

# Automated Correspondence Error Codes Message Text

## System Generated Error Codes

### 1000

The registration plate number listed on your application cannot be transferred for one of the following reasons:

1. You requested a replacement plate for this plate, or
2. You received an exchange transfer on this plate. In either case, the plate is no longer valid and should be returned to the bureau.

### 1003

The vehicle body type listed on your application is invalid for the type of tag you are requesting a replacement. If you wish to transfer this tag and receive a replacement, you must submit a \$6.00 transfer fee plus any increased registration fee for the issuance of registration at the requested higher class.

### 1005

The vehicle described on your application has been listed as junked, and a certificate of salvage has been issued. If your vehicle has been restored, the following procedure is required to reestablish a title record for your reconstructed vehicle:

1. Completed form mv-1, which may be obtained from a notary public, dealer, or tag service.
2. Sales tax information is also required for non- dealers.
3. Three photographs - one each of front, side and rear view of the vehicle, each photograph must be signed and dated by an inspection mechanic.
4. Form mv-426 must be completed by an authorized inspection mechanic.
5. A statement listing major components used to restore vehicle. This statement may be listed on form mv-426.
6. The certificate(s) must be issued in your name or properly assigned to you on the reverse side.
7. Remit all applicable title and registration fees as well as sales tax.
8. Bill of sale or receipts in the name of the applicant for parts used to assemble the vehicle.

I, we, understand that, pursuant to section 4904 of the crime code (18 pa. C.S. 4904), the making of a false statement intended to mislead a public servant in the performance of his official duties is a misdemeanor of the second degree and, upon conviction, subjects the maker of such false statement to a maximum term of imprisonment of not more than two years.

## **1006**

The vehicle described on your application has been listed as abandoned, and a certificate of salvage has been issued. If your vehicle has been restored, the following procedure is required to reestablish a title record for your reconstructed vehicle:

1. Complete form mv-1, which may be obtained from a notary public, dealer, or tag service.
2. Sales tax information is also required for non-dealers.
3. Three photographs - one each of front, side and rear view of the vehicle, each photograph must be signed and dated by an inspection mechanic.
4. Form mv-426 must be completed by an authorized inspection mechanic.
5. A statement listing major components used to restore vehicle. This statement may be listed on form mv-426.
6. The certificate(s) must be issued in your name or properly assigned to you on the reverse side.
7. Remit all applicable title and registration fees as well as sales tax.
8. Bill of sales or receipts in the name of the applicant for parts used to assemble the vehicle.

I, we, understand that pursuant to section 4904 of the crime code (18 pa. C.S. 4904), the making of a false statement intended to mislead a public servant in the performance of his official duties is a misdemeanor of the second degree and, upon conviction, subjects the maker of such false statement to a maximum term of imprisonment of not more than two years.

## **1015**

Biennial certificates cannot be transferred. If you wish to register this vehicle as a biennial, please submit form mv-77a and the appropriate fee as per form.

## **1016**

The vehicle described on your application is not currently registered, therefore, the bureau of motor vehicles is unable to process your application.

## **1019**

The registration plate, which you are transferring, is not currently assigned to the vehicle from which you have indicated that the plate is being removed. Please verify the title and vehicle identification number from which the vehicle the plate was removed and submit a tracing of your registration plate. A tracing may be obtained by placing a thin sheet of paper over your registration plate and rubbing lightly with a lead pencil.

**1033**

Our records show that the vehicle described above is not currently titled in your name.

**1034**

Our records indicate that this vehicle was reported stolen. Before the bureau can process your application, a notice of recovery from the reporting law enforcement agency is required. Once that agency has transmitted a recovered vehicle report to the bureau's law enforcement unit, this letter can be resubmitted.

**1037**

Your application for vehicle registration requires that you list the gross vehicle weight and the gross vehicle weight rating. Please indicate the gross vehicle weight here: \_\_\_\_\_ and indicate the gross vehicle weight rating here: \_\_\_\_\_ .

**1038**

Your application for vehicle registration requires that you list the gross vehicle combination weight and the gross vehicle combination weight rating. Please indicate the gross combination weight here: \_\_\_\_\_ and indicate the gross combination weight rating here: \_\_\_\_\_ .

**1039**

Your application for vehicle registration requires that the number of vehicle axles be listed. Please list the number of axles here: \_\_\_\_\_.

**1042**

Under departmental policy the bureau can refuse to change the gross vehicle weight, seating capacity quantity, and/or the axle quantity if the vehicle is not currently registered. In order to process your application, you must submit the appropriate annual registration and/or renewal fee.

Form mv-457 (axle tax return) is required with vehicle registration renewal if applicable.

If you choose to cancel your application, please submit a refund request together with photo copies of your canceled check (front and back) to the bureau's refund unit:

Refund Unit

P.O. Box 68611

Harrisburg, PA 17105.

## 1044

Under departmental policy the bureau can refuse to change the gross vehicle weight, gross vehicle weight rating, gross vehicle combination weight, seating capacity quantity, and/or the axle quantity if the vehicle is not currently registered. In order to process your application, you must submit the appropriate annual registration and/or renewal fee.

Form mv-457 (axle tax return) is required with vehicle registration renewal if applicable.

If you choose to cancel your application, please submit a refund request together with photocopies of your canceled check (front and back) to the bureau's

Refund Unit

P.O. Box 68611

Harrisburg, PA 17105.

## 1066

The axle quantity you requested is less than the minimum axle quantity required for the gross weight of your vehicle. Use the following chart to determine the correct axle quantity:

Weight	Axles
26001 – 38000	2
8001 – 58400	3
58401 – 73280	4

Indicate the correct gross weight here\_\_\_\_\_

Indicate the correct axle quantity here\_\_\_\_\_

**1083**

Your application was received in the bureau with (1)partial fees or (2)no fees,

In either case, we cannot complete the processing until full fees are received. Please note the actual fee requirement itemized below.

- Sales tax paid:&saletaspd lien fee :&lienfee
- axle tax :&axletaxam reissue fee :&tagreiss
- reg fee :&regfee transfer fee :&transfee
- Title fee :&titlefee dup reg fee :&dupregfee
- increase fee :&clsregfee proc exemp :&procexmp
- tot other fees:&otherfee vanitytagfee:&vanityfee
- total fees required :&fullfee
- total amount applied :&procamt
- total previously applied :&prevpdamt
- balance due :&baldueamt

**1092**

We are unable to process the application for the vehicle described above because the applicant failed to list his or her complete address. As seller of this vehicle we would appreciate your cooperation in contacting the purchaser of this vehicle for completion of this information. The applicant should list his/her full address and provide any other additionally requested information before returning this application for processing. If you are unable to locate the applicant, please advise us by notation on this letter, and return all of the enclosed documents to the bureau in the envelope provided.

Purchasers' name\_\_\_\_\_

Purchaser's address \_\_\_\_\_

**1093**

We are unable to process the application for the vehicle described above because the applicant failed to list his or her complete address. As seller of this vehicle we would appreciate your cooperation in contacting the purchaser of this vehicle for completion of the information. The applicant should list his/her full address and provide any other additionally requested information before returning this application for processing. If you are unable to locate the applicant, please advise us by notation on this letter, and return all of the enclosed documents to the bureau in the envelope provided.

Purchaser's name \_\_\_\_\_

Purchaser's address \_\_\_\_\_

**1100**

The registration plate number listed on your application cannot be transferred for one of the following reasons:

1. You requested a replacement plate for this plate, or
2. You received an exchange transfer on this plate. In either case, the plate is no longer valid and should be returned to the bureau.

**1101**

We are unable to determine your motor vehicle tax liability because you have not provided complete tax related information. Please list the purchase price or current market value, and trade-in value (if applicable) in the spaces provided on this document.

Purchase price \_\_\_\_\_

Current market value \_\_\_\_\_

Trade-in value \_\_\_\_\_

I, we, understand that, pursuant to section 4904 of the crime code (18 PA. C.S. 4904), the making of a false statement intended to mislead a public servant in the performance of his official duties is a misdemeanor of the second degree and, upon conviction, subjects the maker of such false statement to a maximum term of imprisonment of not more than two years.

**1112**

We are unable to determine your motor vehicle tax liability because you have not provided complete tax related information. Please list the purchase price or current market value, and trade-in value (if applicable) in the spaces provided on this document.

