

ONLINE MESSENGER SYSTEM PROCESSING PROCEDURES

MOTOR VEHICLE TRANSACTIONS

JANUARY 2010

LOGGING ONTO THE IMS SYSTEM

Key IMS onto the screen

Depress the Enter or Control key.

From the IMS LOGON screen

Key USERID

Key Password (which will not display on the screen)

Depress the Enter or Control key. The Sign Command Completed Screen will appear.

Depress the PAUSE/BREAK key to provide a blank screen.

Key VR0000 (zeroes not 'O's) for Vehicle Menu or DL0000 for Driver License Menu.

Depress the "Space bar" twice.

Depress the Enter or Control key. The Carats or DL&C logon screen will appear.

Key the USERID in the Logon ID field.

Depress the Enter or Control key.

PROCEDURE FOR AN EXPIRED PASSWORD

To change the password:

Enter the USERID

Enter password and tab down to the next field

Enter new password

Tab over to the next field and reenter the new password to confirm.

You will have only two chances to complete this procedure. You will be revoked from the system on the third try. If revoked you want to contact Security at (717) 783-8330.

You will need to provide the following information for the revoked user:

Your site name

USERID of the revoked individual

The last four digits of the social security number.

If you have online processing questions, contact the OLM phone support unit at (717) 346-0604. This support unit is not responsible for regular messenger service questions, but for specific OLM processing questions or problems.

CHANGE OF ADDRESS

CARATS Conversation – MV-09 is used to change the owner's address, or lessee information on the vehicle record. A change of address is for any individual, 16 years of age or older, who needs to have the address changed or corrected on his/her vehicle registration. Please note that and Apportioned vehicles may not be changed by any employees except for those who work in Commercial Registration.

Effective January 31, 2006, the Department will only allow Pennsylvania addresses recorded on title and registration products. All mobile home title applications are excluded from the new Pennsylvania identification and address requirements. However, the purchaser is still required to provide valid government issued photo identification. Applications for mobile homes are to be handled as they have in the past and may continue to include an out-of-state address for applicants.

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 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.

If the applicant is entitled to this exception, they must complete and attach the new Form MV-8, "Self Certification for Proof of Residency". This form is only available on our website.

All applications where an out-of-state address is requested **MUST** be forwarded to the Department for processing along with the required documentation. (These applications may be submitted to the Department through the mail process, the counter area, Messenger Services or Legislative Services)

MV09 PROCESS CHANGE OF ADDRESS

From the main menu Key 09 in the selection field.

Depress the Enter key and the Change Owner/Lessee Info Prompt Screen appears.

Enter the title number and check digits and the Change Owner/Lessee Info screen appears.

Type the necessary changes in the customer address fields.

Enter and go to the Fee Recap screen.

Depress PF-19 to post the transaction.

WID Documents.

MV 93 PROCESS VEHICLE RENEWAL

Review the source document for valid insurance information. If missing, invalid or incomplete, stop here.

From the Main Menu, Key 93 in the Selection field Renew Vehicle Registration.

Depress the Enter Key and Vehicle Renew Prompt Screen appears.

Key Title number and Check Digits

Depress Enter and Vehicle Renew Entry Screen appears.

Cannot change owners name

Change address if requested on the application.

Enter number of duplicates requested (optional).

Retired indicator... if eligible type a "y" in this field.

Enter ODTF field (required)

Enter and Fee Recap Screen appears.

Enter amount of remitted check

Number of checks is always 1.

Depress PF-19 Post

WID documents.

MV 07 DUPLICATE TITLE PROCESSING

If a vehicle is titled in more than one name each owner must sign the application.

From the main menu key 7 in the selection field

Depress the Enter key.

Key the Title Number

Key the Check Digits

Enter the Reason Code why you are reissuing.

Depress the Enter Key.

Fee Recap Screen appears.

Enter amount of remitted check

Number of checks is always 1.

Depress PF-19 Post

WID documents.

Note: Never enter anything in the online print field!!!!!!

Always check in the upper right corner to see if the vehicle is encumbered.

MV 38 F STOP PROCESSING

From the main menu type a 38 in the Selection field. The Restore/Rescind prompt will appear.

Enter the VIN or the title number and check digits.

Depress the Enter key.

The Restore/Rescind data entry screen will appear.

Enter your messenger number.

Enter the type of proof where:

B= Binder

D=Declaration Page

I =ID Card

L=Insurance company letter

Enter the insurance NAIC number (codes help Available). Place a ? mark in the field and depress enter.

Enter the policy number

Enter the effective and expiration dates of the insurance.

If paying the restoration fee enter a Y in the fee paid ind field.

Depress the enter key.

If the information you entered is valid, you will now see a PF-19 Post key at the bottom of the screen.

You can enter proof of insurance by itself, fees by itself or both.

Depress the PF-19 and post the transaction

WID documents.

Note: if the lapse of insurance is greater than one day you will get an error message stating that. If that occurs, send the work in with your regular messenger work.

MV40 REGISTRATION TRANSFER

Passenger to Passenger Registration Transfer

From the main menu Type a 40 in the selection field.

The Reg/Trans Prompt will appear.

Enter the new title number (the to vehicle) and check digits in the appropriate field at the top.

Enter the tag and old title number (the from vehicle) in the appropriate field.

Depress the PF-18 Transfer key.

The Registration header screen will appear.

Enter the appropriate value in the Trsfr Cd field (codes help available by placing a question mark in the field).

Depress the PF-20 key and the Registration Detail screen appears.

If you are issuing duplicate credentials or processing a retired status registration, enter the data in those fields.

Depress the Enter key which will take you to the fee recap screen.

Enter the fees and depress the PF-19 Post key.

WID Documents

Passenger to Truck Registration Transfer

From the main menu Type a 40 in the selection field.

The Reg/Trans Prompt will appear.

Enter the new title number (the to vehicle) and check digits in the appropriate field at the top.

Enter the tag and old title number (the from vehicle) in the appropriate field.

Depress the PF-18 Transfer key.

The Registration header screen will appear.

Enter the appropriate value in the Trsfr Cd field (codes help available by placing a question mark in the field). In this case you want to enter a “3” in the Trsfr Cd field and a “9” in the Tag Reissue field. You must enter a notary date which would be the current date on which you are processing. The system will calculate the correct exchange fee.

Depress the PF-20 key and the Registration Detail screen appears. You can raise or lower weight on this screen if requested.

If you are issuing duplicate credentials or processing a retired status registration, enter the data in those fields.

Depress the Enter key which will take you to the fee recap screen.

Enter the fees and depress the PF-19 Post key.

WID Documents.

“Title Only” Processing (no tag on record)

From the main menu Type a 40 in the selection field.

The Reg/Trans Prompt will appear.

Enter the new title number (the to vehicle) and check digits in the appropriate field at the top.

Depress the Enter key as you are not transferring a tag.

You can issue a special fund plate to a title only and the system will calculate the fees.

The Registration header screen will appear.

Enter the appropriate value in the Tag type field (codes help available by placing a question mark in the field).

Depress the PF-20 key and the Registration Detail screen appears.

If you are issuing duplicate credentials or processing a retired status registration, enter the data in those fields.

Depress the Enter key which will take you to the fee recap screen.

Enter the fees and depress the PF-19 Post key.

WID Documents.

Additional Notes:

Use this procedure if you are replacing a stolen tag. First you want to transfer the “dead tag” back onto the vehicle, then transfer and reissue and your reason code would be “P” for Police Stolen. Use the PF-16 fee delete key and enter a 79 in the fee override field to wave the transfer fee. Enter the fees on the fee detail screen and post the transaction. The system will issue the next plate in your series for \$7.50.

If you are reissuing a regular series tag that still has been returned to the Department for serving an FR suspension follow these procedures. In the Tag Reissue field, type the value “FREE TAG AFTER SUSPENSION”. Use the PF-16 fee delete key and enter the fee override code of “03 WAIVE TRANS/REISSUE AFTER SUSP” to cancel the fees being charged for a transfer of the plate as well as its replacement.

You may not issue a regular series registration plate to a title only record through your OLM connection the same day you process a title only transaction for your customer through your OLRP connection. For customers requesting a Special fund Plate when they apply for title, you may issue a Special Fund Plate (DARE, Zoo, etc.) through your OLM connection the same day you process a title only transaction as this functionality is not currently available through OLRP.

C7589000 3MV89001

Codes Help List Display

----END OF LIST----

CATEGORY: TRANSFER TYPE CODE

NUMBER: 0580

S	CATEGORY KEY	-----RECORD DATA-----
. 1	TRANSFER	
. 2	TRANSFER & REISSUE	
. 3	TRANSFER & EXCHANGE	
. 4	TRANSFER & RENEW	
. 5	TRANS,REISSUE,RENEW	
. 6	TRANS, EXCH, RENEW	
. 7	ANT/CLASSIC/OTHER	
. 8	ANT/CLASSIC/SPOUSES	
. 9	TRANSFER PERM TRAILER	

NEXT KEY ==>

15-RETURN

CATEGORY: REISSUE REG REASON

NUMBER: 0440

- S CATEGORY KEY -----RECORD DATA-----
- . A EXCH - WAIVE REISSUE
- . F FREE TAG AFTER SUSPENSION
- . G GEN TAG REISSUANCE
- . P POLICE STOLEN
- . S VOLUNTARY SURRENDER
- . V SP TAG/SP ORG ISSUED
- . 1 LOST
- . 2 STOLEN
- . 3 DEFACED
- . 4 NEVER RECEIVED < 90 DAYS
- . 5 REISSUE FEE \$5.00
- . 6 DEFACED IN MAIL

NEXT KEY ==>

15-RETURN

20-NEXT

CATEGORY: REISSUE REG REASON

NUMBER: 0440

- S CATEGORY KEY -----RECORD DATA-----
- . 7 NEVER RECEIVED > 90 DAYS
- . 8 OTHER
- . 9 REGSTN EXCHANGE TRANSFER

MV30 REISSUE OF MATERIALS

Replacement of a Registration Card(s)

From the main menu key 30 in the selection field and the Reissue Materials prompt screen appears.

Key the title number and check digits

Depress Enter and the Select Reg Material/Plate screen appears.

Change address if applicable

In the Registration Card Field Type ? or 1 lost, 2 stolen, 3 defaced, 4 never received less than 90 days.

Enter number of duplicates...must be at least 1.

Enter and the Fee Recap Screen appears.

Enter the amount of the Remitted check

Number of checks is always 1.

Depress PF-19 POST.

WID Documents.

Replacement of a Renewal Sticker

From the main menu key 30 in the selection field and the Reissue Materials prompt screen appears.

Key the title number and check digits

Depress Enter and the Select Reg Material/Plate screen appears.

Change address if applicable

Select Materials

Renew Sticker field type ? or 1 lost, 2 stolen, 3 defaced 4 never received less than 90 days.

Enter and fee recap screen appears.

Enter the amount of the Remitted check

Number of checks is always 1.

Depress PF-19 POST

WID Documents.

Replacement of Plate

Processing in this conversation requires photo id to be submitted with the source documents as is always the case when issuing/reissuing a plate.

In order to replace a plate in Conversation 30 there must be a plate showing on the record. If there is no tag showing it is a "title only" record and the plate must be issued using Conversation 40

From the main menu key 30 in the selection field and the Reissue Materials prompt screen appears.

