

# FACT SHEET

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

*(FOR PENNDOT AUTHORIZED AGENTS USE ONLY)*

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

### **DISTRIBUTION OF FORM COPIES**

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

### **REPOSSESSIONS AND COURT ORDERS**

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

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

### **TRANSFER OF OWNERSHIP**

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

February 2025

- over -



Pennsylvania  
Department of Transportation

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

## **FORM COMPLETION**

### **INSTRUCTIONS SECTION A –**

#### **VEHICLE DESCRIPTION**

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

**EXAMPLES:** Ford Chevrolet Chrysler

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

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

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

**EXAMPLES:** Coupe (CP)

(TT) Sedan (SDN)

(MTRH)

Truck (TK)

Mobile Home (MH)

Low Speed Vehicle (ORV)

(ORV) Neighborhood Electric Vehicles (NEV)

(RECT)

Truck Tractor

Motor Home

Special Mobile Equipment (SME)

Motor-Driven Cycle (MODC)

Off-Road Vehicles

Recreational Trailer

Recreational Cargo Trailer (RECCT)

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

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

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

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

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

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

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

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

## **SECTION B - APPLICANT INFORMATION**

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

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

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

**COUNTY CODES:**

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

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

## SECTION C - MILEAGE INFORMATION

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

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

## SECTION D - LIEN INFORMATION

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

### ❖ FIRST LIEN

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

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

## SECTION E - VEHICLE TRADED

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

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

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

## SECTION F - ADDITIONAL VEHICLE INFORMATION

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

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



- If there is a check in the "other bus" block, attach a statement: (1) explaining the intended use of the bus; (2) stating whether or not a fee to ride the bus is/will be charged; and (3) stating whether or not the bus is/will be operated under I.C.C. or P.U.C. regulations.
- ❖ If the vehicle is a motorcycle, motor-driven cycle or moped:
  - CYLINDER CAPACITY - Check appropriate block.
  - BRAKE HORSEPOWER - Check appropriate block.
  - OPERABLE PEDALS - Check appropriate block.
  - MAXIMUM DESIGN SPEED - Check appropriate block.
  - AUTOMATIC TRANSMISSION - Check appropriate block.
  - DESIGNED/ALTERED FOR ROAD USE - Check appropriate block indicating whether or not the vehicle was manufactured, or has been altered, for use on the highway.

NOTE: If the vehicle is a new vehicle, the cylinder capacity and the brake horsepower will be printed on the MCO. If the vehicle was previously titled out-of-state and this information is not known or is not found on the out-of-state certificate of title, contact a local cycle dealer selling the make of the vehicle.
- ❖ If the vehicle is a motor home:
  - CHASSIS MANUFACTURER - List the name of the company who manufactured the chassis of the vehicle.

NOTE: If it is a new vehicle that was manufactured in two stages, this information will be printed on the MCO for the chassis.

  - BODY MAKE - List the full trade name of the body of your vehicle.
- ❖ Trailers and all other vehicles not listed above.
  - NUMBER OF AXLES - List total number of axles.
  - REQUESTED REGISTERED GROSS WEIGHT - List the registered gross weight at which the applicant wishes to register the vehicle, including load.
  - SUM OF GAWR's (Gross Axle Weight Ratings) - Add the maximum weight capacities for each axle and list the sum.
  - UNLADEN WEIGHT - List the weight of the vehicle, fully equipped for service excluding the weight of any load. Include this information for trailers.
- ❖ If the vehicle is a truck or truck tractor which will be operated in combination:
  - REQUESTED REGISTERED GROSS COMBINATION WEIGHT - List the registered gross combination weight the applicant is requesting.
  - GROSS COMBINATION WEIGHT RATING - List the gross combination weight rating as established by the manufacturer. This information may be found on the vehicle's VIN plate and/or printed on the MCO, if a new vehicle.

## **SECTION G - APPLICATION FOR REGISTRATION**

### **❖ REGISTRATION PLATE INFORMATION**

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

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

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

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

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



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

- ❖ **INSURANCE INFORMATION** - List the name of the applicant's insurance company, policy number, NAIC number, and policy effective and expiration dates covering this vehicle. If a policy number has not been issued, attach a copy of the insurance binder. **NOTE: The applicant's signature on this application acknowledges that their** operating privilege and registration may be suspended if financial responsibility is not maintained for the period of registration.
- ❖ **ISSUING AGENT INFORMATION**
  - Month, day and year of issuance of the temporary registration plate or the transfer of temporary registration must be listed. No alteration of date will be accepted. This date certifies the date the authorized agent verified the applicant had valid proof of financial responsibility.
  - Issuing Agent - Print name exactly as registered with the Bureau of Motor Vehicles.
  - Agent Number - List card agent identification number, full agent identification number or Dealer/Business Partner Identification Number.
  - Issuing Agent Signature - Signature of issuing agent is required.
  - Telephone - List area code and business telephone number of issuing agent.

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

## SECTION H - TAX/FEEES

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

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

statewhere tax was paid must be attached.

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

submit a Processing Fee in Lieu of Registration fee. **NOTE: If an applicant is eligible for a processing fee in lieu of registration, they cannot obtain a two-year registration.** For a complete listing of motor vehicle fees, refer to [Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees,"](#) found on our website at [www.pa.gov/dmv](http://www.pa.gov/dmv).

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

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

## SECTION I - SEAL AND APPLICATION FOR TITLE

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

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

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

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

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

### **APPLICATION FOR CERTIFICATE OF TITLE FOR MOBILE HOME OR MANUFACTURED HOME**

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

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

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

The tax status certification must include the following information:

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

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

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

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

### **MAILING REQUIREMENTS**

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

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