Purchase price\_\_\_\_\_

Current market value\_\_\_\_\_

Trade-in value\_\_\_\_\_

I, we, understand that, pursuant to section 4904 of the crime code (18 pa. CS. 4904), the making of a false statement intended to mislead a public servant in the performance of his official duties is a misdemeanor of the second degree and, upon conviction, subjects the maker of such false statement to a maximum term of imprisonment of not more than two years.

### **1113**

The bureau has no record of the registration plate listed on your application. Please submit a tracing of your registration plate. A tracing may be obtained by placing a thin sheet of paper over your registration plate and rubbing lightly with a lead pencil.

### **1114**

The bureau has no record of your vehicle. To reinstate this record, please submit the Pennsylvania title in possession with a tracing of the vehicle identification number plate and a letter requesting reinstatement. If the title has been lost but you have a current or expired registration card, submit the card with your application form mv-38, a tracing of the vehicle identification number and a duplicate title fee. An affidavit is required stating that the vehicle was previously titled to you in Pennsylvania and that the certificate of title was lost.

### **1115**

Bureau records show that the transaction that you have requested on the above vehicle was previously applied for and processed. If you have made duplicate payments you may request a refund.

Submit your letter requesting refund with this letter, all of the enclosed documents, and copies of canceled checks showing duplicate payment to the following address:

Pennsylvania Department of Transportation

Bureau of Motor Vehicles

Refund Section

Harrisburg, PA 17106

**1116**

The registration plate, which you are transferring, is not currently assigned to the vehicle from which you have indicated that the plate is being removed. Please verify the title and vehicle identification number from which vehicle the plate was removed and submit a tracing of your registration plate. A tracing may be obtained by placing a thin sheet of paper over your registration plate and rubbing lightly with a lead pencil.

**1127**

The bureau cannot complete the processing of your application because you failed to list your tax exemption authority code number. If you are exempt from payment of sales tax, please list the reason here:\_\_\_\_\_ and list your exemption authorization number here:\_\_\_\_\_. If you are not claiming exemption from payment of sales tax, list the purchase price of the vehicle \_\_\_\_\_. List sales tax due here:\_\_\_\_\_ (6% of the purchase price, or 7% of the purchase price if you are a resident of a city or county which imposes a 1% sales tax).

**1131**

Information needed to complete the processing of your application is missing from your application, please list the following:

Purchase date:\_\_\_\_\_

Purchase price:\_\_\_\_\_

Sales tax due here:\_\_\_\_\_

(6% of the purchase price, or, 7% of the purchase price if you are a resident of a city or county, which imposes a 1% sales tax).

If you are claiming an exemption from payment of sales tax please explain here the reason for claiming an exemption:\_\_\_\_\_and list your exemption authorization number here: \_\_\_\_\_.

**1134**

The vehicle described on your application has been listed as junked. If your vehicle has been restored after a certificate of salvage has been issued, the following procedure is required to reestablish a title record for your reconstructed vehicle:

1. Complete form mv-1, which may be obtained from a notary public, dealer, or tag service.
2. Sales tax information is also required for non-dealers.
3. Three photographs - one each of front, side and rear view of the vehicle, each photograph must be signed and dated by an inspection mechanic.
4. Form mv-426 must be completed by an authorized inspection mechanic.
5. A statement listing major components used to restore vehicles. This statement may be listed on form mv-426.
6. The certificate(s) must be issued in your name or properly assigned to you on the reverse side.
7. Remit all applicable title and registration fees as well as sales tax.
8. Bill of sale or receipts in the name of the applicant for parts used to assemble the vehicle.
9. I, we, understand that, pursuant to section 4904 of the crime code (18 PA. CS. 4904), the making of a false statement intended to mislead a public servant in the performance of his official duties is a misdemeanor of the second degree and, upon conviction, subjects the maker of such false statement to a maximum term of imprisonment of not more than two years.

### 1135

The bureau cannot complete the processing of your application because you failed to list your tax exemption authority code number. If you are exempt from payment of sales tax, list the reason here:

\_\_\_\_\_ and list you exemption authorization number here:\_\_\_\_\_.

If you are not claiming exemption from payment of sales tax, list the purchase price of the vehicle \_\_\_\_\_. List sales tax due here:\_\_\_\_\_

(6% of the purchase price, or, 7% of the purchase price if you are a resident of a city or county, which imposes a 1% sales tax).

### 1137

Information needed to complete the processing of your application is missing from your application, please list the following:

Purchase date:\_\_\_\_\_

Purchase price:\_\_\_\_\_

Sales tax due here:\_\_\_\_\_ (6% of the purchase price, or, 7% if you are a resident of a city or county which imposes a 1% sales tax).

If you are claiming an exemption from payment of sales tax please explain here the reason for claiming an exemption:\_\_\_\_\_ and list your exemption authorization number here: \_\_\_\_\_.

**1148**

The registration plate listed on your application cannot be transferred because you were issued a replacement registration plate.

**1149**

The registration plate number listed on your application is not currently registered to the vehicle that you have indicated.

**1151**

The bureau has no record of the registration plate listed on your application. Please submit a tracing of your registration plate. A tracing may be obtained by placing a thin sheet of paper over your registration plate and rubbing lightly with a lead pencil.

**1164**

Registration was issued to you pending receipt of title; therefore, we cannot add a new lien.

**1165**

The vehicle description listed on your application is junked, therefore, we cannot add a lienholder.

**1167**

The bureau cannot complete the processing of your application because the lienholder's address is incomplete. Please list the complete address of the lienholder below:

Address\_\_\_\_\_

City/state/zip\_\_\_\_\_

**1170**

The name on your application does not match the name associated with your sales tax exemption number.

**1181**

When claiming exemption number 14 - vehicle used directly in an agricultural, mining or manufacturing operation, the vehicle is not permitted to be registered.

**1184**

The dealer number listed on your application is not on file with the bureau of motor vehicles.

**1186**

The dealer number listed on your application is not associated with the name on your application.

**1203**

The bureau has no record of your vehicle. To reinstate this record, please submit the Pennsylvania title in your possession with a tracing of the vehicle identification number plate and a letter requesting reinstatement. If the title has been lost but you have a current or expired registration card, submit the card with your application form mv-38, a tracing of the vehicle identification number and a duplicate title fee. If you do not have either of the above, complete form mv-1 which may be obtained from a notary public, tag service, or dealer and attach a tracing of the vehicle identification number to this form. An affidavit is required stating that the vehicle was previously titled to you in Pennsylvania and that the certificate of title was lost. A sales tax return must be completed when Submitting form mv-1.

**1208**

The vehicle described on your application has been listed as abandoned, and a certificate of salvage has been issued. If your vehicle has been restored, the following procedure is required to reestablish a title record for your reconstructed vehicle:

1. Complete form mv-1, which may be obtained from a notary public, dealer, or tag service.
2. Sales tax information is also required for non-dealers.
3. Three photographs - one each of front, side and rear view of the vehicle, each photograph must be signed and dated by an inspection mechanic.

4. Form mv-426 must be completed by an authorized inspection mechanic.
5. A statement listing major components used to restore vehicle. This statement may be listed on form mv-426.
6. The certificate(s) must be issued in your name or properly assigned to you on the reverse side.
7. Remit all applicable title and registration fees as well as sales tax.
8. Bill of sale or receipts in the name of the applicant for parts used to assemble the vehicle.

I, we, understand that, pursuant to section 4904 of the crime code (18 pa. CS. 4904), the making of a false statement intended to mislead a public servant in the performance of his official duties is a misdemeanor of the second degree and, upon conviction, subjects the maker of such false statement to a maximum term of imprisonment of not more than two years.

## **1209**

The vehicle described on your application is listed as a farm truck, which is exempt from registration. To renew your farm truck certificate of exemption, complete form mv-77a that may be obtained from a notary public, tag service, or dealer, or by calling the bureau at one of the telephone numbers listed above.

## **1210**

The vehicle described on your application has been listed as a permanent registration, it need not be renewed.

## **1211**

The vehicle's gross combination weight must be listed if the vehicle is a truck tractor or a road tractor.

## **1212**

The vehicle described on your application cannot be registered because it has been listed as junked. If your vehicle has been restored, the following procedure is required to reestablish a title record for your reconstructed vehicle:

1. Complete form mv-1, which may be obtained from a notary public, dealer, or tag service.
2. Sales tax information is also required for non-dealers.
3. Three photographs - one each of front, side and rear view of the vehicle, each photograph must be signed and dated by an inspection mechanic.
4. Form mv-426 must be completed by an authorized inspection mechanic.
5. A statement listing major components used to restore vehicle. This statement may be listed on form mv-426.