Key the title number and check digits

Depress Enter and the Select Reg Material/Plate screen appears.

Change address if applicable.

License Plate field Type ? or 1, lost, 2 Stolen, 3 defaced, 4, Never received less than 90 days.

Enter and the Fee Recap screen appears.

Enter the amount of the Remitted check

Number of checks is always 1.

Depress PF-19 POST.

WID Documents.

CONVERSATION 33 VEHICLE INFO SALES

While this is a VR Conversation, its functionality is based on DL principles in that it is PF key driven rather than Conversation driven. As in DL processing, you will receive a WID before posting and you will need to provide a reason code for issuing the product. There is also the unusual step of utilizing the PF-19 Post Key twice. The only reason codes you will use are BA for a Basic Vehicle Record Abstract or EA for a Basic Encumbrance Abstract.

You cannot issue a reprint in this Conversation. Please use the same watermark paper that you use for driving records.

From the main menu type 33 in the selection field.

Depress the enter key.

Requester Identification screen will appear.

Enter the information in the requester field the same way you do with DL records i.e. first name first, then last name. If the requester is a company, enter it as it appears on the application.

Depress the Enter key.

You may then select from the following PF Keys:

PF-18 Confirm: Transfers to vehicle Identification Screen.

PF-14 Cancel

PF-24 Reset

PF-15 Return

Vehicle Identification Screen

Enter one of the following pieces of Vehicle Identification Information that the requester supplied on the DL-135 Application:

Title Number

Tag: A list screen may appear for Tags that match the search criteria.

VIN: A list screen may appear for VINS that match the search criteria.

Owner Name: a list screen may appear for names that match the search criteria.

Name Code: May be entered if Owner Name is entered (Defaults to "S").

City: May be used to further define a name search.

Enter a Valid Purpose Code...BA for Basic Vehicle Abstract or EA for Basic Encumbrance record.

Depress the Enter Key.

Depress PF-18 Confirm Key.

After PF-18 is selected you will have the following options:

You may enter another request for the same requester.

PF-24 Reset: Any Information prior to PF-18 will be deleted.

PF-20 Fee Recap Vehicle Information Recap Screen will appear.

Vehicle Information Recap Screen

Enter the Check remit Amount (Never cash) and the number of checks is always 1.

Depress PF-19 Post: The WID should be printed on the source document between the first and second post. PF-19 needs to be selected twice to complete this transaction.

WID Documents.

If you are in doubt about processing a request, send the application into Harrisburg with your regular messenger work. Because of federal law, confidentiality is critical when processing in this conversation.

MV 46 PRINT RESTORATION REQUIREMENTS LETTER

From the main menu type 46 in the Selection Field

Depress enter and your prompt screen appears.

Key either the title number or the tag number in the appropriate field.

Depress enter and the Inquiry/Maint List 2 will appear.

Depress PF-16 key and the Restorations Requirements documentation will print.

CARATS TRANSACTION CODES

In order to understand the history of a vehicle record it is important to be able to interpret the transaction codes associated with that vehicle. The vehicle history is found by depressing the PF- 19 from any vehicle inquiry screen.

HOW TO READ A CARATS TRANSACTION CODE IN A WID HISTORY

A carats transaction code is four numbers in length, with a fifth number (called a transaction type indicator) used to identify work which had been previously rejected/special handled. The last digit will also identify the 'from' vehicle when registration has been transferred.

Note the following exceptions when the last digit of the transaction code is something other than a zero:

- '1' Work had been rejected back to the applicant and was re-submitted to the Bureau for final processing.
- '2' Identifies the 'from' vehicle when a registration plate has been transferred.
- '3' Work had been rejected back to the applicant and was re-submitted to the Bureau for final processing and also identifies the 'from' vehicle in transfer situations.
- '5' 'De-vanitization' - Identifies those owners who failed to respond to two separate letters, requesting that they provide us with the configuration of their vanity plate. These tags were replaced with a regular series plate. (Program was initially run on June 27, 2000. However, in conjunction with a weekly tag clean-up program, it is being run each weekend, beginning December 16, 2001)
- '6' A letter was sent to a customer asking for the configuration of their vanity plate, i.e., are there any spaces or hyphens and if so, where are they located.
- '9' Rear window decal – identifies those vehicles for which a rear window renewal decal was issued in lieu of a registration sticker for the license plate. This was implemented on October 22, 2000.

The following transactions are processed nightly.

Code	Meaning
0001	general tag re-issuance (new style plate) (effective September 04, 1999)
0002	registration renewal strip

Suspension/Restoration Tickler

0003	update status to 'requested', mail 'proof' letter
0004	mail 'affidavit request' letter
0005	mail suspension letter
0006	change status to 'pending', mail suspension letter
0007	mail 'eligibility' letter
0008	update status to 'complete', mail restoration letter
0009	update suspension, no output
0010	update status to 'complete', mail renewal application and restoration letter
0011	change status to 'active' & place stop code
0012	mail 'affidavit request' letter (status = 'pending' or 'active')
0013	mail suspension letter (after an appeal has been dismissed)
0014	BIS contacted 2/26/01 to ascertain what this is.

CARATS Changes Which Generate FR/Suspension Output

0016	mail 'additional' suspension letter (credit given)
0017	mail 'additional' suspension letter
0018	mail 'additional' suspension letter (reinstate)
0019	mail 'additional' letter (old indefinite suspensions)

'Other' CARATS Transactions

0021	transfer vehicle to the Apportioned Registration Program (ARP)
0022	reactivate vehicle in CARATS
0023	ARP fee distribution
0024	generate automatic refund in Counter mode
0025	generate automatic refund in Mail mode
0026	generate blanket check refund
0027	generate DL automatic refund
0028	generate DL blanket check refund
0029	DL counter refunds
0030	generate renewal application
0031	place permanent fleet stop
0032	remove permanent fleet stop

Citation/ARS Processing (Electronic Interface)

- 0033 create ARS suspension/mail suspension letter
- 0034 create 1786F suspension/mail suspension letter
- 0035 process 6308/mail 'proof' letter
- 0036 process 6308 citation no action, **no output**

Return Check Tickler

- 0037 create return check suspension, mail suspension letter

Fleet Processing

- 0038 renew fleet vehicle
- 0039 generate fleet renewal

Abandoned Vehicle Processing

- 0042 abandoned vehicle fee distribution

New Insurance Policies & Cancellations (Electronic Transfer)

- 0043 reserved
- 0044 new policy, change status to 'comply', mail 'acknowledge of proof letter'
- 0045 new policy, update vehicle insurance database, **no output**
- 0046 new policy, mail 'affidavit request' letter
- 0047 new policy, create suspension, mail suspension letter
- 0048 cancel, no updates done since new policy exists, audit trail only, **no output**
- 0049 cancel, retain data on suspension database, **no output**
- 0051 cancel, non-stackable, audit trail only, **no output**
- 0052 cancel, mail 'affidavit request' letter
- 0053 cancel, create suspension, mail suspension letter
- 0054 cancel, create 'held' status, add soft stop, **no output**
- 0055 new policy, update, mail 'affidavit to rescind letter', (status = 'pending' or 'active')
- 0056 new policy, rescind 'detail', mail rescind letter, free tag replacement
- 0057 new policy, rescind 'detail', mail rescind letter, mail renewal application
- 0058 new policy, rescind 'detail', mail rescind letter

PPA Suspensions (Electronic Transfer)

- 0059 PPA, create suspension, mail suspension letter, 1379A
- 0060 PPA, create suspension, mail suspension letter, 1379D

Renewal of Registration

- 0063* registration renewal update (S4000 Renewal Processor)*
- 0064* registration renewal update (S4000 Renewal Processor)* w/ ODTF- effective 04/26/99*

NOTE: *These are also the codes which will appear for ALL internet transactions. The only way to distinguish between Internet/Non-Internet processing is by looking at the operator identification number (OPERID). Internet transactions contain OPERID's 2600 to 2624.

Insurance Audit Responses (Electronic Transfer)

- 0066 positive audit
- 0067 negative audit, create suspension, mail suspension letter
- 0068 negative audit, audit trail only, **no output**

Gatekeeper/ Generate MCSAP/INSP suspension output.

- 0070 returned vehicle/return all fees (effective xxxxxxxx xx, 2002)
- 0071 returned vehicle/return sales tax only
- 0072 MAIL 'additional' INSP suspension letter (credit given)
- 0073 MAIL 'additional' INSP suspension letter
- 0074 MAIL 'additional' MCSAP suspension letter (credit given)
- 0075 MAIL 'additional' MCSAP suspension letter
- 0076 MAIL 'additional' reinstate INSP suspension letter
- 0077 MAIL 'additional reinstate' MCSAP suspension letter

Return Check Processing

- 0078 dunning letter submission

Electronic Lien Processing (effective 2/22/98)

- 0080 convert existing lien to ELT (**no output**)
- 0081 release ELT lien
- 0082 release ELT indicator
- 0083 release ELT lien to dealer
- 0084 change owner's address/release ELT lien **NO REGISTRATION OUTPUT**
- 0087 change owner's address **NO REGISTRATION OUTPUT** (Effective July 11, 1999)

Stop Code Placement/Removal (Electronic Interface)

- 0085 remove soft stop
- 0086 place hard stop
- 0098 remove soft stop (SC system)
- 0099 place hard stop (SC system)

*If the operator ID associated with this transaction code is 2600 to 2624, this reflects that processing took place via the Internet and not the DP500 processor (effective 04/01/01).

Vehicle Inspection Update

- 9700 update inspection record (no output) (effective October 24, 1999)

The following transactions are processed online with immediate updating.

