and full agents authorized by the Bureau.
 - (2) Temporary registration plates shall be issued only in conjunction with an application for title and registration of a vehicle within this Commonwealth or for the purpose of driving or otherwise moving a vehicle purchased in this Commonwealth to another state or country for titling, registration, use or resale there.
 - (3) Notwithstanding paragraphs (1) and (2), a full agent who is also an authorized messenger service under Chapter 255 (relating to messenger services), may issue a temporary registration plate in one of the following circumstances after receiving authorization from the Department indicating the vehicle record is clear of a suspension or other impediment to issuance of the registration plate:
 - (i) For a vehicle for which the applicant already has a Pennsylvania Certificate of Title.

- (ii) To a person who is applying for replacement of a lost, stolen or defaced registration plate.
 - (iii) For a vehicle for which the applicant has an Out-of-State title and registration, but is also required to be registered, but not titled, in this Commonwealth.
- (4) Temporary registration plates for reconstructed and specially constructed vehicles will be issued only by the Bureau.
- (b) Issuance at other locations. The Department may provide written authorization for individual dealers, manufacturers or full agents to issue temporary registration plates at a location other than the places of business of the dealer, manufacturer or full agent for a period not to exceed 1 year. The privilege to issue temporary registration plates from a location other than the designated dealer, manufacturer or full agent's place of business is revocable if the Department finds that the dealer, manufacturer or full agent has violated this chapter or the terms of the written authorization.
- (c) Obtaining temporary registration plates. Temporary registration plates shall be obtained by submitting the appropriate form and paying the applicable fee to the Bureau.
- (d) Issuance of temporary registration card in conjunction with issuance of temporary registration plates. Upon the issuance of a temporary registration plate, the authorized dealer, full agent or manufacturer shall issue a temporary registration card, in the manner prescribed on forms provided by the Department and in § 43.5 (relating to issuance of temporary registration cards).
 - (1) The number of the temporary registration plate shall be indicated on the temporary registration card.
 - (2) If the vehicle is not to be titled in this Commonwealth, it shall be noted on the temporary registration card.
- (e) Issuance of temporary registration plates. Temporary registration plates shall be issued in consecutive order, beginning with the lowest number in each series.
- (f) Issuance of cardboard temporary registration plates. Upon issuance of a cardboard temporary registration plate, the authorized dealer, manufacturer or full agent shall punch out the month, day and year of expiration at the space provided and shall record the following information clearly and indelibly on the face of the temporary plate:
 - (1) The date of issuance.
 - (2) The year, make and model of vehicle.
 - (3) The vehicle identification number.
 - (4) The identification number of the authorized dealer, manufacturer or full agent.
- (g) Fee charged. The fee charged for providing an applicant with a temporary plate may not exceed:
 - (1) Ten dollars if the plate was obtained from the Department for a fee of \$5.
 - (2) Five dollars if the plate was obtained from the Department for a fee of \$1.

§ 43.7. Inventory of temporary registration cards and plates.

- (a) Inventory report. Every dealer, manufacturer and full agent is responsible for providing the Bureau with a report on the temporary registration plates which it has in inventory, within 30 days of the Bureau's request for the information.

- (b) Security. Temporary registration cards and plates shall be kept in a secure place, which shall meet the approval of the Bureau. Issuing agents shall be responsible for security of temporary registration cards and plates obtained by them until they are issued to applicants.
- (c) Report on lost or stolen plates. If plates are lost or stolen, the dealer, manufacturer or full agent shall notify the Department of the loss or theft within 48 hours of the occurrence. This notice shall be in the form of a notarized statement and shall give complete details of the loss or theft of the plates. In the event of theft, a police report shall be submitted to the Department within 10 days of the theft.
- (d) Available for inspection. Temporary registration plates and related documents shall be available for inspection, with or without notice, by authorized Commonwealth employees which includes the State Police. Records required by the Department to be maintained by the issuing agent in carrying out its duties under this chapter shall be subject to periodic inspection by authorized representatives of the Commonwealth or its designated agents under the following conditions:
 - (1) Place. The inspection will be conducted at the issuing agent's established place of business.
 - (2) Time. The inspection will be conducted during regular and usual business hours.
 - (3) Scope. The inspection will be limited to examination of the records and plate inventory which are subject to the recordkeeping requirements of this chapter and which are on the premises.