6. The certificate(s) must be issued in your name or properly assigned to you on the reverse side.
7. Remit all applicable title and registration fees as well as sales tax.
8. Bill of sale or receipts in the name of the applicant for parts used to assemble the vehicle.

I, we, understand that, pursuant to section 4904 of the crime code (18pa. CS. 4904), the making of a false statement intended to mislead a public servant in the performance of his official duties is a misdemeanor of the second degree and, upon conviction, subjects the maker of such false statement to a maximum term of imprisonment of not more than two years.

### 1213

Effective November 1, 1986, gross vehicle weight ratings are required. Please list the gross vehicle weight rating here:\_\_\_\_\_.

### 1214

Effective November 1, 1986, gross combination weight ratings are required. Please list the gross combination weight rating here:\_\_\_\_\_.

### 1217

Your request was received in the bureau with (1) partial fees, or (2) no fees, in either case, we cannot complete the processing until full fees are received. Please note the actual fee requirement itemized below:

sales tax paid: &saletax pd lien fee&lienfee

axle tax &axletaxam reissuefee &tagreiss

reg fee &regfee transfer fee &transfee

title fee &titlefee dup reg fee &dupregfee

increase fee &clsregfee proc exemp &procexmp

tot other fees: &otherfee vanity tag fee &vanityfee

total fees required &fullfee

total amount applied &procamt

total previously applied &prevpdamt

balance due & balance due

If you indicated on the application that you wished to contribute \$1.00 to the organ donor awareness trust fund, it is not included in the "balance due" on this rejection letter. If you wish to contribute the organ donor awareness trust fund, please add \$1.00 to the balance due.

When you have submitted the amount shown in "balance due", we will complete the processing of your request and mail your product.

If you are in possession of a canceled check payable to this department which you believe to show proof of payment for your registration renewal fees, please attach a photo copy of both sides of the canceled check to this letter and resubmit all documents. Money order receipts check stubs, etc., do not constitute proof of payment. If you have no proof of previous payment, please submit the balance due.

### **1303**

The vehicle described on your application cannot be renewed because your registration plate has been revoked for the reason defined in section 1784 of the Pennsylvania vehicle code. Please contact the bureau's telephone information center at one of the telephone numbers listed above for additional information if needed.

### **1306**

The bureau of driver's license has placed a suspension on your vehicle record for failure to pay the cat fund. Please contact the bureau's telephone information center at one of the telephone numbers listed above for additional information.

### **1307**

The public utility commission, bureau of safety and compliance, has placed a suspension on this vehicle record. For information concerning the suspension and instructions for restoring registration privileges, contact PUC. Technical review section at (717) 787-1227, or (717)787-3114.

### **1308**

Your application was received in the bureau with (1) partial fees or (2) no fees, in either case, we cannot complete the processing until full fees are received. Please note the actual fee requirement itemized below.

Sales tax paid: & sales tax pd lien fee & lien fee

axle tax &axletaxam reissuefee &tagreiss  
reg fee regfee transfer fee &transfee  
title fee &titlefee dup reg fee &duprefee  
increase fee &clsregfee proc exemp &procexmp  
tot other fees &otherfee vanity tag fee &vanityfee  
total fees required &fullfee  
total amount applied &procamt  
total previously applied &prevpdamt  
balance due &baldueamt

**1317**

Our records show that the vehicle described on your application is not currently titled in your name.

**1318**

The fee amount remitted does not equal the fee amount required to process this application. Please note the actual fee requirement itemized below.

Sales tax paid: &saletax pd lien fee &lienfee  
axle tax &axletaxam reissuefee &tagreiss  
reg fee regfee transfer fee &transfee  
title fee &titlefee dup reg fee &duprefee  
increase fee &clsregfee proc exemp &procexmp  
tot other fees &otherfee vanity tag fee &vanityfee  
total fees required &fullfee  
total amount applied &procamt  
total previously applied &prevpdamt

balance due & baldueamt

If total fees required are less than total remitted amount, you will receive a refund within four to six weeks.

## **1322**

We have received and deposited a registration renewal payment from you, but our records indicate that your vehicle registration is current and valid. If you have made a duplicate payment, you may request a refund by returning this letter with your signature and date to the following address:

Bureau of Motor Vehicles  
Refund Section  
Box 68611 Riverfront Office Center,  
1101 South Front St.  
Harrisburg, Pa. 17106.

If you desire to use the payment for a different vehicle or driver licensing transaction instead of a refund, please enclose the completed appropriate form along with this letter and forward to the same address.

## **1333**

We have received and deposited a registration renewal payment from you, but our records indicate that your vehicle registration is current and valid. If you have made a duplicate payment, you may request a refund by returning this letter with your signature and date to the following address:

Bureau of Motor Vehicles  
Refund Section  
Box 68611 Riverfront Office Center,  
1101 South Front St.  
Harrisburg, Pa. 17106

If you desire to use the payment for a different vehicle or drivers licensing transaction instead of a refund, please enclose the completed appropriate form along with this letter and forward to the same address.

**1334**

The authority of a lien recorded on the certificate of title lapses on the expiration date. You must apply for renewal of the lien within six months of the expiration date. A lien that is expired cannot be renewed.

**1335**

This vehicle does not qualify for a personalized registration plate.

**1369**

Bureau records show a tax unpaid restriction, which prohibits issuance of vehicle registration. The following is required to release this restriction and issue registration:

Completion of sections a, c, f, g, & i on form mv-4st.

Payment of sales tax, registration fees, and \$22.50 title fee.

Certificate of title.

You may obtain form mv-4st from a notary public, tag service or dealer.

**1410**

A form mv-27 may not be used for more than three consecutive transactions. The fourth purchaser must always take title. Please complete the appropriate section of form mv-38, and return it with a \$22.50 title fee. Attach the form to this document to expedite processing.

**1454**

The vehicle described on your application for certificate of salvage is currently encumbered. Salvage certificates cannot be issued to vehicles bearing liens. Please have the lien satisfied by the lienholder and resubmit.

**1470**

Your application for vehicle registration requires that you list the gross vehicle weight rating. Please indicate the gross vehicle weight rating here:\_\_\_\_\_

**1471**

Your application for vehicle registration requires that you list the vehicle gross combination weight rating. Please indicate the gross vehicle weight rating here:\_\_\_\_\_

### **1478**

An antique is a motor vehicle (not a reproduction), which was manufactured more than 25 years ago. To qualify, the vehicle must have been maintained or restored to a condition, which conforms substantially to the manufacturer's specification.

### **1479**

A classic is a motor vehicle but not a reproduction thereof, manufactured at least 10 years ago, and because of limited availability, determined by the department to be a model or make of significant value to collectors or exhibitors. It must be maintained in or restored to a condition, which conforms substantially to the manufacturer's specifications and appearance.

### **1480**

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

### **1481**

We are unable to complete the processing of your application because you failed to list the vehicles odometer miles. Please list the odometer miles on this document here:\_\_\_\_\_

### **1488**

An incorrect vehicle identification number or model year was recorded on your proof of ownership. A legible tracing of the vehicle identification number plate affixed to the vehicle is required. If the plate is not traceable, verification by an authorized state inspection mechanic or notary public is required.

### **1514**

There is evidence of a discrepancy or alteration in the disclosure of the mileage reading for this vehicle. We are unable to process your application unless it is accompanied by a valid odometer disclosure statement(s) showing vehicle mileage exceeding the reading at the time of issuance of the certificate of title. Please correct the mileage reading you listed on the application you submitted relating to the vehicle identified above and attach a notarized statement signed by

both seller(s) and purchaser(s) explaining the reason for this apparent misstatement of mileage information.

Warning: an inaccurate statement may make you liable for damages to your transferee pursuant to the truth and mileage act of 1986.

Attach the notarized statement to this document and return same to the bureau.

**3021**

Your application for vehicle registration requires that you list the gross vehicle weight rating here:\_\_\_\_\_.

**3022**

Your application for vehicle registration required that you list the vehicle gross combination weight rating. Please indicate the gross vehicle weight rating here:\_\_\_\_\_.

**3027**

The bureau cannot complete the processing of your application because the address information relating to the lessee of the vehicle is incomplete. Please list the complete address of the person leasing the vehicle below:

street address\_\_\_\_\_

city/state/zip\_\_\_\_\_

**3030**

Your application for vehicle registration requires that you list the seating capacity. Please indicate the number of seats here:\_\_\_\_\_

**3042**

The bureau cannot complete the processing of your application because you failed to list the purchase price of the vehicle and the amount of the sales tax due. If you are exempt from payment of sales tax, please list the reason here:\_\_\_\_\_ and list your exemption authorization number here:\_\_\_\_\_

If you are not claiming exemption from payment of sales tax, list the purchase price of the vehicle\_\_\_\_\_. List sales tax due here:\_\_\_\_\_ (6% of the purchase price, or 7% of the purchase price if you are a resident of a city or county which imposes a 1% sales tax).