MV01 - Create New Title Record/Change of Ownership

- 0110 title only
- 0111 title & tag
- 0112 title and transfer tag and/or renew
- 0113 reissue title and exchange tag
- 0114 reassign title only

0115 reassign title and tag
0116 reassign title and transfer tag and/or renew
0117 reassign title, transfer, reissue,/ exchange and/ or renew
0118 non PA junk certificate

MV03 - Change Owner/Lessee Name/Address

0310 change owner name
0320 change owner address
0330 change owner name and owner address
0340 change name and lessee maintenance
0350 change address and lessee maintenance
0360 change name and address and lessee maintenance
0370 lessee maintenance only
0380 add lessee

MV04 - Cancel Pennsylvania Title

0410 cancel (delete) record
0420 re-establish canceled record
0430 cancel record (crushed vehicle)
0440 issue non-repairable certificate (effective 02/09/03)

MV06 - Change Vehicle Information

0610 change vehicle information
0620 convert PA title

MV07 - Request for Duplicate Title/

710 duplicate title

MV08 - Add/Remove/Modify Lien Information (Includes Electronic Liens)

0810 lien maintenance
0820 add non-ELT lien (effective 02/22/98)
0821 add ELT lien
0830 delete non-ELT lien
0831 delete ELT lien

MV08 - Add/Remove/Modify Lien Information (Includes Electronic Liens)

0840 modify non-ELT lien
0841 modify ELT lien
0851 delete ELT indicator

MV09 - Change Owner/Lessee Address (Online Messengers Only)

0920 change owner's address
0950 change owner and lessee
0970 change lessee address

MV10 - Create ARP/PUC Suspensions

1010 1375A PUC suspension, mail suspension letter

- 1020 ARP suspension, mail suspension letter
- 1030 INSP suspension, mail suspension letter
- 1040 MCSAP suspension, mail suspension letter
- 1050 1375A Phila Authority suspension, mail suspension letter

MV11 - Process Certificate of Salvage (for existing PA Titles)

- 1110 junk certificate (no fee)
- 1120 junk certificate (fee)

MV12 - Miscellaneous FR Processing

- 1210 incomplete audit, mail 'proof' letter
- 1211 incomplete Audit, no action, **no output**
- 1220 inspection mechanic, mail 'proof' letter
- 1221 inspection mechanic, no action, **no output**
- 1230 miscellaneous, mail 'proof' letter
- 1231 miscellaneous processing, no action, **no output**
- 1240 non-reportable accident, mail 'proof' letter
- 1241 non-reportable accident, no action, **no output**
- 1250 PA assigned claim, mail 'proof' letter
- 1251 PA assigned claim, no action, **no output**

MV13 - Process Insurance Cancellations (Paper)

- 1310 no database updates since new policy exists, audit trail only, **no output**
- 1320 create 'retain' segment, **no output**
- 1330 create 'held' segment, add soft stop, **no output**
- 1340 create suspension, mail suspension letter
- 1350 mail 'affidavit request' letter
- 1360 suspension non-stackable, audit trail only, **no output**

MV17 - Transfer/Issue New Registration

- 1710 transfer registration
- 1720 transfer and reissue
- 1730 transfer and exchange
- 1740 transfer and renew
- 1750 transfer, reissue and renew
- 1760 transfer, exchange and renew
- 1770 issue new registration
- 1780 transfer antique/classic (between relatives)
- 1790 transfer antique/classic (non-relative)

MV18 - Process New Insurance Policies (PAPER)

- 1810 update vehicle insurance database, **no output**
- 1820 suspension status changed to 'complied', mail 'compliance' letter for insurance company submission
- 1830 suspension status changed to 'complied', **no output**
- 1840 rescind segment, mail rescind letter, free replacement of tag

1841 rescind segment, mail rescind letter, mail renewal application
1842 rescind segment, mail rescind letter
1850 update segment, mail 'affidavit request' letter
1860 create suspension, mail suspension letter

MV18 - Process New Insurance Policies (PAPER) (continued)

1870 update suspension, mail 'affidavit request' letter (status = 'active' or 'pending')

MV21 - Reserved Special Tag (Vanity) Request

2110 reserve special tag
2120 reissue reserved tag
2130 renew special tag

MV22 - Release Special Tag Order

2210 release special tag

MV23 - Insurance Audits

2310 create vehicle insurance segment, **no output**
2320 negative audit, audit trail only, **no output**
2330 negative audit, create suspension, mail suspension letter
2335 negative audit, non-stackable, audit trail only, **no output**
2340 update insurance segment status (other than negative), **no output**
2350 delete insurance segment, **no output**

MV25 - Special Tag (Vanity) Maintenance

2510 special tag order maintenance
2520 add to special tag order
2530 cancellation to the special tag order
2540 correct special tag owner

MV27 - Power of Attorney

2710 secure power of attorney

MV28 - Tag Maintenance

2810 make a tag only dead, **no output**
2820 make an assigned tag dead, **no output**
2830 make a dead tag a tag only, **no output**
2840 change dead tag status, **no output**
2850 'kill' tag, update suspension, mail tag receipt letter
2851 'kill' tag, update suspension, place stop code, mail tag receipt letter
2852 'kill' 'tag only' (tag received prior to suspension letter mailing date)
2853 'kill' tag, close suspension, mail 'voluntary surrender' receipt letter
2854 'kill' tag, tag forwarded to the FR unit, **no output**
2855 'kill' tag, tag expired, credit already exists, **no output**
2860 'kill' special tag (vanity), update suspension, mail tag receipt letter
2861 'kill' special tag (vanity), update suspension, place stop code, mail tag receipt letter

- 2862 'kill' special tag (vanity) (tag received prior to suspension letter mailing date)
- 2863 'kill' special tag (vanity), close suspension segment, mail voluntary receipt letter
- 2864 'kill' special tag (vanity), tag forwarded to the FR unit, **no output**
- 2865 'kill' special tag (vanity), tag expired, credit already exists, **no output**

MV28 - Tag Maintenance (continued)

- 2870 return special tag (vanity) to vehicle owner
- 2880 'acknowledgment' statement received, begin credit, **no output**
- 2890 stolen tag, make tag 'dead' (police stolen/electronic transmission)

MV30 - Reissue of Registration Materials

- 3010 registration materials
- 3011 plate and renew
- 3012 plate and VIN
- 3013 plate, VIN and renew
- 3014 plate and weight sticker
- 3015 plate, weight sticker and renew
- 3016 plate
- 3020 card
- 3021 card, weight sticker and sticker
- 3022 card and sticker
- 3023 card and weight sticker
- 3024 card, sticker and VIN
- 3025 card, sticker, weight and VIN
- 3026 card and VIN
- 3030 sticker
- 3031 sticker and VIN
- 3032 sticker and weight sticker
- 3040 VIN Plate
- 3041 VIN, plate and weight sticker
- 3042 VIN, plate, sticker and weight sticker
- 3043 VIN, plate, weight sticker and renew
- 3050 weight sticker
- 3051 weight sticker and renew
- 3060 biennial
- 3070 renewal application
- 3080 other materials

MV31 - Reissue of Registration Materials (Online Messengers)

- 3111 reissue plate and renew
- 3116 plate
- 3120 card
- 3122 card and sticker
- 3130 sticker

MV33 - Vehicle Paid Information (effective June 24, 1999)

33xx where 'x' equals one of 49 possible transaction codes, reflecting the processing of a 'paid information' request

MV34 - Add/Remove/Modify Abandoned Vehicle Record

3410 create abandoned vehicle
3411 create abandoned vehicle-value < \$501
3420 abandoned vehicle maintenance
3430 close/delete abandoned vehicle
3440 close/delete abandoned vehicle
3480 crush abandoned vehicle

**MV38 - FR/Suspension Restoration/Rescind Processing (Online Messengers)
(Effective August 25, 2002)**

3810 change status to 'complied', print 'acknowledge of proof' letter online
3815 change status to 'complied', print 'acknowledge of proof' letter online, change of address
3840 update suspension with restoration fee or insurance information only, **no output**
3850 restore, print restoration letter online, free tag replacement, mail restoration letter
3851 restore, print restoration letter online & mail renewal application
3852 restore, print restoration letter online
3860 rescission, free tag replacement, produce rescind letter online
3861 rescission, mail renewal application and produce rescind letter online
3862 rescission & produce rescind letter online

PPA Suspension Restoration/Rescind Processing

3897 update suspension with PPA release date OR restoration fee only, **no output**
3898 rescind, print rescind letter online
3899 restore, print restore letter online

MV39 FR Reprint (Effective xxxxxx xx, 2002)

3910 reprint comply letter online
3911 reprint rescind letter online
3912 reprint restore letter online

**MV40 Transfer/Issue New Registration (Online Messengers)
(Effective August 25, 2002)**

4010 transfer registration
4020 transfer and reissue
4030 transfer and exchange
4040 transfer and renew
4050 transfer, reissue and renew
4060 transfer, exchange and renew
4070 issue new registration
4080 transfer antique/classic (between relatives)

4090 transfer antique/classic (non-relative)

MV45 - Carrier/Fleet Processing

4501 establish a carrier/fleet
4502 establish a fleet
4503 maintain fleet information
4504 delete a fleet
4505 extend registration and waive axle
4506 extend registration only
4507 delete carrier

MV45 - Carrier/Fleet Processing (continued)

4508 change carrier name
4510 decrease registration and waive axle
4511 decrease registration

MV48 - FR/Suspension Restoration/Rescind Processing

4805 change status to 'update', change of address, **no output**
4806 change status to 'update', **no output**
4810 change status to 'complied', mail 'acknowledge of proof'
4815 change status to 'complied', mail 'acknowledge proof' letter, change of address
4820 restore pending appeal, mail restore pending appeal letter
4825 restore pending appeal, change of address, mail restore pending appeal letter
4828 reinstate INSP suspension, mail suspension letter
4829 reinstate MCSAP suspension, mail suspension letter
4830 reinstate suspension, mail suspension letter
4831 reinstate suspension, place stop, mail suspension letter after an appeal has been dismissed
4832 reinstate suspension, place stop, mail INSP suspension letter after an appeal has been dismissed
4833 reinstate suspension, place stop, mail MCSAP suspension letter after an appeal has been dismissed
4834 reinstate suspension, change of address, mail INSP suspension letter after an appeal has been dismissed
4835 reinstate suspension, change of address, mail suspension letter after an appeal has been dismissed
4836 reinstate suspension, place stop code, change of address, mail suspension letter after an appeal has been dismissed
4837 reinstate suspension, change of address, mail MCSAP suspension letter after an appeal has been dismissed
4838 reinstate suspension, place stop, change of address, mail INSP suspension letter after an appeal has been dismissed
4839 reinstate suspension, place stop, change of address, mail MCSAP suspension letter after an appeal has been dismissed
4840 update suspension with restoration fee or insurance information only, **no output**

4845 update suspension with restoration fee or insurance information only, change of address, **no output**

4850 restore, free tag replacement, mail restoration letter

4851 restore, mail renewal application and restoration letter

4852 restore, mail restoration letter

4855 restore, change of address, free tag replacement, mail restoration letter

4856 restore, change of address, mail renewal application and restoration letter

4857 restore, change of address, mail restoration letter

4860 rescission, free tag replacement, mail rescind letter

4861 rescission, mail renewal application and rescind letter

4862 rescission, mail rescind letter

4865 rescission, change of address, free tag replacement, mail rescind letter,

4866 rescind, change of address, mail renewal application and rescind letter

4867 rescind, change of address, mail rescind letter

4870 reject transaction, mail auto-correspondence letter

4880 suspension updated, mail 'affidavit request' letter

4881 suspension updated, mail 'affidavit required to rescind' letter

4885 suspension updated, change of address, mail 'affidavit request' letter

4886 suspension updated, change of address, mail 'affidavit request to rescind' letter

4890 suspension status updated to 'pending', mail suspension letter

4895 suspension status updated to 'pending', change of address, mail suspension letter

MV49 - FR/Suspension Maintenance

4901 add suspension, **no output**

4905 add suspension, **no output**

4910 delete suspension detail, **no output**

4915 delete suspension root, **no output**

4920 maintain detail insurance and suspension information, **no output**

4921 maintain detail insurance and suspension information, mail rescind letter

4922 maintain detail insurance and suspension information, mail 'additional' suspension letter

4930 maintain detail for previous insurance information, **no output**

4931 maintain detail for previous insurance information, mail rescind letter

4932 maintain detail for previous insurance information, mail 'additional' suspension letter

