

FACT SHEET



HOW TO TITLE AND REGISTER YOUR OUT-OF-STATE VEHICLE IN PENNSYLVANIA

PURPOSE

This fact sheet outlines the procedures required to title and register your out-of-state vehicle in the Commonwealth of Pennsylvania.

GENERAL INFORMATION:

Pennsylvania title procedures require that out-of-state titles be surrendered to the Bureau of Motor Vehicles when the applicant submits Form MV-1, "Application for Certificate of Title." Many times out-of-state lienholders refuse to release the title in their possession to another state unless the lien has been satisfied. Issuing agents, messenger services and notaries public must instruct the applicants to contact their lienholders prior to completing their MV-1 application to determine whether or not the lienholder will release the out-of-state title to the vehicle owner or the Pennsylvania Department of Transportation. It is the vehicle owner's responsibility to do this and not the agent's. Form MV-1 may be obtained from a licensed dealer or issuing agent.

The Department has discovered that many lienholders insist that the vehicle owner refinance the balance of the outstanding lien through a Pennsylvania lending institution and pay the out-of-state lienholder in full. The lienholder will instruct the vehicle owner as to what their requirements are. The vehicle owner must conform to the lienholder's demands. Pennsylvania certificate of title will only be issued when the out-of-state title is submitted with a completed Form MV-1 and the title application is processed by PENNDOT. Temporary Pennsylvania registration plates may be issued only in those instances where the out-of-state title is submitted with a completed Form MV-1.

PROCEDURES:

Out-of-state title is attached:

- ❖ Temporary registration plate may be issued by the issuing agent.
- ❖ MV-1 application must be completed and a check or money order payable to the Commonwealth of Pennsylvania is attached for all title, lien, registration fees and sales tax (if applicable).
- ❖ Lienholder listed on out-of-state title must be listed on the MV-1 application as lienholder unless the lien was satisfied on the out-of-state title. If the vehicle has been refinanced, the new lienholder must be listed on the MV-1 application. A \$5.00 fee to record the lien is required.

Out-of-state lienholder refuses to release the title to the vehicle owner, but will release to the Bureau of Motor Vehicles:

- ❖ No temporary registration plate may be issued by the issuing agent.
- ❖ MV-1 application must be completed and a check or money order payable to the Commonwealth of Pennsylvania is attached for all title, lien, registration fees and sales tax (if applicable).
- ❖ The out-of-state lienholder's name and address must be listed on the MV-1 application.
- ❖ The agent completing the application returns all documents to the applicant.

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- ❖ The applicant forwards documents and the check for all fees payable to the Commonwealth of Pennsylvania to the out-of-state lienholder.
- ❖ The applicant must instruct the out-of-state lienholder to attach the out-of-state title and return all documents to the Department's address listed on the MV-1 application.

Out-of-state lienholder refuses to release title to vehicle owner or the Bureau of Motor Vehicles:

- ❖ No temporary registration plate may be issued by the issuing agent.
- ❖ The vehicle owner must comply with the out-of-state lienholder's requirements to obtain the out-of-state title.
- ❖ The out-of-state registration plate must be valid for the vehicle to continue to be operated on Commonwealth highways.

SPECIAL INSTRUCTIONS:

- ❖ When completing Section A of Form MV-1, the vehicle identification number (VIN) is required to be verified to ensure that the number listed on the out-of-state title matches the number on the vehicle's VIN plate. A VIN plate tracing is required to be attached to the reverse side of the white copy of all MV-1 applications for PA certificates of title for the following vehicles:
 1. All trucks or truck tractors - VIN plate tracings of trucks should contain the:
 - a. complete vehicle identification number
 - b. gross vehicle weight rating (GVWR)
 - c. gross axle weight rating (GAWR)
 2. All motor homes.
 3. All vehicles previously titled in another state.
- ❖ 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 you are unable to locate your vehicle's VIN plate or you are unable to secure a legible tracing of the plate, contact a certified inspection mechanic or notary public at a motor vehicle dealership. These individuals are authorized to inspect and verify the VIN when a tracing of the plate is not possible. The certified inspection mechanic or notary public is required to list their name, DIN or mechanic number and signature in Section A. (NOTE: A photograph of a vehicle's VIN plate is acceptable if the photo is signed and dated by a certified inspection mechanic or a notary public at a dealership.) The certified inspection mechanic or notary public's signature indicates that he/she visually inspected the VIN on the vehicle and that the VIN numbers match. If the vehicle is located outside of Pennsylvania, the vehicle identification number must be verified by a police officer, a mechanic employed by a motor vehicle dealer or an armed forces installation provost marshal or motor officer.
- ❖ If the vehicle has been titled in your name for at least six months, you are not required to show proof of sales tax paid. If it has been less than six months, you will need to provide your sales tax receipt, or remit PA sales tax. NOTE: Applicants exempt from Pennsylvania sales tax will list the appropriate Sales Tax Exemption reason code in Sections 1A and/or 1B. (See exemption codes on reverse side of MV-1 form.)
- ❖ Department fees are as follows:
 - \$22.50 - Title fee
 - \$ 5.00 - To record a lien
 - Registration fees will vary depending on vehicle type. Please refer to Form MV-70S (Motor Vehicle Fee Sheet).
 - \$ 1.50 - For each additional registration card
 - \$ 6.00 - To transfer a Pennsylvania registration plate (if applicable)
(Increase or Replacement fees may be required.)
- ❖ If you are titling and registering a leased vehicle, the leasing company will also be required to complete Form MV-1L. NOTE: A Power of Attorney may be required from the leasing company.