**3043**

The sales tax exemption number listed on your application is not registered to you, or your organization. Please list the correct sales tax exemption number here:\_\_\_\_\_

**3050**

The gross vehicle weight cannot be greater than the gross vehicle weight rating. According to specifications furnished by the manufacturer, the vehicle described on the application does not qualify for the classification requested. Trucks and truck tractors are registered in accordance with gross vehicle weight ratings established by the manufacturer or the Pennsylvania axle law, whichever is lower. Please list the correct GVW here:\_\_\_\_\_. Please list the correct GVWR here:\_\_\_\_\_.

**3051**

The gross vehicle combination weight cannot be greater than the gross vehicle combination weight rating. According to specifications furnished by the manufacturer, the vehicle described on the application does not qualify for the classification requested. Trucks and truck tractors are registered in accordance with gross vehicle weight rating established by the manufacturer or the Pennsylvania axle law, whichever is lower. Please list the correct GCWR here:\_\_\_\_\_. Please list the correct GCWR here:\_\_\_\_\_.

**3054**

The vehicle weight listed on your application exceeds the 9,000-pound weight limit allowed for

1. A disabled veterans registration plate, or
2. For retired status, in either case you do not qualify for a reduced registration fee.

**3055**

Under departmental policy the bureau can refuse to change the gross vehicle weight, gross vehicle weight rating, gross vehicle combination weight, seating capacity quantity, and/or the axle quantity if the vehicle is not currently registered. In order to process your application, you must submit the appropriate annual registration and/or renewal fee.

**3057**

Under departmental policy the bureau can refuse to change the gross vehicle weight, gross vehicle weight rating, gross vehicle combination weight, seating capacity quantity, and/or the axle quantity if the vehicle is not currently registered. In order to process your application, you must submit the appropriate annual registration and/or renewal fee.

### **3073**

Bureau records show that the registration plate number listed on your application is expired. If you have renewed this registration, please submit a copy of the front and back of your canceled check. If this registration has not been renewed, you may do so by submitting payment of the required annual registration fee with the enclosed application.

### **3103**

The vehicle described on your application cannot be registered as an antique vehicle.

### **3104**

The vehicle described on your application cannot be registered as a classic vehicle.

### **3105**

The vehicle described on your application cannot be registered as a street rod.

### **3106**

The vehicle weight listed on your application exceeds the 9,000 pound weight limit allowed for issuance of:

1. A disabled veterans registration plate, or
2. For retired status, or
3. A special organization registration plate, or
4. A personalized registration plate.

### **3116**

The vehicle body type is invalid, forward to DEX Staff Office.

### **3122**

The bureau cannot complete the processing of your application because you failed to list the purchase price of the vehicle and the amount of the sales tax, please list the reason

here:\_\_\_\_\_ and list your exemption authorization number here:\_\_\_\_\_. If you are not claiming exemption from payment of sales tax, list the purchase price of the vehicle \_\_\_\_\_. List sales tax due here:\_\_\_\_\_ (6% of the purchase price, or 7% of the purchase price if you are a resident of a city or county which imposes a 1% sales tax).

### 3129

We are unable to determine your motor vehicle liability because you have not provided complete tax related information. Please list the purchase price or current market value, and trade-in value (if applicable) in the spaces provided on this document.

purchase price\_\_\_\_\_

current market value\_\_\_\_\_

trade-in value\_\_\_\_\_

I, we, understand that pursuant to section 4904 of the crime code (18 pa. CS. 4904), the making of a false statement intended to mislead a public servant in the performance of his official duties is a misdemeanor of the second degree and, upon conviction, subjects the maker of such false statement to a maximum term of imprisonment of not more than two years.

### 3137

Under departmental policy the bureau can refuse to change the gross vehicle weight, gross vehicle weight rating, gross vehicle combination weight, seating capacity quantity, and/or the axle quantity if the vehicle is not currently registered. In order to process you application, you must submit the appropriate annual registration and/or renewal fee.

If you choose to cancel your application, please submit a refund request together with photo copies of your canceled check (front and back) to the bureau's refund unit,

Refund Unit

PO Box 68611

Harrisburg, Pa 17105

**3152**

The vehicle described on your application does not qualify for a biennial certificate. The body type must be a truck or a truck tractor.

**3153**

The gross combination weight listed on your application is greater than the maximum allowable range.

**3172**

The vehicle described on your application has a permanent registration, it need not be renewed.

**3178**

The registration plate listed on your application is expired. In order to issue a replacement plate, you must submit the annual registration fee. Please enter the registration fee amount here: \_\_\_\_\_, and attach a check or money order in that amount to this document.

**3180**

The vehicle described on your application is listed as a farm truck which is exempt from registration. To renew your farm truck certificate of exemption, complete form mv-77a, which may be obtained from a notary public, tag service, or dealer.

**3181**

Bureau records indicate that the vehicle described on your application for renewal of registration is not currently registered.

**3182**

Bureau records indicate that the vehicle described on your application is not registered; therefore the plate number you listed is not eligible for reissue. To legally operate the vehicle described above, you must submit the full registration fee for a new registration plate.

**3183**

Registration for the vehicle described on you application has been prohibited for one of the following reasons:

1. Sales tax in unpaid
2. Vehicle is a mobile home
3. Vehicle was made for off the road use
4. Vehicle is a park trailer

### **3185**

The vehicle described on your application is not eligible for retired, disabled veteran, or handicapped person status. The maximum gross weight allowed for this type of registration is 9,000 pounds.

### **3285**

Weight class decals are only issued on trucks or truck tractors with a gross weight greater than 5000 pounds.

### **3294**

We cannot complete the processing of your application because the vehicle indicated on your application is not currently registered. The bureau cannot reissue registration nor can we issue duplicate registration cards if the vehicle is not currently registered.

### **3309**

The vehicle described on your application has been listed as junked, and a certificate of salvage has been issued. If your vehicle has been restored, the following procedure is required to reestablish a title record for your reconstructed vehicle:

1. Complete form mv-1, which may be obtained from a notary public, dealer, or tag service.
2. Sales tax information is also required for non-dealers.
3. Three photographs - one each of front, side, and rear view of the vehicle, each photograph must be signed and dated by an inspection mechanic.
4. Form mv-426 must be completed by an authorized inspection mechanic.
5. A statement listing major components used to restore vehicle. This statement may be listed on form mv-426.
6. The certificate(s) must be issued in your name or properly assigned to you on the reverse side.
7. Remit all applicable title and registration fees as well as sales tax.
8. Bill of sale or receipts in the name of the applicant for parts used to assemble the vehicle.

I, we, understand that, pursuant to section 4904 of the crime code (18 pa. CS. 4904), the making of a false statement intended to mislead a public servant in the

performance of his official duties is a misdemeanor of the second degree and, upon conviction, imprisonment of not more than two years.

**5000**

Fee calculation error. Notify the carats support team.

**5001**

Vehicles record shows a "Y" Stop. Forward to ROC 3.

**5002**

Vehicle record shows a "B" Stop. "Director's Court Order". Forward to Customer Service Section, ROC 3.

**5003**

Vehicle record shows a "C" Stop (Underpayment Cat Fund) forward to Suspension Control, ROC 2.

**5004**

Vehicle record shows an "E" Stop. Forward to Research & Support ROC 3.

**5005**

Vehicle record shows an "H" Administrative Hold Stop. Forward to Research & Support ROC 3.

**5006**

Vehicle record shows an "A" stop. Forward to Return Check Unit ROC 3.

**5007**

Vehicle record shows a "M" Mobile Home to Real Estate Stop. Forward to the DEX Staff Office ROC 2.

**5008**

Vehicle record shows an "O" Odometer Stop. Forward to DEX Staff Office Room ROC 2.

**5009**

Vehicle record shows a "K" Stop. Forward to State Police Section ROC 3.

### **5010**

An "S" Stop is on this record, because the vehicle has been reported stolen. Forward to Law Enforcement Services Unit, ROC 3.

### **5011**

Vehicle record shows a "G" Grey Market Vehicle Stop. Forward to DEX Staff Office ROC 2.