4940 maintain detail, proof of insurance, **no output**

4941 maintain detail, proof of insurance, mail rescind letter

4942 maintain detail, proof of insurance, mail 'additional' suspension letter

4950 maintain detail, suspension information, mail suspension letter

4951 maintain detail, susp Info, mail rescind letter

4952 maintain detail, susp Info, mail 'additional' suspension letter

4960 maintain root, insurance and suspension info, **no output**

4961 maintain root, insurance and suspension info, mail restoration letter

4970 maintain root, fee info, **no output**

4971 maintain root, fee Info, mail restoration letter

4980 maintain root, insurance info, **no output**

4981 maintain root, insurance info, mail restoration letter

- 4990 maintain root, suspension info, **no output**
- 4991 maintain root, suspension info, mail restoration letter

MV50 - Miscellaneous Suspension Processing

- 5010 1786F suspension, mail suspension letter
- 5020 6308 citation, mail 'proof' letter
- 5030 citation, non-stackable, audit trail only, **no output**

MV52 - Fleet Invoice Maintenance

- 5201 add invoice segment
- 5202 delete invoice
- 5203 reassign vehicle to new invoice
- 5204 delete vehicle from invoice
- 5205 assign new WID number for invoice
- 5210 add a vehicle
- 5211 fleet to fleet transfer
- 5212 change equipment number
- 5213 delete a vehicle
- 5220 add a vehicle and change registration info
- 5221 fleet to fleet transfer and change reg info

MV52 - Fleet Invoice Maintenance (continued)

- 5222 change equipment number and change reg info
- 5223 delete equipment number and change reg info
- 5224 change registration information
- 5230 reissue registration materials
- 5240 reissue all vehicle registration materials
- 5250 renewal-invoice line item
- 5270 fleet transfer
- 5271 fleet transfer and reissue reg materials
- 5272 fleet transfer and exchange registration
- 5273 fleet vehicle - new registration
- 5280 fleet transfer
- 5281 fleet transfer and reissue reg materials
- 5282 fleet transfer and exchange registration
- 5283 fleet vehicle - new registration
- 5290 post invoice
- 5291 recalculate fees and print invoice
- 5292 reprint credentials

MV53 - Carrier Account Processing

- 5310 apply money from carrier
- 5320 apply money from a fee remit file
- 5330 apply money from cash, check or check exchange
- 5340 issue check exchange

5350 issue refund

MV78 - Miscellaneous Title Maintenance

7810 miscellaneous Maintenance
7840 organ donor trust fund payment (credit) (Effective April 26, 1999)
7841 organ donor trust fund payment (implied)
7842 organ donor trust fund (debit)

MV81 – Refund Processing

8102 add manual 'other' refund
8103 issue check exchange
8104 delete manual 'other' refund
8110 add manual VR adjustment
8120 add DL manual refund
8130 delete VR manual refund
8140 delete DL manual refund
8150 add VR manual refund/delete suspension database
8160 VR charge card refund (effective 04/02/01)
8161 DL charge card refund
8170 add VR manual refund/delete fee remit

MV81 – Refund Processing (continued)

8180 update existing refund
8190 delete VR automatic refund
8195 delete DL automatic refund

MV82 - Return Check Maintenance

8201 apply early payment
8202 apply refund
8203 apply agency collection
8204 write-off case
8205 charge-off case
8206 referral of case
8207 warrant action
8208 complaint filed
8209 delete payment or refund
8210 create return check case
8215 delete return check case
8220 create ARP audit
8230 create 'will bill' case
8240 miscellaneous maintenance
8250 apply payment
8255 apply cash payment
8260 reprint invoice
8270 place 'R' stop
8280 remove 'R' stop

8290 remove 'A' stop
8291 apply payment/restore susp/send restoration letter
8292 apply payment/restore susp/send restoration Notice/Free reissue
8293 apply payment/restore suspension/no letter (multiple susp)
8294 apply payment/rescind suspension/generate Rescind Notice

MV90 - Registration Renewal

9010 registration renewal
9020 registration renewal with change of name/address
9040 registration renewal/donation to ODTF Effective April 26, 1999
9041 registration renewal with change of name/address-donation to organ donor trust fund

MV91 - Registration Renewal (Self-Service Terminals) (no longer used)

9110 SST straight renewal
9120 SST renewal and change address
9130 SST address change only

MV93 - Registration Renewal (Online Messengers Only)

9310 registration renewal
9320 registration renewal and address change
9340 registration renewal/donation to ODTF Effective April 26, 1999
9341 registration renewal with change of address & donation to ODTF

MV97 - Vehicle Inspection Update (batch update)

9700 update inspection record (no output) (effective October 24, 1999)

MV99 - Stop Code Processing

9910 add stop (other than stolen), **no output**
9920 delete stop (other than stolen), **no output**
9930 add stolen stop, **no output**
9940 delete stolen stop, **no output**
9990 add stolen stop (electronic), **no output**
9991 delete stolen stop (electronic), **no output**

DUPLICATE TITLE QUESTIONS AND ANSWERS:

- Q1. I never received my certificate of title which was processed approximately 35 days ago. There is no lien on my vehicle. How can I obtain my title?
- A1. Submit Form MV-38O. Since your title was originally processed within the last 90 days, there will be no PENNDOT fee required for the duplicate certificate of title.
- Q2. I need a duplicate title but the registered owner is deceased, what do I need to do?
- A2. Form MV-38O with the deceased owner's name listed as the owner must be completed. The deceased owners name should be printed in the signature section with deceased written next to it.
- Q3. What should I do if the owner is deceased and I am executor and need the title sent to my address?
- A3. Complete the address section on the MV-38O form.
- Q4. If I am the executor will the duplicate title come in my name?
- A4. No. The title will still be in the deceased owner's name. You will need to follow the instructions on the MV-39 form to have the title changed.
- Q5. I lost the title to my vehicle and I need another one to title the vehicle in the state I just moved to. What do I need to do?
- A5. The applicant will need to complete Form MV-38O, and send a copy of the out-of-state driver's license and a copy of a utility bill with the customer's name and the out-of-state address on it.
- Q6. My vehicle has been stolen and I need a title to provide to the insurance company to make settlement. Can I obtain a duplicate title by completing Form MV-38O?
- A6. If your vehicle has been recovered, notify the police department so that the stolen record can be removed from the national system. Once the recovered vehicle report is transmitted and received by

the Department, FormMV-38O may be completed and submitted for processing. If your vehicle has not been recovered you will need to submit a letter from the insurance company indicating the reason a title is needed, along with an MV-38O, to the Department for processing.

- Q7. What form should I use when I have lost my certificate of title and I am adding a lien at this time?
- A7. Form MV-38L must be submitted by the lienholder. Your signature, as well as the lienholder's signature, is required. However, only the lienholder's signature is required to be notarized. The fee required will be \$27.50. (\$22.50 for the duplicate and \$5.00 to add the lien.)
- Q9. When a dealer is applying for a duplicate certificate of title on Form MV-38D, must the dealer submit a separate odometer statement?
- A9. Only if the original title was issued prior to 11-89.
- Q10. I paid off my vehicle loan, but the lienholder was bought out by another institution. How can I get the title?
- A10. You will need to contact the new institution and check with them to see if they have the title.
- Q11. I paid off my vehicle but the lienholder has gone out of business and I need a duplicate title without the lien on it. What should I do?
- A11. You will need to contact the Department of Banking to find out who took over the accounts, and then you will need to contact the new institution to find out if they have the title.
- Q12. The new institution that took over my account has no record of the lien. What do I need to do to get the title?
- A12. You will need to get a court order.
- Q13. I paid off my lien and the lienholder released the lien on the front of my title. Can I sell my car using this title or do I have to get a new title with no lien recorded on it?

REGISTRATION RENEWAL

QUESTIONS

AND

ANSWERS:

- Q1. If there is more than one owner listed on a vehicle record must all owners sign the renewal application for it to be processed?
- A1. No. As long as one of the registered owners signs the renewal application, the Department will process the renewal application. However, all owners must sign the actual registration card that is received after the renewal is processed.
- Q2. When the vehicle is titled and registered in the name of a company, who from the company is authorized to sign the renewal application?
- A2. This person would be whoever is designated by the company.
- Q3. What is the self-certification box on the renewal application for?
- A3. Effective in June 2003, there was a change in legislation that now requires the registrant of a motor carrier vehicle to self-certify that the vehicle has a currently valid safety inspection at the time of their registration renewal. The vehicle owner will check the block on Form MV-105 or MV-140 to certify that their vehicle is a motor carrier vehicle and has a current safety inspection. If the block is not checked, this certifies that their vehicle is not a motor carrier vehicle.

Motor Carrier Definition: (1) a truck or truck tractor having a gross vehicle weight rating, gross combination weight rating, registered gross weight or registered combination weight of 17,001 pounds or more, OR (2) a truck or truck tractor engaged in interstate commerce and having a gross vehicle weight rating, gross combination weight rating, registered gross weight or registered combination weight of 10,001 pounds or more.

- Q4. What if the motor carrier registrant's registration and inspection are

both expired and the inspection station will not renew the inspection until the registration is renewed?

Q6. The customer mailed in the registration renewal application and just realized he didn't include the correct odometer mileage on the application, how does he report the correct mileage?

A6. The customer would need to send in a letter to the Department and the Department can make his letter of correction part of his vehicle record. The Department cannot change the odometer information on the renewal application.

Q7. How does the customer obtain an exemption code to be exempt from paying full or partial registration fees (not including the retired status fees)?

A7. To apply for an exemption number from paying full or partial registration fee, the individual must complete a Form MV-549 and submit it to the Department.

Q8. The customer has just received the renewed registration materials however, since sending us the application the vehicle has been sold. Can the customer obtain a refund for the unused registration card and sticker?

A8. Yes. Needs to be sent to the Refund Unit.

Q9. Do I need to have a valid registration prior to obtaining insurance?

A9. No. You will not be able to receive a registration plate without obtaining insurance first.

Q10. I transferred my registration plate onto a newly purchased vehicle and I did not renew it at time of transfer. It expires before my pink slip expires. Can I still operate my vehicle on my pink slip even though the registration plate is expired?

- A10. No. The pink slip is valid for as long as the registration is valid. If the renewal fee was not mailed with the MV-1 or MV-4ST application and the current registration expires during the ninety days of the pink slip, the vehicle cannot be legally driven past the sticker expiration until the plate transfer has been processed and the registration is renewed. If the renewal fee was mailed with the MV-1 or MV-4ST, even if the current plate expires during the ninety days, you may continue operating the vehicle for as long as the pink slip is valid. (The pink slip will reveal whether a renewal fee was included or not – refer to Section I, (Taxes and Fees).
- Q11. I renewed my truck registration, but did not receive a new weight class sticker? Should I have received a new one?
- A11. No. Weight class decals are not mailed with each renewal. If your weight class decal needs replaced, you will need to apply for a replacement decal using Form MV-44.
- Q12. I just mailed my registration renewal application into the Department and just realized I did not include the correct insurance information on the application. What should I do?
- A12. If the incorrect insurance dates were supplied and the insurance is expired, the renewal application will be returned to the customer for the correct dates. If there is any other incorrect information supplied, the renewal application will be processed. At that point, the customer should be instructed to provide a notarized statement explaining the error and provide the correct information and the Department will make that statement part of the vehicle record.
- Q13. How early can I renew my vehicle registration before it expires?
- A13. Registration renewals may be processed in advance of the registration expiration up to:
- Six months prior to expiration if renewing by mail/counter
 - Six months prior to expiration if renewing by internet
 - Six months by an on-line messenger

NOTE: When renewing the vehicle registration early, this will not change the expiration date.