§ 43.8. Return or surrender of temporary registration cards and plates.

- (a) Discontinued business. An issuing agent, other than a card agent, who discontinues their business shall, within 5 days, return to the Department the certificate of authorization and the temporary registration cards and plates in the agent's possession. The Bureau will make appropriate refunds under subsection (c).
- (b) Suspension. An issuing agent, other than a card agent, whose right to issue temporary registration cards and plates has been suspended shall surrender the certificate of authorization and the registration cards and plates in the agent's possession at the agent's established place of business to an authorized representative of the Department.
- (c) Refunds. A refund of the fee paid by an agent for a temporary registration plate may be obtained upon the return of the plate by the agent, accompanied by the appropriate form provided by the Department, except when the plate is being returned by a dealer, manufacturer or full agent whose authorization has been suspended or revoked. The Bureau will deduct \$25 from the refund amount due to cover processing of the request for refund.

§ 43.9. Bond.

- (a) Authorized dealers, manufacturers and full agents to be bonded. Every authorized dealer, manufacturer and full agent shall file and maintain with the Bureau a bond executed by a surety company authorized to transact business in this Commonwealth. The bond shall be for the use and benefit of the Commonwealth and a person who has sustained a monetary loss within the limitations of the bond as specified in subsection (d).
- (b) Amount of bond. Issuing agents, other than card agents, shall be bonded in the amount as set forth in the Agent Services Agreement.

- (c) Decrease in amount of bond. If the amount of the bond is decreased, or if there is a final judgment outstanding against the bond, the right of the authorized dealer, manufacturer or full agent to issue temporary registration cards and plates will be suspended until steps are taken, satisfactory to the Bureau, to restore the original amount of the bond, provide additional bond or satisfy the judgment.
- (d) Limitations of bond. The bond required under this section shall cover transactions in which the Commonwealth or a person specified in subsection (a), has sustained a monetary loss due to the agent, dealer or manufacturer submitting a dishonored or uncollectible check to the Commonwealth (including protest and uncollectible check fees), or failing to remit to the Commonwealth a fee or tax when the monetary loss is incurred in connection with the business of the dealer or manufacturer. A check which is dishonored upon presentment, or an application for title or registration which is received without a required fee or tax, shall constitute a monetary loss. Failure to pay a monetary penalty within 45 days of assessment shall also constitute a monetary loss. The bond required under this section may not cover a loss for a transaction which is not mentioned in this subsection relating to the issuance of temporary registration cards or plates in connection with the business of the dealer, manufacturer or full agent. If the dealer, manufacturer or full agent has one or more branch offices, the amount of the bond shall be as specified in the Agent Services Agreement.
- (e) Bond already on file. An authorized dealer, manufacturer or full agent who has filed a bond with the Commonwealth will not be required to file a separate bond under this section, if the bond already on file with the Commonwealth is in the name of the Commonwealth and at least equal to the amount and coverage of the bond required under this section.
- (f) Acceptance. The surety and terms of bonds or riders shall be subject to review and acceptance by the Bureau.
- (g) Change of address. When a change of address occurs, a stipulation or rider to the original bond shall be submitted for the new address.
- (h) Authorized claims. The Bureau has the right to make and settle claims upon the bond with the surety company on behalf of the Commonwealth and a person who has incurred a monetary loss as specified in subsection (a). The Bureau will, upon written request, assign this right to a person for that person's claim; however, in this event, the Commonwealth is released from any duty to the person towards obtaining satisfaction of that person's claim. The Commonwealth will have priority, to the exclusion of all others, in receiving payment from the surety. If the aggregate amount of valid claims exceeds the amount of the bond, priority for the payment of claims shall be as follows:
 - (1) Claims made by the Commonwealth.
 - (2) Claims made by the Commonwealth for persons.
 - (3) Claims made by persons who obtained assignment from the Bureau.

§ 43.10. Prohibited acts.