### **5012**

Vehicle record shows a duplicate tag, forward to research and support operations section ROC 3.

### **5013**

Vehicle record shows an "F" Stop. Forwarded to Traffic Safety, Insurance Certification Section, ROC 2.

### **5014**

Vehicle record shows abandoned vehicle, forward to the Abandoned Vehicle Unit, ROC 1.

### **5015**

Truncated refund amount.

### **5016**

Vehicle record shows an "I" Stop. Forward to Drivers License Insurance Certification Section, ROC 3.

### **5019**

Vehicle make is not listed on codes table. Forward to DEX Staff Office for approval.

### **5020**

T Stop, send to CARATS Support ROC 3.

**5021**

I Stop, send to FR ROC 2.

**5022**

V Stop, send to ROC 4.

**5023**

W Stop, send to ROC 4.

**5024**

Duplicate tag. Forwarded to Research and Support Operations Section ROC 3.

**5025**

Commercial Registration Section manager has placed a stop on his vehicle record, forward all documents to Room ROC1.

**5030**

Vehicle has new owner do not proceed.

**Special Handling Error Codes****6001**

Applicant is requesting a handicapped or disabled Veteran's Parking Placard, forward to ROC 3.

**6002**

Applicant is requesting: an antique registration, a classic registration, or a street rod registration, forward to the Special Tags Unit for processing, ROC 2.

**6003**

Stolen dead tag record. Special handle to ROC 3.

**6004**

This application cannot be processed for reasons, which cannot be clearly explained by available auto-correspondence message text. Please advise applicant that they will be receiving correspondence in the near future.

**6005**

Application need supervisor's approval.

**6006**

Off site retrieval.

**6007**

Record purged. Forward to Research and Support Operations Section, ROC 3.

**6008**

A replacement VIN plate or special VIN plate is required. Special handle to DEX Staff Office, ROC 2.

**6009**

Correspondence to lienholder.

**6010**

The application was rejected via auto correspondence more than once, the applicant should be contacted by phone. Forward to Research and Support Operations Section, ROC 3.

**6011**

Purchase price needs manager's OK.

**6012**

Tax being paid on a vehicle previously titled but restricted for tax unpaid. Forward to DEX Control Unit.

**6013**

Dealer issuing agent out of business. Forward to dealers ROC 1.

**6014**

mv-44 application for reissue of dealer plate. Forward to Dealers Registration Center, ROC 1.

**6015**

Applicant is requesting implement of husbandry or special mobile equipment plate. Forward to Commercial Registration Section, ROC 1.

**6016**

Emission inspection exemption. Forward to Emission Section, ROC 3.

**6017**

Application must be processed by the Commercial Registration Section.

**6018**

Bureau records show that the correct Vehicle Identification Number is listed on this title according to specifications received from the vehicle manufacturer. No correction is required. Forward to the Refund Section, ROC 1.

**6019**

The Bureau of Motor Vehicles does not issue titles or registration for the type of vehicle described on this application. Forward to the Refund Section, ROC 1.

**6020**

This application for cancellation of Pennsylvania title is being forwarded to the Research and Support Operations Section for preparation of a form letter to the dealer advising of procedure for obtaining a certified copy of the MCO, which was previously submitted to the bureau. Forward to ROC 3.

**6021**

Loose check.

**6022**

Loose out of state title/MCO.

**6023**

Application contains department of revenue credit memorandum for full or partial payment of sales tax due. Forward to Financial Analysis, ROC 3.

**6024**

Selling dealer number not listed, Dealer Unit ROC 1.

**6025**

Omnibus application, forward to DEX 5 for processing.

**6026**

Vehicle is used for logging or agricultural purposes and is affected by the federal heavy vehicle use tax. Forward application to Commercial Registration Section, ROC 1.

**6027**

Application requires PUC approval.

**6028**

Grey market and/or foreign vehicle, forward to DEX, ROC 2 for approval.

**6029**

A confidential plate has been requested. Forward to DEX Staff Office, ROC 2.

**6030**

VIN edit. Forward to Return Checks, ROC 3.

**6031**

Applicant qualifies for mass transportation. Forward to Commercial Registration Section, ROC 1.

**6032**

Cannot be processed in CARATS

**6033**

Ownership of this vehicle was transferred to another individual since the date of issuance of the submitted title, therefore, this certificate of Pennsylvania title is void and the requested transaction cannot be processed. Forward to Research and Support Operations Section, ROC 3.

**6034**

ARP application. Forward to Commercial Registration, ROC 1.

**6035**

Fleet application. Forward to Commercial Registration, ROC 1.

**6036**

Application for abandoned vehicle, forward to the Abandoned Vehicle Unit, ROC 1.

**6037**

Application is for dealer registration. Forward to FAME, ROC 3.

**6038**

Removed by authorized manager, for online output or other deposition.

**6039**

Application is a repossession. Forward to DEX Reentry Unit ROC 2.

**6040**

Dunning notice, forward to Return Check Unit.

**6041**

Invalid VIN for vehicle, forward to supervisor for review and possible VINA override.

**6042**

Vehicle model year does not match VINA, forward to supervisor for review and possible VINA override.

**6043**

Vehicle make does not match VINA, forward to supervisor for review and possible VINA override.

**6044**

Duplicate VIN, special handle to ROC 3.

**6045**

Unmatched vehicle type - VIN type "sdn".

**6046**

Unmatched vehicle type - VIN type "cp".

**6047**

Unmatched vehicle type - VIN type "tk".

**6048**

Unmatched vehicle type - VIN type "hr".

**6049**

Unmatched vehicle type - VIN type "conv".

**6050**

Unmatched vehicle type - VIN type "tt".

**6051**

Unmatched vehicle type - VIN type "mc".

**6052**

Glider kit application, refer to Commercial Registration.

**6053**

Vehicles make not on codes table, forward to DEX Section Staff Office, ROC 2.

**6054**

Revenue credit memorandum submitted, forward to ROC 3.

**6055**

The bureau of driver's license has placed a suspension on this vehicle record for failure to carry liability insurance. This suspension of registration under section 104 (d) of the Pennsylvania no-fault motor vehicle insurance act will be restored if you submit a copy of your present insurance policy or your insurance identification card, or if your insurance agent submits verification indicating the name of your insurance company, the policy number and the effective date.

**6056**

The enclosed application for registration is being returned as a result of the suspension/revocation of your registration privilege. Please contact the bureau's telephone information center at one of the telephone numbers listed above for additional information if needed.

**6057**

Request for correction in odometer mileage, this is not a bureau error. A \$22.50 title fee is required. Forward to DEX Staff Office Room ROC 2.

**6058**

A PA University Plate, tag type 25 has been requested forward to DEX Staff Office ROC 2.

**6059**

Mv-549 Application for Registration Fee Exemption. Forward to DEX Staff Office ROC 2.

**6060**

A School Bus Plate, tag type 06 has been requested. Forward to DEX Staff Office, ROC 2.

**6061**

Municipal Government (mg), tag type 21 has been requested. Forward to DEX Staff Office, ROC 2.

**6062**

A special organization plate has been requested. Forward to Research and Support Operations Section, ROC 3.

**6063**

Vehicle record show a "Y" Stop. Forward to ROC 3.

**6064**

A Carnival Plate has been requested. Forward to Research and Support Operations Section, ROC 3.

**6065**

A Press Photographer Plate has been requested. Forward to the Special Tag Unit, ROC 2.

**6068**

Out of state repo, Jim Dunn, ROC 4th fl.

Please include VIN number and customer name in your notepad. This is the only way that unit can track this particular type of rejection.

**6071**

Removed from front end ROC 2.

**6072**

Forward to Insurance Commission.

**6073**

Recovered theft application forward to DEX 2 for processing.

**6664**

A Pa Official Use, tag type 23 or 33 has been requested. Forward to DEX Staff Office, ROC 2

**6665**

The issuing agent has not listed their agent number. Forward to the dealer agent group, ROC 1.

**6666**

Unclaimed auto corr.

**6667**

This application has been researched and it has been determined that no record presently exists on the motor vehicle system for this vehicle.

**6668**

A special tag or a replacement of a special tag is requested. Special handle to Special Tag Unit, ROC 2.

**6669**

An ATV (all-terrain vehicle) title has been requested. Special handle to the Refund Unit, ROC 1.

**6670**

The application is already processed. Please close out WID. Forward to FAME, ROC3.

**6671**

Mobile Home Cancellation. Forward to DEX Staff Office, ROC 2.