Q14. I did not renew my vehicle registration before it expired. Is there a certain time period after my expiration that I must renew before my expiration date changes?

A14. Yes. Registration renewal applications must be received and processed within the following two months after your registration expires. If you renew your registration three months or later after your expiry, your registration expiration date will change according to when you actually renew the vehicle registration.

Q15. I want to renew the vehicle registration under the name of the deceased's estate. How should I sign the renewal application and the actual registration card once it is received?

A15. The renewal application and the actual registration card can be signed by any heirs, administrator or executor of the estate.

Q16. I cannot locate the NAIC number on my insurance card. How can I find out what this number is?

A16. The NAIC appears on most (but not all) insurance cards. If you cannot locate this number you will need to contact your insurance agent to obtain the number.

Q17. If I lease my vehicle and I renew online, who will be listed on the temporary registration card?

A17. The individual or company who is responsible for renewing the vehicle registration will be listed on the temporary registration.

Q18. I don't know my title number, can I still renew online?

A18. No. Both the title number and registration plate number are required.

Q19. If I am pending a suspension, can I still renew online?

A19. Yes, the on-line renewal program will allow you to renew as long as the suspension is still pending and not active.

Q20. Can I use my internet temporary credential to get my car inspected?

A20. Yes, it is a valid credential.

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The Work Identification number (WID) is designed to provide the Department of Motor Vehicles with a means to identify each document submitted along with an application for title and/or registration to the Department for processing.

- The Work Identification number (WID) consists of 15 numeric characters. This number replaced the old Account Control number (ACN).
- The WID number is printed on all title and registration documents before they are microfilmed.
- The WID number is printed on all checks or money orders received for payment of appropriate title and registration fees.
- WID numbers are used to retrieve microfilm documents of the original application in order to verify ownership, vehicle information, or to assist the Bureau in making the proper corrections to a vehicle record.
- WID number documents are maintained and may be pulled from the Microfilm Retrieval Unit. Records are maintained in the Unit for a ten year period. **NOTE:** Older microfilm documents may be retrieved by the Microfilm Retrieval Unit from the State Archive Record Center when special requests are made in writing and approved by a BMV manager.
- The breakdown of the WID number is as follows:
 - The first 2 digits of the number are the year the documents were received in the Bureau of Motor Vehicles.
 - Digits 3 thru 5 are the julian day. This indicates the day the documents were received.
 - Digits 6 thru 9 are the source ID numbers assigned to an operator in a unit.
 - Digits 10 thru 14 are the sequence numbers assigned to an individual piece of work.
 - Digit 15 is a check digit for Departmental use.

- Researching a vehicle's history is done by using the WID, which corresponds to all source documents contained on microfilm. CARATS will display up to 10 WIDs per screen and up to 5 screens.
 - PF-20 NEXT)-allows the operator to scroll or page through the WID list segments until all of the WIDs have been displayed.
 - PF-21-(FIRST)-returns the operator to the beginning of the retrieved list.
 - END OF List- when more than 10 WIDs exists, this advises the operator that the end of that list has been reached.

◦ When the last digit of the transaction code is:

<u>Last Digit</u>	<u>Meaning</u>
1	Work had been rejected back to the applicant and was resubmitted to the Department for processing.
2	Identifies the from vehicle when a registration plate has been transferred.
3	Work had been rejected back to the applicant and was resubmitted to the Department for processing and the vehicle was also the from vehicle in a transfer of registration.

TITLE BRANDS

BRAND	MEANING
A	Antique
B	Reconstructed Flood Vehicle
C	Classic
D	Collectible
F	Out of Country
G	Originally Manufactured for Non U.S. Distribution
H	Agricultural Vehicle
L	Logging Vehicle
M	Modified
P	Formerly a Police Vehicle
R	Reconstructed
S	Street Rod
T	Recovered Theft
V	Vehicle Contains Re-issued VIN
W	Flood Vehicle
X	Formerly a Taxi

APPLICANT PROOF OF IDENTIFICATION

NARRATIVE: Department agents are required to verify the identity of the applicant that is completing motor vehicle forms. There are only certain documents that may be used for this verification process.

- Effective January 31, 2006, the Department will only allow agents to issue title and registration documents to customers who provide one of the following credentials for identification purposes:
 - a valid Pennsylvania Photo Driver's License
 - a valid Pennsylvania Photo Identification Card
 - a valid Pennsylvania Photo Exempt Driver's License
 - a valid Pennsylvania Photo Exempt Identification Card
 - a valid U.S. Armed Forces Common Access Card
 - Dependents of Armed Forces Personnel must provide a valid United States Uniformed Services Identification and Privilege Card (DD Form 1173)

Note: The requirements for Pennsylvania ID 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 documents as the seller of a vehicle.

- Each of the documents above must be in the same name as the name listed on the motor vehicle form.
- When completing motor vehicle forms, it is essential that the issuing agent/notary public properly identify the person whose signature is being notarized or verified in lieu of notarization. Please be aware that a notary public or issuing agent can 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 individual making the application is 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 U.S. Armed Forces Common Access Card. Dependents of U.S. Armed Forces Personnel must provide DD Form 1173. Issuing agents completing motor vehicle forms for title and registration must maintain a copy of the above stated forms of identification for a period of three years from the date of issuance of the form.

- Processing applications for title and registration with any other forms of identification other than those listed above, may result in the suspension or termination of the agent contract.

GLOSSARY OF MOTOR VEHICLE TERMS

ABANDONED VEHICLE: (1) A vehicle (other than a pedalcycle) shall be presumed to be abandoned under any of the following circumstances, but the presumption is rebuttable by a preponderance of the evidence:

(i) The vehicle is physically inoperable and is left unattended on a highway or other public property for more than 48 hours.

(ii) The vehicle has remained illegally on a highway or other public property for a period of more than 48 hours.

(iii) The vehicle is left unattended on or along a highway or other public property for more than 48 hours and does not bear all of the following:

(A) A valid registration plate.

(B) A current certificate of inspection.

(C) An ascertainable vehicle identification number.

(2) Vehicles and equipment used or to be used in construction or in the operation or maintenance of highways or public utility facilities, which are left in a manner which does not interfere with the normal movement of traffic, shall not be considered to be abandoned.

ACTIVE WORK ZONE: The portion of a work zone where construction, maintenance or utility workers are located on the roadway, berm or shoulder.

AGENT SERVICE: A person that has been authorized by the Department of Transportation to act as a card agent, or full agent or an issuing agent.

AMBULANCE: Any vehicle, which is specifically designed, constructed or modified and equipped and is used or intended to be used and is maintained or operated for the purpose of providing emergency medical care to and transportation of human patients. The term includes advanced or basic life support vehicles that may or may not transport such patients.

ANTIQUE MOTOR VEHICLE: A motor vehicle, but not a reproduction thereof, manufactured more than 25 years prior to the current year which has been maintained in or restored to a condition which is substantially in conformance with manufacturer specifications.

AXLE: A rod with wheels upon which the body of the vehicle and its load rest.

BLOOD DELIVERY VEHICLE: Any vehicle, which is used or intended to be used and is maintained or operated for the purpose of transporting blood or blood products on an emergency basis.

BUS: A motor vehicle designed to transport 16 or more passengers, including the driver; or a motor vehicle other than a taxicab or limousine, designed to transport not more than 15 passengers, including the driver and used for the transportation of persons for compensation.

CANCEL: To void or terminate by formal action of the Department any license, registration or privilege issued or granted by the Department to which the individual is no longer entitled.

CARATS (Commonwealth Automated Registration and Titling System): The computer system used by the Bureau of Motor Vehicles for processing title and registration applications.

CERTIFICATE OF TITLE: A legal document issued by the Bureau of Motor Vehicles showing ownership of a vehicle.

CHARITABLE ORGANIZATIONS: A non-profit organization which has been issued a charitable organization exemption number by the Bureau of Accounts Settlement, Department of Revenue, and is not subject to sales tax.

CLASSIC MOTOR VEHICLE: A motor vehicle, but not a reproduction thereof, manufactured at least 15 years prior to the current year which has been maintained in or restored to a condition which is substantially in conformity with manufacturer specifications and appearance. Any classic motor vehicle registered under Section 1340 (relating to antique, classic and collectible plates) on the effective date of the amendment to this definition which fails to qualify as a classic motor vehicle pursuant to these provisions may retain such classic registration unless another type of registration is applied for and issued for the vehicle.

COLLECTIBLE MOTOR VEHICLE: A reconstructed motor vehicle substantially modified from the manufacturer's original specifications and appearance and maintained in a collectible condition as determined by the Department of Transportation.

COMBINATION: Two or more vehicles physically interconnected in tandem.

COMMERCIAL IMPLEMENT OF HUSBANDRY: An implement of husbandry that:

- (1) Is a self-propelled vehicle.
 - (2) Is used commercially.
 - (3) Is operated or moved upon highways for not more than 180 days in a calendar year.
- The term also includes any other vehicle determined by the department to be a commercial implement of husbandry.

COMMON CARRIER: Any motor carrier which holds itself out to the general public to engage in the transportation by motor vehicle of passengers or property for compensation.

CONSIDERATION: The amount of money, services or tangible personal property given for a vehicle.

CONTAINERIZED CARGO: Manifested international freight in a sealed, seagoing container.

CONTRACT CARRIER: A carrier by vehicle which is not a common carrier.

DATA ENTRY: The converting raw data to machine readable form and its subsequent processing (as storing, updating, combining, rearranging, or printing out) by a computer.

DEALER: A person engaged in the business of buying, selling or exchanging vehicles.

DEALER TITLE: A title issued in the name of a registered Pennsylvania dealer.

DEPARTMENT: The Department of Transportation of the Commonwealth.

DIN (Dealer Identification Number): The unique identification number issued to a registered Pennsylvania dealer by PennDOT.

DISABLED VETERAN PLATE: A special registration plate issued to a disabled veteran, whose disability is certified by the United States Veterans Administration.

ELECTRIC VEHICLE: A motor vehicle which operates solely by use of a battery or battery pack and which meets the applicable Federal motor vehicle safety standards. The term includes a motor vehicle which is powered mainly through the use of an electric battery or battery pack but which uses a flywheel that stores energy produced by the electric motor or through regenerative braking to assist in operation of the motor vehicle.

EMERGENCY VEHICLE: A fire department vehicle, police vehicle, sheriff vehicle, ambulance, blood delivery vehicle, human organ delivery vehicle, hazardous material response vehicle, armed forces emergency vehicle, one vehicle operated by a coroner or chief county medical examiner and one vehicle operated by a chief deputy coroner or deputy chief county medical examiner used for answering emergency calls, any vehicle owned and operated by the Philadelphia Parking Authority, established in accordance with 53 PA.C.S. CH. 55 (relating to parking authorities) and used in the enforcement of 52 PA.C.S. CH. 57 (relating to taxicabs and limousines in first class cities) or any other vehicle designated by the State Police under Section 6106 (relating to designation of emergency vehicles by Pennsylvania State Police) or a privately owned vehicle used in answering an emergency call when used by any of the following:

- (1) A police chief and assistant chief.
- (2) A fire chief, assistant chief and, when a fire company has three or more fire vehicles, a second or third assistant chief.
- (3) A fire police captain and fire police lieutenant.
- (4) An ambulance corps commander and assistant commander.
- (5) A river rescue commander and assistant commander.
- (6) A county emergency management coordinator.
- (7) A fire marshal.
- (8) A rescue service chief and assistant chief.