- (a) False information not knowingly to be given. An issuing agent may not knowingly issue a temporary registration card or plate containing misstatement of facts or other false information.
- (b) Alteration. A temporary registration card or plate may not be altered. An alteration on a temporary registration card or plate, including copies submitted to the Bureau, renders it invalid.
- (c) Renewal or reissuance. An issuing agent may not renew or reissue a temporary registration

card or plate which has expired, except upon written authorization of the Department or except as provided for in §43.6(a)(3) (relating to issuance of temporary registration plates).

- (d) Refusal to issue. An authorized dealer, manufacturer or full agent may not refuse, upon request, to issue a temporary registration plate to the owner or lessee of a vehicle who possesses proper documentation under this chapter.
- (e) Issuance at location not approved by the Department. Temporary registration plates may not be issued by an authorized dealer, manufacturer or full agent at a location other than the approved places of business of the authorized dealer, manufacturer or full agent, except under §43.6(b).
- (f) Refusal to accept separate check or money order. An issuing agent may not refuse to accept a separate check or money order made payable to the Commonwealth for fees and taxes due to the Commonwealth in association with a title application.
- (g) Consignment. An authorized dealer, manufacturer or full agent may not consign or transfer to other issuing agents or persons, any of the inventory of temporary registration plates issued by the Department to the authorized dealer, manufacturer or full agent.
- (h) Issuance of temporary registration without proper documentation. An authorized dealer, manufacturer or full agent may not issue a temporary registration card or plate if proper documentation is not complete and if information is not verified if required. This includes proof of ownership, insurance coverage, odometer statements, proof of identity and other documentation that may be required.
- (i) Gifts. An issuing agent may not offer or deliver money, gifts or other items of substantial value nor offer and deliver money, gifts or other items to a Commonwealth employee.
- (j) Reportable transactions. An issuing agent may not fail to report a transaction involving the sale or transfer of a vehicle consistent with Internal Revenue Service statutes, regulations and rules.

§ 43.11. (Reserved).

§ 43.12. Use of temporary registration plate.

- (a) Applicability. This section pertains to the use of a temporary registration plate by the person to whom it was issued.
- (b) Temporary registration plate nontransferable. Temporary registration plates may not be transferred from one vehicle to another. If a person purchases another vehicle before receiving the regular registration card from the Bureau, the person shall wait until receipt of the regular registration card and then transfer the registration plate in the usual manner.
- (c) Expiration of temporary registration plates. Temporary registration plates shall expire as follows:
 - (1) Rules pertaining to cardboard plates.
 - (i) A cardboard temporary registration plate shall expire and become void upon the occurrence of one of the following:
 - (A) Issuance of registration from another state.
 - (B) Rescission of a contract to purchase a vehicle.
 - (C) Expiration of 30 days from the date of issuance. **NOTE: Act 165 signed into law on November 4, 2016 changed this expiration date to 60 days.**

- (ii) Upon expiration of a cardboard temporary registration plate, the person to whom it was issued shall destroy it.
- (2) Rules pertaining to metal plates. A metal temporary registration plate may not be used after the expiration of 60 days from the date of issuance of the temporary card and plate until the registrant receives a regular registration card from the Bureau.
- (d) Use of temporary registration plates on vehicles transporting a load. Vehicles transporting a load shall comply with the following:
 - (1) Temporary metal registration plates may be used on a vehicle transporting a load if the vehicle has a gross vehicle weight rating of 26,000 pounds or less and the vehicle and load have a gross weight of 26,000 pounds or less.
 - (2) Temporary metal registration plates may not be used on a vehicle transporting a load, if the vehicle has a gross vehicle weight rating in excess of 26,000 pounds or the vehicle and load have a gross weight in excess of 26,000 pounds, unless the vehicle is operating only within this Commonwealth or through jurisdictions which are not members of the International Registration Plan.
 - (3) Temporary cardboard registration plates may not be used on a commercial vehicle transporting a load.
- (e) Prosecution. A person who violates subsection (c) shall be subject to prosecution under 75 Pa.C.S. § 1301 (relating to driving unregistered vehicle prohibited).

§ 43.13. Special temporary registration cards and plates.

The Secretary may authorize the issuance of special temporary registration cards and plates for special occasions which they deem to be in the best interests of the Commonwealth. Temporary registration cards and plates shall be valid for a period of time the Secretary will determine.