**6672**

Vehicle record shows a "B" Stop. "Directors Court Order". Forward to Customer Service Section, ROC 3.

**6673**

Vehicle record shows a "C" Stop (Underpayment CAT Fund). Forward to Suspension Control, ROC 2.

**6674**

Vehicle record shows an "E" Stop. Forward to Customer Service ROC 3.

**6675**

Vehicle record shows a "H" Administrative Hold Stop. Forward to Customer Service Unit, ROC 3.

**6676**

Vehicle record shows an "A" Stop. Forward to Return Check Unit.

**6677**

Vehicle record shows a "M" Mobile Home to Real Estate stop. Forward to the DEX Staff Office, ROC 2.

**6678**

Vehicle record shows an "O" Odometer Stop. Forward to DEX Staff Office, ROC 2.

**6679**

Vehicle record shows a "K" Stop. Forward to State Police Section, ROC 3.

**6680**

An "S" Stop is on this record, because the vehicle has been reported stolen. Forward to Law Enforcement Services Unit, ROC 3.

**6681**

Vehicle record shows a duplicate tag, forward to Research and Support Operations Section, ROC 3.

**6682**

Vehicle record shows a "F" Stop. Forward to Traffic Safety, Insurance Certifications Section, ROC 2.

**6683**

Vehicle record shows an "I" Stop. Forward to Drivers License Insurance Certification Section, ROC 2.

**6684**

Tag type not found, CARATS Support ROC 3.

**6685**

Body type not found, send to DEX Staff Office ROC 2.

**6686**

Commercial Registration Section manager has placed a stop on this vehicle record. Forward all documents to ROC 1.

**6687**

This record bears a "non-pa title indicator". Forward to Research and Support, ROC 3.

**6688**

This is an in-transit tag application. Forward to Temp Tag Section ROC 1.

**6689**

Out of country address. Forward to DEX Staff Office, ROC 2.

**6690**

Allegheny County or the City of Philadelphia sales tax application. Forward to DEX Staff Office, ROC 2.

**6691**

Drivers license application. Forward to FAME for check exchange, ROC 3.

**6692**

Review applications, forward to State Police ROC 3.

**6693**

"D" stop error to Vehicle Control ROC 3. Station and/or mechanic discrepancy.

**6694**

Refund requested, forward application to ROC 3rd floor, Refund Unit.

**6695**

Deposit day closing, forward to Financial Analysis ROC 3.

**6696**

Mv-16 cancellation, forward to ROC 2, Retrieval Unit.

**6697**

Motor cycle decal requested to ROC 3.

**6698**

The attached insurance information should be verified by the insurance company listed, forward to Insurance Verification ROC 2.

**6699**

FR close WID, forward to ROC 2.

**6700**

FR unused fees - Refund Unit ROC 1st floor.

**6701**

DL work - no fees-send to ROC.

**6702**

Renewal held in FR pen rest.

**6703**

FR re-entry app, forward to ROC 2.

**6704**

Forward to legal - ROC 3.

**6705**

FR - suspend to close WID.

**6706**

Restoration fee held in FR pending appeal.

**6750**

Secure power of attorney send to Research & Support ROC 3.

**6751**

Registration exist without tag - CARATS Support ROC 3.

**7000**

The bureau cannot complete the processing of your application for the following reason:

Before a trade allowance can be granted, a description of the trade-in should have been completed on the mv-1 or mv-4st that you submitted for processing. The following information must be given concerning the vehicle you traded:

make of vehicle:\_\_\_\_\_ VIN:\_\_\_\_\_

model year:\_\_\_\_\_ body type:\_\_\_\_\_

condition of vehicle (check one)

good\_\_\_\_\_ fair\_\_\_\_\_ poor\_\_\_\_\_

**7001**

Sales tax credit is not allowed. There is no reciprocal sales tax agreement between Pennsylvania and the state in which you claim to have previously paid sales tax.

**7002**

To receive a sales tax credit, proof of your previous payment must be submitted. A photocopy of your tax receipt or canceled check is required.

**7004**

Service person's exemptions were discontinued as of June 1969 as a result of a U.S. Supreme Court decision.

**7005**

The out of state title submitted with your application shows a Pennsylvania address; therefore, this transaction is subject to Pennsylvania motor vehicle sales tax. Credit will be given for proof of tax paid in a reciprocal state. Please complete your tax computation. List the following:

purchase price\_\_\_\_\_

less trade-in\_\_\_\_\_

less tax credit\_\_\_\_\_

x6% (.06) sales tax\_\_\_\_\_

(if you are a resident of a city or county which imposes a 1% sales tax, the calculation must be made using a 7% rate).

x7% (.07) sales tax\_\_\_\_\_

sales tax due\_\_\_\_\_

I, we, understand that, pursuant to section 4904 of the crime code (18 pa. CS. 4904), the making of a false statement intended to mislead a public servant in the performance of his official duties is a misdemeanor of the second degree and, upon conviction, subjects the maker of such false statement to a maximum term of imprisonment of not more than two years.

### **7006**

Since this vehicle is part of a property settlement and the seller is the sole owner, this transfer of ownership is taxable.

### **7007**

Your claim for exemption from sales tax cannot be honored because you are a Pennsylvania resident service person. Sales tax must be computed at 6% of the current market value (7% if you are a resident of a city or county which imposes a 1% sales tax) with credit allowed for sales tax paid in a reciprocal state.

### **7008**

A dealer may not make a tax-free gift of a vehicle, which was previously acquired for resale.

### **7009**

Please explain here the reason for claiming an Exemption: \_\_\_\_\_ and list your exemption authorization number here: \_\_\_\_\_ if you are not claiming exemption from payment of sales tax, list the purchase price of the vehicle \_\_\_\_\_ list sales tax due here: \_\_\_\_\_ (6% of the purchase price, or, 7% of the purchase price if you are a resident of a city or county which imposes a 1% sales tax).

## 7010

Since there are two companies or corporations involved with this transfer of vehicle ownership, sales tax must be paid.

## 7011

There have been two consecutive taxable transfers of ownership to this vehicle. Completion of both 1st and 2nd applicant's tax returns are required. A \$22.50 title fee is required for each transfer of ownership in addition to required sales tax.

purchase price (first applicant) \_\_\_\_\_

less trade in (first applicant) \_\_\_\_\_

x6% (.06) sales tax (first applicant) \_\_\_\_\_

(if you are a resident of a city or county which imposes a 1% sales tax, your tax calculation must be made using a 7% rate).

x 7% (.07) sales tax (first applicant).

sales tax due (first applicant)

(first applicant) \_\_\_\_\_

Purchase price (second applicant) \_\_\_\_\_

less trade in (second applicant) \_\_\_\_\_

x 6% (.06) sales tax (second applicant) \_\_\_\_\_

(if you are a resident of a city or county which imposes a 1% sales tax, your tax calculation must be made using a 7% rate)

X 7% (.07) sales tax (second applicant) \_\_\_\_\_

Sales tax due (second applicant) \_\_\_\_\_

I, we, understand that, pursuant to section 4904 of the crime code (18 pa. CS. 4904), the making of a false statement intended to mislead a public servant in the performance of his/her official duties is a misdemeanor of the second degree and, upon conviction, subjects the maker of such false statement to a maximum term of imprisonment of not more than two years.

## **7012**

Before an exemption may be claimed, the vehicle must be owned more than six months prior to establishing a residence or business within the commonwealth.

## **7013**

If you are in the business of leasing motor vehicles or have added leasing of motor vehicles activities to your present business you must amend your present sales tax license to include the renting and leasing of motor vehicles. After your sales tax license has been amended with the department of revenue, return these documents to the department of transportation with a statement giving the date of amendment and the license number. Please do not send this document to the department of revenue.

## **7014**

If a name change or additional name(s) have been added to your present sales tax license number, please amend your license to include these changes with the department of revenue.

## **7015**

A partnership, company, or corporation previously established in Pennsylvania is subject to sales tax at the current market value if the vehicle has been owned for more than six months.

## **7016**

If your company's name has been changed by an amendment to corporate charter, please complete the necessary form and return it to the bureau. If there has been a change of company ownership, or merger, current registration is not transferable and assignment of title to the new company, plus purchase of new plates are required. If you are claiming exemption from sales tax, please submit a copy of your certificate of merger and your new license number.

## **7017**

Please update your present sales tax license information with the department of revenue, to include leasing and rental of motor vehicles as an additional business

activity. Include any additional locations of your establishment with this update. For more information, please contact the bureau of business trust fund taxes, registration division at (717) 772-2340 or TDD (717) 772-2252 (hearing impaired only).