ESSENTIAL PARTS: All major component parts of a vehicle of a type required to be registered under this title, the removal, alteration or substitution of which would tend to conceal the identify of the vehicle or substantially alter its appearance, model, type or mode of operation.

EXEMPTION: To be exempt from sales tax and/or other vehicle registration.

FARM EQUIPMENT: A vehicle that is specifically designed and manufactured for and used exclusively in agriculture to plant, seed, cultivate, harvest or apply soil nutrients, fertilizers or chemicals. The term also includes any other vehicles determine by the Department to be farm equipment.

FARM VEHICLE: A truck or truck tractor determined by the Department of Transportation to be used exclusively for agricultural purposes.

FIRE DEPARTMENT VEHICLE: A vehicle owned or leased by an organized paid or volunteer fire department.

FLEET OWNER: A person, Federal, State or local government agency or authority owning or leasing 15 or more vehicles who or which provides servicing and repair of the vehicles.

FOREIGN VEHICLE: A vehicle of a type required to be registered under this title brought into this Commonwealth from another state, territory or country other than in the ordinary course of business by or through a manufacturer or dealer and not registered in this Commonwealth.

FULL AGENT: A county treasurer or any person other than a **manufacturer or dealer authorized** by the Bureau of Motor Vehicles to issue temporary registration cards and plates.

FULL TRAILER: A trailer so constructed that no part of its weight rests upon the towing vehicle. A semi-trailer attached to a towing vehicle by means of an auxiliary front axle or dolly shall be deemed to be a full trailer.

GIFT: A vehicle transferred without consideration or compensation.

GLIDER KIT: The cab, frame and front axle of a truck tractor manufactured as a kit to be used as a replacement for the damaged or worn components of a used truck tractor.

GROSS AXLE WEIGHT RATING (GAWR): The value specified by the manufacturer as the loaded weight of a combination.

GROSS VEHICLE WEIGHT RATING (GVWR): The value specified on the federal weight certification label by the manufacturer as the loaded **weight** of a single vehicle.

GROSS WEIGHT: The combined weight of a vehicle or combination of vehicles and its load excluding the driver's weight.

HAZARDOUS MATERIAL RESPONSE VEHICLE: A vehicle owned or leased by a hazardous material response team certified through the Pennsylvania Emergency Management Agency.

HOUSE TRAILER: (1) A trailer which is designed, constructed and equipped as a dwelling place, living abode or sleeping place (either permanently or temporary) and is equipped for use as a conveyance on streets and highways. (2) A trailer containing a chassis and exterior shell designed and constructed for use as a house trailer, as defined in paragraph (1), but which is permanently or temporarily used for advertising, sales, displays or promotion of merchandise or services, or for any other commercial purpose except the transportation of property.

IMPLEMENT OF HUSBANDRY: Farm equipment that meets all of the following criteria:

- (1) Is equipped with pneumatic tires except if prohibited by religious beliefs.
- (2) Is infrequently operated or moved upon highways.
- (3) Is used in agriculture for any of the following purposes:
 - (i) Performance of agriculture production or harvesting activities for the farmer's agricultural operations; or
 - (ii) Transportation of agricultural productions or agricultural supplies for the benefit of the farmer's agricultural operations.

This term also includes earthmoving equipment and any other vehicle determined by the Department to be an implement of husbandry.

INCREASE FEE: A fee required when a previously issued registration plate is being transferred to a vehicle of a higher weight or type classification in conjunction with application for a Pennsylvania title to the vehicle, or reclassification of a vehicle.

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.

LESSOR: An owner of real or personal property which has been leased to another (the lessee).

LESSEE: One who holds the right to use and possession of real or personal property under a lease, from the owner (lessor).

LIEN: A security interest in a vehicle to secure an unpaid debt owed by the owner to the lienholder.

LIENHOLDER: A person holding a security interest in a vehicle.

LIMOUSINE: A motor vehicle designed for carrying no more than 9 passengers, excluding the driver, and used for the transportation of persons for compensation.

MAJOR COMPONENT PARTS: Includes any of the following parts of a vehicle: engine, transmission, front-end assemblies or unibodies structure which may consist of headlight, grille, fenders, bumpers and hood; fenders; hood; any door; any bumper; pickup box or cargo

box; airbags; computer assembly; radio or stereo components; or trunk lid, deck lid, tailgate or hatchback, whichever is present.

MANUFACTURED CONSTRUCTION UNIT: A building manufactured in sections in a production plant, transported to a site and set on a foundation to form a complete commercial or institutional non-combustible building.

MANUFACTURER: A person engaged in the business of constructing or assembling vehicles or motors or bodies of vehicles.

MANUFACTURER CERTIFICATE OF ORIGIN (MCO): The proof of ownership document provided by a manufacturer to a dealer or distributor showing the year, make, model and vehicle identification number of a vehicle.

MANUFACTURER'S SHIPPING WEIGHT: The weight of a vehicle including all installed options as delivered for retail sale by the final stage manufacturer and as indicated on the manufacturer's certificate of origin.

MASS TRANSIT VEHICLE: A self-propelled or electrically propelled designed for carrying 15 or more passengers exclusive of the driver, other than a taxicab, designed and used for the transportation of persons for compensation, including but not limited to subway cars, buses, trolleys and trackless trolleys but excluding railroad passenger cars.

MAXI-CUBE VEHICLE: A combination. The truck may have either a detachable or permanently attached cargo box. The cargo box on the trailer shall be designed such that the truck may be loaded and unloaded through the trailer. Neither cargo box shall exceed 34 feet in length and the overall length of the combination shall not exceed 65 feet.

MESSENGER SERVICE: A person who, for a fee, advertises, offers, or provides to the public the service of obtaining from the department vehicle titles, registrations, drivers' licenses and similar documents. A dealer who obtains documents only for purchasers of vehicles from the dealer is not a messenger.

MILEAGE: The actual distance that the vehicle has traveled.

MOBILE HOME: A trailer designed and used exclusively for living quarters or commercial purposes, which exceeds the maximum size limitations prescribed in the Vehicle Code for operation on a highway and is only incidentally operated on a highway.

MODIFIED VEHICLE: A vehicle of a type required to be registered under this title materially altered by the addition, deletion, substitution or modification of the body, chassis or essential parts, new or used. The term does not include vehicles that have been repaired to the function and appearance of vehicles in their original condition or vehicles where final-stage or second-stage manufacturers provide a manufacturer statement of origin or a federally required certification label at the time of the original title and registration application.

MODULAR HOUSING UNIT: A unit transported on a removable or non-removable frame designed for residential purposes which is wholly or in substantial part fabricated, formed or assembled in manufacturing facilities of assembly and installation on the building site.

MOPED: A motor-driven cycle equipped with operable pedals, a motor rated no more than 1.5 brake horsepower, a cylinder capacity not exceeding 50 cubic centimeters, an automatic transmission, and a maximum design speed of no more than 25 miles per hour or an electric motor-driven cycle equipped with operable pedals and an automatic transmission powered by an electric battery or battery-pack-powered electric motor with a maximum design speed of no more than 25 miles per hour.

MOTOR CARRIER: An individual, partnership, or corporation engaged in the transportation of goods or persons.

MOTOR CARRIER VEHICLE: (1) A truck, truck tractor or combination having a gross vehicle weight rating, gross combination weight rating, registered gross weight, registered combination weight or actual gross weight of 17,001 pounds or more. (2) A truck, truck tractor or combination engaged in interstate commerce and having a gross vehicle weight rating, gross combination weight rating, registered gross weight, registered combination weight or actual gross weight of 10,001 pounds or more.

MOTORCYCLE: A motor vehicle having a seat or saddle for use of the rider and designed to travel on not more than three wheels in contact with the ground.

MOTOR-DRIVEN CYCLE: A motorcycle, including a motor scooter, with a motor which produces not to exceed five brake horsepower.

MOTORHOME (House Car): A motor vehicle designed or adapted for use as a mobile dwelling or office, except a motor vehicle equipped with a truck camper.

MOTOR VEHICLE: A vehicle which is self-propelled except an electric personal assistive mobility device or a vehicle which is propelled solely by human power or by electric power obtained from overhead trolley wires, but not operated upon rails.

MULTIPURPOSE AGRICULTURAL VEHICLE: A motor vehicle which is **60** inches or less in width and **1200** pounds or less in dry weight and which is used exclusively for agricultural operations and only incidentally operated or moved on the highway.

NON-REPAIRABLE VEHICLE: An abandoned vehicle under paragraph (1)(iii) of the definitions of "abandoned vehicle" which is incapable of safe operation for use on roadways or highways and which has no resale value except as a source of parts or scrap only, a salvage vehicle issued a nonrepairable or nonrebuildable vehicle document by another state or a vehicle which a salvor or vehicle salvage dealer designates as a source for parts or scrap or which the owner irreversibly designates as a source for parts or scrap. Such vehicles may not

be issued a certificate of title or certificate of salvage.

NOTARY: An official appointed by the state, to verify the signatures on legal documents, take affidavits, acknowledgements, etc.

NUMBERED TRAFFIC ROUTE: A highway which has been assigned an interstate, United States or Pennsylvania route number, consisting of three or fewer digits, to aid motorists in their travel.

ODOMETER MILEAGE STATEMENT: A document signed by the seller and purchaser indicating the mileage shown on a vehicle's odometer at the time of purchase.

OPERATION OF LAW (Transfer By): The involuntary transfer of vehicle ownership according to statute such as Uniform Commercial Code (repossession or for storage charges), the Pennsylvania Motor Vehicle Sales Finance Act, the Pennsylvania Liquor Code, the Game Law, or a Municipal Ordinance. Vehicles may also be involuntarily transferred as a result of judgment, court order, bankruptcy action, or IRS seizure.

OWNER: A person, other than a lienholder, having the property right in or title to a vehicle. The term includes a person entitled to the use and possession of a vehicle subject to a security interest in another person, but excludes a lessee under the lease not intended as security.

OWNERSHIP TRANSFER DOCUMENT: A certificate of title or other departmental or foreign state form providing for transfer of ownership, including but not limited to applications for certificate of title with immediate assignment, dealer notification forms reassignment of title forms and similar documents.

PASSENGER CAR: A motor vehicle, except a motorcycle, designed primarily for the transportation of persons and designed for carrying no more than 15 passengers, including the driver, and primarily used for the transportation of persons. The term includes motor vehicles which are designed with seats that may be readily removed and reinstalled, but does not include such vehicles if used primarily for the transportation of property.

PERSON: A natural person, firm, co-partnership, association or corporation.

PERSON WITH DISABILITY PLACARD: A placard issued by PennDOT to a person who has the same disabilities listed under Person with Disability Plate. This placard is to be displayed on the rearview mirror to enable parking in spaces posted "handicapped only", and allows vehicles displaying such placards to park 60 minutes in excess of the legal parking period permitted.