### **7018**

Your claim for exemption from sales tax cannot be honored. Since an encumbrance liability is being transferred to the new owner, this transfer cannot be considered a gift unless both transferor and transferee are listed as joint borrowers on the original security agreement. If not, 6% sales tax is due (7% if you are a resident of a city or county which imposes a 1% sales tax) on the balance of the principal currently owed on the loan.

I, we, understand that, pursuant to section 4904 of the crime code (18 pa. CS. 4904), the making of a false statement intended to mislead a public servant in the performance of his/her official duties is a misdemeanor of the second degree and, upon conviction, subjects the maker of such false statement to a maximum term of imprisonment of not more than two years.

### **7019**

Records show that the sales tax number, which you have listed, is associated with a business, which is no longer in operation.

### **7020**

Passenger vehicles are not exempt from sales tax under PUC or ICC provisions.

### **7021**

Service vehicles are not exempt from sales tax under PUC or ICC provisions.

### **7022**

Public utilities other than common carriers are not exempt under regulation number 157.

### **7023**

The PUC or ICC number, which you have listed, is the registration of another carrier. If you are leasing to a common carrier, please submit a copy of your lease agreement. The lease agreement must refer to the vehicle purchased.

### **7024**

Since a mobile home purchased by a religious or charitable organization is presumed to be for the purpose of improving real estate, motor vehicle sales tax must be paid.

**7025**

Where a consideration is indicated, the transaction is taxable upon the current market value of the vehicle.

**7027**

A vehicle replaced by an insurance company is subject to motor vehicle sales tax at the current market value of the vehicle.

**7028**

A direct pay permit cannot be used to purchase motor vehicles.

**7029**

A vehicle won in a raffle is subject to motor vehicle sales tax, paid either by the winner or by the sponsor of the raffle.

**7030**

A service person may not make a gift of a vehicle unless he or she can prove that a motor vehicle sales tax was paid.

**7031**

This vehicle must be titled in the name of the organization claiming an exemption.

**7032**

The PUC or ICC number, which you have listed, is not on file with the bureau of motor vehicles. If this is in error, please submit a copy of exemption authorization.

**7033**

This application cannot be processed until approval of your PUC or ICC number has been finalized.

**7034**

According to our files, the PUC or ICC number, which you have listed, has been canceled.

**7035**

The bureau has no record of the sales tax number, which you have listed on your application. Please indicate your complete sales tax number on this document:\_\_\_\_\_.

**7036**

Please list your permanent address. If your permanent address is within Pennsylvania, sales tax is due. Credit may be given for any sales tax paid in a reciprocal state, providing proof of such payment is submitted.

Please list your permanent address here:

\_\_\_\_\_

**7037**

Before a sales tax credit can be given, a statement from the leasing company must be submitted stating the amount of tax paid under the lease. If there were an option involved, the amount of an option would be subject to tax.

**7039**

Your application cannot be processed, as the attached lease agreement doesn't contain a PUC or ICC number.

Please list the required number here: \_\_\_\_\_.

**7040**

A sales tax exemption was used at time of purchase; sales tax must be paid when vehicle registration is requested.

**7041**

Contract carriers are not tax exempt.

**7042**

We are unable to locate a record of previous sales tax payment. Please advise us of the work identification number stamped on your canceled check or include a

Photostat copy of the front and back of the check. Work identification number:

\_\_\_\_\_

**7043**

Sales tax must be computed at the current market value.

**7044**

The attached sales tax information doesn't agree with your title application.

**7045**

An assignment of title to the purchaser by the receiver or trustee is required. A certified copy of the order authorizing the receiver or trustee to take this action must also be submitted with this document.

**7046**

We are unable to determine your motor vehicle tax liability because you have not provided complete tax related information. Please list the purchase price or current market value, and trade-in value (if applicable) in the spaces provided on this document.

purchase price\_\_\_\_\_

current market value\_\_\_\_\_

trade-in value\_\_\_\_\_

I, we, understand that, pursuant to section 4904 of the crime code (18 pa. CS. 4904), the making of a false statement intended to mislead a public servant in the performance of his official duties is a misdemeanor of the second degree and, upon conviction, subjects the maker of such false statement to a maximum term of imprisonment of not more than two years.

**7047**

The sales tax has not been properly computed. Please correct and return.

**7048**

Your choice(s) requested for personalized registration plate(s) do(es) not conform with the available series.

**7049**

Only seven characters are acceptable with one space or dash.

**7050**

An initial fee of \$20.00 is required for a personalized plate.

**7051**

A clarification of choice(s) is needed. Please type or print clearly.

**7052**

A tracing of your personalized plate is needed to re-issue the same plate.

**7053**

Your personalized plate is stolen or lost. You must apply for a different personalized plate or a regular series plate.

**7054**

All of your choice(s) for a personalized registration plate have been previously assigned. Please make new choices.

**7055**

Act 340 requires that mobile home dealers collect and remit sales tax directly to the department of revenue. A copy of the dealer's invoice showing the amount of sales tax must be attached.

**7056**

The commonwealth of Pennsylvania discontinued the processing of diplomatic exemption applications as of February 15, 1986. In order to have your application processed, please contact U.S. Department of State, Diplomatic Motor Vehicle Office, International Center, 3507 International Place, N. W., Washington, DC 2008.

**7057**

The application you submitted was not signed. I (we) certify that i (we) did not intentionally omit the signature and that I (we) did examine the form after it's

completion; and that, if an exemption from payment of sales tax is claimed, i am (we are) authorized to claim this exemption.

## **7058**

There is a discrepancy in the signature on your application. The purchaser's signature should agree with the name reflected in the assignment or reassignment section of the application as well as the name on your sales tax return. The seller's signature should agree with the name of the person, company or dealer from whom you acquired the vehicle. Please attach proper power of attorney if applicable or make the appropriate correction. If corrections are made, a notarized statement explaining the reasons for those corrections is required.

## **7059**

The bureau of motor vehicles has established the following policy for titling vehicles originally manufactured outside of, and not intended for distribution in, the United States. This policy applies to vehicles not previously titled in the United States and to vehicles titled out-of-state. Temporary registration plates may not be issued on any of these vehicles.

In order to be issued a Pennsylvania title, the following documents are required in addition to normally required documents:

Vehicle less than five model years old:

1. Customs documents, form 7501; and
2. U.S. department of transportation release letter; and
3. Environmental protection agency release letter, or
4. U.S. customs bond release letter.

Vehicles at least five model years old:

1. An individual may import a vehicle, for personal use and not for resale, one time only without bringing it into conformity with u. S. Emission requirements.
2. An environmental protection agency letter waiving federal emission requirements must accompany the title application.
3. The vehicle may not be resold in the U.S. for at least two years after importation unless it is first brought into conformance with U.S. Emission requirements.
4. The vehicle must meet state and local emission requirements.
5. The vehicle must meet US. Department of Transportation safety requirements.

Exemptions: a vehicle, regardless of the model year, which was registered and operated in another jurisdiction for six months or more, may be titled in Pennsylvania following the normal title procedure. A temporary registration plate may be issued to the vehicle in this case.

**7061**

Assignment of manufacturer's certificate of origin is required.

**7062**

The power of attorney submitted with your application is not acceptable for one of the following reasons:

1. The attached power of attorney is expired. Power of attorney is only valid for a thirty-day period from the date of authorization.
2. The power of attorney was not notarized.
3. A company may not be appointed as power of attorney; in either case, you must resubmit a new power of attorney statement.

**7063**

Pennsylvania law requires you to list your actual or bona fide name, therefore the bureau cannot accept Mrs. With your husband's first name. Please list your given first name here:\_\_\_\_\_.

**7064**

A duplicate title was processed for this vehicle record since the date of issuance of the submitted title. Therefore, this certificate of title is void and the requested transaction cannot be processed. You must submit your request on the duplicate title you received.

**7065**

The application you submitted was not signed.

I/we warrant this certificate of title and transfer of ownership of the vehicle described above to purchaser(s) listed in section b of the certificate of title, and certify that except as listed in section c, on the certificate of title, this vehicle is not subject to liens or other legal claims. I/we certify to the best of my/our knowledge that the odometer reading listed on

The certificate of title is and reflects the actual mileage of the vehicle described.