PERSON WITH DISABILITY PLATE: A plate issued to a person who is blind; does not have full use of an arm or both arms; cannot walk 200 feet without stopping to rest; cannot walk without the use of or assistance from a brace, cane, crutch, another person, prosthetic device, wheelchair or other assistive device; is restricted by lung disease to such an extent that the person's forced (respiratory) expiratory volume for one second, when measured by spirometry,

is less than one liter or the arterial oxygen tension is less than 60 MM/HG on room air at rest; uses portable oxygen; has a cardiac condition to the extent that the person's functional limitations are classified in severity as Class III or Class IV according to the standards set by the American Heart Association; is severely limited in his or her ability to walk due to an arthritic, neurological or orthopedic condition, or is a person in loco parentis of a person with one of the above disabilities. This plate entitles the person to the same privileges as extended to holders of person's with disability placards.

PERSONAL REGISTRATION PLATE: A registration plate, identical in design to regular registration plates, which display a registration number consisting of a combination of letters or numbers, or both requested by the owner of the vehicle. PennDOT may reserve the right to limit or reject certain requests.

PROCESSING FEE: The \$10.00 fee provided for in the Vehicle Code to be charged by the BMV in lieu of the regular registration fee to process the applications and produce registration card, plate, title, sticker, or other output for qualifying persons or organizations.

RECONSTRUCTED VEHICLE: A vehicle, other than an antique or classic vehicle, for which a certificate of salvage was issued and is thereafter restored to operating condition to meet the vehicle equipment and inspection standards under Part IV (relating to vehicle characteristics).

RECOVERED THEFT VEHICLE: A vehicle other than an antique or classic vehicle which was reported stolen but subsequently recovered.

REGISTERED GROSS WEIGHT: (1) The maximum gross weight at which a vehicle or combination is registered in the Commonwealth to operate upon a highway, which shall include the weight at which a vehicle or combination is registered for operation in this Commonwealth under any system of proportional registration pursuant to subchapter C of Chapter 61 (relating to reciprocity).

(2) For the purpose of Chapter 49 (relating to size, weight and load) and the definition of "motor carrier vehicle," if there is no registered gross weight as defined in paragraph (1), then the term shall mean the maximum gross weight at which a vehicle or combination registered in another state is registered or otherwise authorized to operate by such state.

REGISTRATION: The authority for a vehicle to operate on a highway as evidenced by the issuance of an identifying card and plate.

REJECTION: An application being returned to the applicant for correction.

RESIDENT: A person dwelling permanently or continuously for a period exceeding 60 consecutive days within this Commonwealth, except that a person who regularly dwells in two or more states shall declare residence to be in any one of the states.

RETURNED REJECTION: An application being returned to the BMV after correction has been made.

REPOSSESSION: The most common operation of law is the repossession. This occurs when a lienholder seizes, sells, and transfers ownership of a vehicle because the owner is in default of the security agreement.

SALVAGE VEHICLE: A vehicle which is inoperable or unable to meet the vehicle equipment and inspection standards under Part IV (relating to vehicle characteristics) to the extent that the cost of repairs would exceed the value of the repaired vehicle. The term does not include a vehicle which would qualify as an antique or classic vehicle except for its lack of restoration or maintenance.

SALVOR: A person engaged in the business of acquiring abandoned vehicles for purpose of taking apart, recycling, selling, rebuilding or exchanging the vehicles or parts thereof.

SCHOOL BUS: A motor vehicle which;

- (1) Is designed to carry 11 passengers or more, including the driver; and
- (2) Is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.

The term does not include a motor vehicle used to transport preprimary, primary or secondary school students to and from public, private or parochial schools or events related to such schools or school-related activities, which is designed to carry 11 to 15 passengers, including the driver, and which is registered in this Commonwealth as a bus prior to March 1, 1993, or a motor vehicle which is designed to carry 11 to 15 passengers, including the driver, and which was titled to any public, private or parochial school on or before March 1, 1993, and which is registered to that public, private or parochial school in this Commonwealth as a bus prior to September 15, 1993.

SCHOOL VEHICLE: A motor vehicle, except a motorcycle, designed for carrying no more than 10 passengers, including the driver, and used for the transportation of preprimary, primary, or secondary school students while registered by or under contract to a school district or private or parochial school. The term includes vehicles being chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.

SECURE POWER OF ATTORNEY: A document printed with security feature information required by Federal law and regulations which a transferor may use when a vehicle is transferred to authorize a transferee to disclose odometer mileage in lieu of the transferor completing the odometer information on a certificate of title in the event that the transferor's certificate of title is encumbered by a lienholder.

SECURITY INTEREST: An interest in a vehicle reserved or created by agreement which secures payment or performance of an obligation. The term includes the interest of a lessor under a lease intended as security. A security interest is perfected when it is valid against third

parties generally, subject only to specific statutory exceptions.

SEMI-TRAILER: A trailer so constructed that some part of its weight is resting upon or carried by the towing vehicle.

SEVERELY DISABLED VETERAN PLACARD: A placard issued by PennDOT to a veteran who has the same disabilities listed under the severely disabled veteran plate.

SEVERELY DISABLED VETERAN PLATE: A plate issued to a veteran whose service-connected disability is certified at 100% by the service unit of the Armed Forces in which the veteran served or by the United States Veteran's Administration or who has a service-connected disability of the type listed for Person with Disability plates.

SPECIAL MOBILE EQUIPMENT: (1) Vehicles not designed or used primarily for the transportation of persons or property, except for tools and parts necessary for the use and maintenance of the vehicle, and only incidentally operated or moved over a highway. (2) Vehicles which have machinery permanently attached shall not carry a load, except for tools and parts necessary for the use and maintenance of the permanently attached machinery and are only incidentally operated or moved over a highway. (3) Motor vehicles used primarily for road and bridge maintenance or repair which carry a load of asphalt emulsion or epoxy and aggregate material, that is applied as a finished product by the vehicle's equipment directly to a highway or trafficway for maintenance or repair of the road or bridge surface.

The term includes, but is not limited to, ditch digging apparatus, well boring apparatus; earth moving and road construction and maintenance machinery, such as asphalt spreaders, bituminous mixers, bucket loaders, snowplows, ditchers, graders, finishing machines, road rollers, scarifiers, earth moving carryalls, scrapers, power shovels and drag lines; and self-propelled cranes and tractors, other than truck tractors. The term does not include house trailers; dump trucks; or truck-mounted transit mixers, cranes or shovels.

SPECIAL ORGANIZATION PLATE: A specially designed plate for members of community service organizations.

SPECIALTY REGISTRATION PLATE: Registration plates, issued for special groups of owners or registrants or for special types of vehicles, which may bear a special or distinctive designation.

SPECIALLY CONSTRUCTED VEHICLE: A vehicle not originally constructed under the distinctive name, make or type by a generally recognized manufacturer of vehicles.

STATUS: With respect to an abandoned vehicle, a determination by police and a salvor as to the condition or value of the abandoned vehicle. The determination shall be one of the following: vehicle with value, salvage vehicle or nonrepairable vehicle.

STREET ROD: A motor vehicle, or a reproduction thereof, with a model year of 1948 or older which has been materially altered or modified by the removal, addition or substitution of essential parts, and with a gross weight or registered gross weight of not more than 9,000 pounds.

STATE REPLACEMENT VIN PLATE: The special VIN plate issued when the original VIN plate on a vehicle needs to be replaced because it is lost, defaced or stolen. A special VIN plate is also issued for specially constructed and reconstructed vehicles.

TANDEM AXLE: Every axle located within eight feet of another axle.

TAXI: A motor vehicle designed to transport no more than eight passengers, exclusive of the driver, on a call and demand service, and used for the transportation of persons for compensation.

TEMPORARY REGISTRATION PLATE: A cardboard plate issued by a dealer or full agent to a vehicle purchaser for the sole purpose of driving a vehicle to another state for registration there, or a metal registration plate issued by a dealer or full agent to a vehicle purchaser for use pending receipt of a permanent registration card and validating sticker from PennDOT.

THEFT VEHICLE: A vehicle, other than an antique or classic vehicle, which was reported stolen.

TRAILER: A vehicle **designed** to be towed by a motor vehicle.

TRANSFER: To change ownership by purchase, gift or any other means.

TRANSFeree: A person to whom ownership of a motor vehicle is transferred, by purchase, gift or **any** means other than by the creation of a security interest, **and any person who, as agent signs an odometer disclosure statement for the transferee.**

TRANSFEROR: A person who transfers his ownership of a motor vehicle by sale, gift or **any** means other than by the creation of a security interest **and any person who, as agent signs an odometer disclosure statement for the transferor.**

TRUCK: A motor vehicle designed primarily for transportation of property. The term includes motor vehicles designed with seats that may be readily removed and reinstalled if those vehicles are primarily used for transportation of property.

TRUCK CAMPER: A structure designed, used or maintained primarily to be loaded or affixed to a motor vehicle to provide a mobile dwelling, sleeping place, office or commercial space.

TRUCK TRACTOR: A motor vehicle designed and used primarily **for drawing other vehicles** and not so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.

VEHICLE IDENTIFICATION NUMBER (VIN): A combination of numbers or letters which the manufacturer assigns to a vehicle for identification purposes, or, in the absence of a manufacturer-assigned number, which the department assigns to a vehicle for identification purposes. or both

VIN PLATE: A metal or other permanent plate affixed to a vehicle which has the vehicle identification number (VIN) stamped on it.

WID NUMBER: The Work Identification number that provides the Bureau of Motor Vehicles with a means to identify each document submitted along with an application for title and/or registration to BMV for processing.

WORK ZONE: The area of a highway where construction, maintenance or utility work activities are being conducted which is properly signed as a work zone in accordance with regulations of the Department of Transportation.

CARATS STOP CODE DEFINITIONS

Some motor vehicle records may contain what is referred to as a "stop code". These are alphabetical characters, which are placed on a record to prohibit processing by authority provided for in the Vehicle Code or as a result of administrative procedures.

STOP CODE	MEANING
A	Return Check (Return Check Unit, ROC 3)
B	Director's Court Order (Research & Support, ROC 3)
C	Cat Fund (FR, ROC 3)
D	Vehicle Control (Vehicle Control, ROC 3)
E	Title Brand Required (Special Services Unit, ROC 3)
F	Financial Responsibility (FR, ROC 2)
G	Grey Market Vehicle
H	Administrative Hold (Non PA address on Vehicle record)
I	Financial Responsibility (FR, ROC 2)
J	Insurance Review (FR, ROC 2)
K	State Police (PSP) ROC 3
L	Phila Parking Authority (215-561-3636) (FR, ROC 2)
M	Mobile Home/Real Estate Cancellation (DEX Staff Office, ROC 2)
N	MCSAP Stop Code (FR, ROC 2)
O	Odometer Rollback
P	Public Utility Commission (PUC, Call 787-1168)
Q	Administrative Insurance Stop
R	Pending Bad Check
S	Stolen Vehicle
T	Title Recall
U	MCSAP Safety
V	VIN Stop (ORM, ROC 4)
W	Administrative Hold (ORM, ROC 4)
X	Financial Analysis
Y	Sales Tax (Research & Support, ROC 3)
Z	Commercial Registration (ARP/Fleet, ROC 3)

Change of Address

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Q1. Do I have to change my address with the Department? By changing my address with the Post Office, won't this insure that all of my mail from PennDOT will be forwarded to me?

A1. It is important to change the address on your registration for several reasons:

- ❖ Even if the customer leaves a forwarding address with his/her local post office, this does not insure that all mail will be received at the new address. State and federal laws prohibit the forwarding of certain types of mail (including PennDOT mail) and therefore, the post office may not be allowed to forward our mail to the customer.
- ❖ It is vital that PennDOT mail be delivered to the customer in a timely manner, because most of the mail requires a response from the customer. If the mail is not delivered within a specific period of time, the customer will not have enough time to respond to any requests or inquiries.
- ❖ As indicated in Section 1312 of the Vehicle Code, the address listed on a customer's registration card must be current at all times. A law enforcement official is allowed to cite any driver for not having the current address listed on his/her registration card.

Q2: Does it cost anything to change my address on my registration?

A2: No, there is no PennDOT fee.

Q3: Why can't PennDOT change the address on ALL of my vehicles with the information from just ONE of my vehicles?

A3. If PennDOT attempts to change the address on several vehicles with the information from just one vehicle, there is always the possibility that the address will be changed on vehicles which do not belong to the customer and some vehicles may be missed which do belong to the customer. Also, if a vehicle is leased, the vehicle can not be located on the system with the lessee's name, and therefore the address would remain unchanged.

- Q4: How does an olm change an address to an out of country address on a vehicle record?
- A4. An olm cannot change an out-of-state address. All applications where an out-of-state address is requested MUST be forwarded to the Department for processing along with the required documentation. (These applications may be submitted to the Department through the mail process, the counter area, Messenger Services or Legislative Services)
- Q5: If the vehicle is leased will the lessee receive the new registration card if there is a change or correction of address?
- A5: The updated registration card will be mailed to the registration owner on record. If the lessee code on the vehicle record indicates the registration products belong to the lessee, the updated card will be mailed to the lessee.
- Q6: Will a customer receive a registration card reflecting the change of address even if the registration has expired?
- A6: No. When a record indicates expired registration, the change of address can be done, but no registration card is issued until the registration is renewed.
- Q7: Is there anything that can be done for the customer who submits paperwork to Harrisburg and then moves? (The address included on the paperwork is the old address)
- A7: Unfortunately, there is no way to match up the new address with the application. It could possibly be forwarded to customer's new address by post office. If not it would come back to us as unclaimed. (Answer is the same even if on fee remit)
- Q9: When an address is corrected, how long is the registration card valid for?
- A9: The registration card that is produced from a change or correction to an address is valid until the last day of the current registration.
- Q10. Can a customer add a C/O (care of) to an address?
- A10. No. The vehicle code requires actual or bonafide addresses on

applications for title and registration. Therefore, applications for title and registration where the customer lists the address as C/O should be rejected using error code "7383" which states, "The vehicle code requires actual name and address of the owner, registrant, lessee and lienholder".

The only exception to this is when an insurance company is requesting a certificate of salvage. The Department 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.

Q11. Can a lienholder address be updated by an OLM?

A11. No. The lienholder must complete Form MV-38L.

Q12. Can an address be changed to the customer's new address prior to the customer residing at that address?

A12. No. If the customer is not physically residing at that address, they vehicle code requirements are not met. The vehicle code requires actual or bonafide address for the customers title and registration documents. The customer will need to physically reside at the address before changing their records.

Q13. A vehicle owner has a Pennsylvania address at the time of purchase but moved out of state. His/her registration and title were issued with the Pennsylvania address but were returned "unclaimed" because of the move. Can the new title and registration documents be released to the new out-of-state address?

A13. These must be processed in the Department. In these cases, the vehicle owner must submit to the Department a copy of his/her out of state driver's license and a copy of a utility bill, etc. The Department will release the unclaimed indicator and forward the title and registration to the out of state address.

TRANSFER OF REGISTRATION

All types of registration plates issued in Pennsylvania may be transferred to another vehicle owned or leased by the registrant.

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- A plate may be "transferred" from the vehicle of the applicant on which the plate is currently assigned to another vehicle for which the applicant is applying for.
- When a plate is transferred from one vehicle to another, both of which are or were owned by the applicant, there are several other permissible transfers. A transfer of a registration plate is permitted in the following cases:
 - Between spouses
 - Between parents and their children
 - (a) Step-parents and step-children
 - (b) Parent-in-law and children-in-law
 - Between the sole owner of a company and a vehicle owned by the company.
 - Between a lessor and lessee, if a statement is submitted explaining that the lessee previously paid for the registration plate.
- Transfers of plates between brothers and sisters are not permissible.
- Verification of the registration plate for transfer appears in Section G on Form MV-1, "Application for Title," and Section F of Form MV-4ST, "Application for Vehicle Sales and Use Tax Return/ Application for Registration."
- Registration plates may be transferred using a form MV-1, "Application for Certificate of Title," or MV-4ST, "Application for Vehicles Sales and Use Tax Return/Application for Registration or an MV-120, "Temporary Cardboard Intransit Registration plate Card or Temporary Registration Transfer Card". The notary public or messenger/agent will need to complete the application for the customer.
- The fee for a "straight transfer" of a registration plate is \$6.00. A "straight transfer" is when a registration plate is being transferred

between two vehicles of equal class, type and/or weight.

- Another type of transfer of a registration plate is an "exchange transfer." This term applies when a registration plate is being transferred (upgrade or downgrade) between two vehicles owned by the applicant of unequal type or classification requiring the exchange of one type of plate for another plate. As an example, a plate may be transferred from a passenger vehicle to a truck. This involves the payment of an increase fee. You may also transfer a lower weight class truck to a higher weight class truck, which requires an increase fee as well.
- Transfer of registration plates between business entities is also acceptable. Obtain a copy of the "Transfer Between Business Entities" visit our website at www.dmv.state.pa to see all the options available.
- Plates may also be transferred at the time of a reassignment of title in the case of death.

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Q1. When can I transfer a registration plate?

A1. At any given time.

Q2. How much will the cost be to transfer my plate onto another vehicle?

A2. \$6.00, unless there is an exchange fee involved.

Q3. What form must be completed to transfer my registration plate to a vehicle I already own?

A3. If the customer wants to drive the vehicle right away, the customer would need to have Form MV-120, "Temporary Card Intransit Registration Plate Card or Temporary Registration Transfer Card" this form is completed by a tag agent.

Q4. I recently purchased a new vehicle. Can I transfer my registration onto this vehicle?

A4. Yes.

Q5. Can a customer who is transferring a registration plate from one vehicle to another renew the registration on the previous vehicle if the registration is about to expire and the paperwork has not been

processed?

- A5. Yes. Only at the time of transfer or prior to the transfer.
- Q6. Can an expired registration plate be transferred to a newly purchased vehicle?
- A6. Yes. Vehicle owners are permitted to transfer an expired registration plate to another vehicle, provided they pay for a registration renewal at time of transfer.
- Q7. If a registration plate is transferred to a new vehicle and the registration plate is not renewed at the time of the transfer and the plate expires during the 90-Day Temporary Registration period, can the customer continue to drive the vehicle?
- A7. No. If the customer has chosen not to renew his/her registration at the time of the transfer, and the registration has expired, the customer may NOT drive the vehicle until the transfer has been processed and the registration is renewed.
- Q8. Can I transfer my motorcycle plate to a passenger car or a passenger plate onto a motorcycle?
- A8. No. Because of the difference in the size of the plates.
- Q9. If a lessee buys out a lease and the record is marked LLL, is a \$6.00 transfer due?
- A9. Yes.
- Q10. When applicable, how do I calculate an increase fee?
- A10. You will need to contact a Notary or Issuing Agent for the exact amount of the increase fee.
- Q11. Where do I put the relationship information on the new MV-120?
- A11. The relationship information should be placed in Section C, however if this information is anywhere on the application the Department will accept it.
- Q12. Can I transfer my permanent trailer plate to my other trailer?
- A12. No. A customer may not transfer a permanent plate from one trailer to another, or if he sells the trailer to a daughter/son, he

cannot transfer/give the plate to them.

Q13. I leased my trailer and have bought out the lease can I transfer my permanent plate to the same trailer it was on when I was leasing it?

A13. Yes, if the MV-1L shows LLL the customer may transfer the plate to the trailer he was leasing and now owns.

On-Line Messenger Services Products

Output Products:

Below you will find a list of Transactions that can be performed at an On-Line Messenger Service and what Output the customer will receive. In bold (headings) you will see the Transactions. Directly below the Transaction will be the Product(s) the customer receives.

Registration Renewal

- Registration Card and Renewal Sticker

VR Duplicates/Replacements

- Registration Card, Renewal Sticker, Plate or Weight Class Sticker

Duplicate Title

- No Output, Title is Produced On-Line in Harrisburg the Same Day and Mailed the Next Day

VR Address Change

- Registration Card with Updated Address

Heavy Truck Renewal

- Registration Card and Renewal Sticker

Retired Status Renewal

- Registration Card and Renewal Sticker

Transfer Registration (MV-120)

- Registration Card

Note: Not all OLMs have this transaction. Instruct customer to contact OLM.

Driver License Renewal

- Camera Card

DL Address Change

- Update Card with Corrected Address

DL Duplicates/Replacements

- Interim License

Basic Driving Record (Commercial/Non-Commercial)

- Basic Abstract

3-Year Driving Record (Commercial/Non-Commercial)

- 3-Year Abstract

10-Year Driving Record

- 10-Year Abstract

NOTE: Certified Driving Records are NOT available to be issued instantly at an OLM

Request for Vehicle Information

- Basic Vehicle Abstract
- Basic Encumbrance Abstract

Posting of DL Restoration Fees

- If all restoration requirements have been fulfilled, an Unofficial Restore Letter will be produced. If Renewed while Under Suspension, a Camera Card will be printed. The Official Restore Letter with the signature of Janet Dolan (Director, Bureau of Driver Licensing) will be printed in Harrisburg.

Posting FR for DL Suspension

- If all restoration requirements have been fulfilled, an Unofficial Restore Letter will be produced. If Renewed while Under Suspension, a Camera Card will be printed. The Official Restore Letter with the signature of Janet Dolan (Director, Bureau of Driver Licensing) will be printed in Harrisburg.

Insurance (MV) Restorations (Proof of FR and/or Restoration Fees)

- Comply Letter (if providing insurance information when PennDOT sent the initial insurance request letter but has not established a suspension segment yet)

- Rescind Letter
- Restoration Letter

Note: Not all OLMs have this transaction. Instruct customer to contact OLM.

FR (MV) and DL Restoration Requirement Letters

- Restoration Requirements Letter

Heritage/DARE/Zoo/Wildlife Special Fund Plates

- Plate, Registration Card and Renewal Sticker

Photo ID Renewal

- Camera Card

Photo ID Address Change

- Update card with corrected address

Unclaimed Indicators

A	Axle tax decal (no longer used)
B	FR proof letter
C	Correspondence
D	FR compliance letter
E	Suspension eligibility letter
F	Tag receipt letter
G	Request for affidavit (for vehicle not being operated)
H	Restoration/rescind letter
J	Junked Titled (Certificate of Salvage

O	Suspension notice (includes "additional" notices)
P	Registration plate (tag)
R	Registration card (owner's card)
S	Registration renewal sticker
T	Title
V	VIN plate
W	Weight class decal