Signature\_\_\_\_\_

Handprint name here \_\_\_\_\_

### **7066**

The individual(s) whose name(s) appear(s) in the reassignment section of the certificate of title must apply for a certificate of salvage in their name(s). Upon receipt of the certificate of salvage, they may assign ownership to you on the reverse side. Please advise the seller of this vehicle to complete a form mv-6 and submit it to the bureau with applicable fees.

### **7067**

Sales tax must be paid directly to this bureau with your application.

### **7068**

The bill of sale submitted with your application is not acceptable for one of the following reasons:

1. Purchaser's name and address are not listed.
2. Seller's name and address are not listed.
3. Make and vehicle identification number are required.
4. Purchase price is required.
5. Seller's signature is required.

### **7069**

Your application shows a signature that is different from the name of the vehicle purchaser. Please submit a power of attorney for that person, if a power of attorney is applicable, or correct the signature to that of the purchaser. The purchaser of the above vehicle must sign. Sign here please\_\_\_\_\_.

If your name was changed by a court order, please attach the appropriate documentation stating that fact.

### **7070**

Our records show that the vehicle described on your application is not currently titled in your name.

### **7071**

We are unable to process the application for the vehicle described above because the applicant failed to list his or her complete address. As seller of this vehicle we would appreciate your cooperation in contacting the purchaser of this vehicle for completion of this information. The applicant should list his/her full address and

provide any other additionally requested information before returning this application for processing. If you are unable to locate the applicant, please advise us by notation on this letter, and return all of the enclosed documents to the bureau in the envelope provided.

Purchaser's name \_\_\_\_\_

Purchaser's address \_\_\_\_\_

## **7072**

Under Pennsylvania law the department can refuse to issue titles to out-of-state applicants unless evidence is provided that the vehicle is physically present in the commonwealth and will remain here for some legitimate purpose. Please submit an affidavit explaining the reason a Pennsylvania title and not registration is desired.

## **7074**

The attached part 1 of New York registration is not acceptable as proof of ownership. Please submit part 2 with this application.

## **7075**

The lien is not properly released on the attached Delaware certificate of title. Please contact the Delaware division of motor vehicles for discharge of lien.

## **7076**

There is a lien recorded against the attached Maryland certificate of title. Please contact the Maryland motor vehicle administration.

## **7077**

Please contact the dealer from whom this vehicle was purchased. We have reason to believe that the incorrect manufacturer's certificate of origin has been submitted with your application or an application previously submitted by your dealer. Your dealer will verify the actual vehicle identification number from the VIN plate affixed to your vehicle, and assist you in correcting this error.

## **7078**

Please contact the seller of this vehicle. Form mv-1 has been submitted in error. This vehicle is currently titled in the name of the seller. Assignment must be made on the reverse side of the seller's title. If the title is lost or defaced, the seller should apply for a duplicate title on form mv-38 and submit it along with a

duplicate title fee of \$22.50. When the duplicate title is received, the seller must then assign ownership to you. Resubmit these documents with the properly assigned duplicate title.

**7079**

The individual listed as the selling dealer on your application for certificate of title is not exempt from payment of Pennsylvania of title fees. Please contact this person or firm for payment of the additional title fee of \$22.50. The required check or money order should be attached to this document when returned to the bureau for processing.

**7080**

Your certificate of title to this vehicle is required to process your requested transaction. If the title is held by the encumbrance holder, please obtain the title from them. The correction will be made and the title returned to the encumbrance holder.

**7081**

Your application was submitted with an invalid or missing notarization. Please have this document notarized by a notary public. The person administering oath must sign in ink and give the date that his or her commission expires. Place official seal here:

Subscribed and sworn before me

Day    month    year

Signature of person administering oath

\_\_\_\_\_

Municipality County

Commission expiration

**7082**

When a GVWR or GCWR weight change is requested, verification must be completed by an inspection mechanic.

**7084**

Since the manufacturer's certificate of origin has been lost, the bureau will accept a certified copy of the certificate. A certified copy of the dealer's invoice accompanied by an affidavit stating that the manufacturer's certificate of origin was lost and an explanation of the circumstances involved is also acceptable.

## **7085**

Supplementary information is required where marked by a red x.

## **7087**

The application you submitted for the vehicle described above has been salvaged. If your vehicle has been restored after a certificate of salvage was issued, the following procedure is required to reestablish a title record for your reconstructed vehicle:

1. Complete form mv-1, which may be obtained from a notary public, dealer, or tag service.
2. Sales tax information is also required for non-dealers.
3. Three photographs - one each of front, side and rear view of the vehicle, each photograph must be signed and dated by an inspection mechanic.
4. Form mv-426 must be completed by an authorized inspection mechanic.
5. A statement listing major components used to restore vehicle. This statement may be listed on form mv-426.
6. The certificate(s) must be issued in your name or properly assigned to you on the reverse side.
7. Remit all applicable title and registration fees as well as sales tax.
8. Bill of sale or receipts in the name of the applicant for parts used to assemble the vehicle.

I, we, understand that, pursuant to section 4904 of the crime code (18 pa. CS. 4904), the making of a false statement intended to mislead a public servant in the performance of his official duties is a misdemeanor of the second degree and, upon conviction, subjects the maker of such false statement to a maximum term of imprisonment of not more than two years.

## **7090**

The vehicle described on your application does not qualify for the classification requested. If the vehicle has been altered to raise the weight capacity, a letter on business letterhead from the manufacturer is required, explaining in detail what alterations are required to qualify vehicle for the requested weight. A second letter from an authorized dealer is required, stating that the necessary alterations have been completed. These letters must also list the vehicle identification number and name and address of the purchaser. If no alterations have been made, the vehicle must be registered at the weight shown on the manufacturer's certification label,

manufacturer's certificate of origin, or vehicle identification number plate, which ever is lower.

## **7091**

Your vehicle is either oversized or overweight and therefore may not be operated solely under regular vehicle registration. We suggest you contact your local Pennsylvania highway maintenance office to determine whether or not your vehicle qualifies for a special hauling permit allowing you to operate the vehicle on commonwealth highways. This information is available in the blue pages of your telephone directory. If the vehicle so qualifies, please attach a statement to that effect and we will issue title and registration as requested.

## **7092**

When requesting omnibus registration, the following are needed:

1. A letter explaining how the omnibus will be used, for what purpose, and that no fee will be charged.
2. Mv-41 to change body type, if applicable.
3. Seating capacity - fees paid accordingly
4. Sales tax must be paid.

## **7093**

Please follow these instructions to apply for Pennsylvania certificate of title to your reconstructed or specially constructed vehicle:

1. Complete form mv-1, which may be obtained from a notary public, dealer, or tag service.
2. Sales tax information is also required for non-dealers.
3. Three photographs - one each of front, side and rear view of the vehicle, each photograph must be signed and dated by an inspection mechanic.
4. Form mv-426 must be completed by an authorized inspection mechanic.
5. A statement listing major components used to restore vehicle. This statement may be listed on form mv-426.
6. The certificate(s) must be issued in your name or properly assigned to you on the reverse side.
7. Remit all applicable title and registration fees as well as sales tax.
8. Bill of sale or receipts in the name of the applicant for parts used to assemble the vehicle.

I, we, understand that, pursuant to section 4904 of the crime code (18 pa CS. 4904), the making of a false statement intended to mislead a public servant in the performance of his official duties is a misdemeanor of the second degree and,

upon conviction, subjects the maker of such false statement to a maximum term of imprisonment of not more than two years.

#### **7094**

The make of vehicle listed on your application is abbreviated. The full make name and correct spelling are required.

#### **7095**

For leased vehicles, form mv-11 must be completed with lessee information, including name, address, and lessee code.

#### **7096**

There is evidence of a discrepancy or inconsistency in the disclosure of the mileage reading for this vehicle. We are unable to process your application unless it is accompanied by a valid odometer disclosure statement(s) showing vehicle mileage exceeding the reading at the time of issuance of the certificate of title. Please correct the mileage reading you listed on the application you submitted relating to the vehicle identified above and attach a notarized statement signed by both seller(s) and purchaser(s) explaining the reason for this apparent misstatement of mileage information.

Warning: an inaccurate statement may make you liable for damages to your transferee pursuant to section 409a of the motor vehicle information and cost savings act of 1972.

Attach the notarized statement to this document and return same to the bureau.

#### **7097**

The mileage listed on your certificate of title cannot be corrected without additional proof. Please submit past inspection or repair bills showing the mileage history on the vehicle.

#### **7098**

We have verified our records and there is no evidence of bureau error. Our records show that title was applied for in the same name(s) as recorded on your title. If an additional name is to be added, or one name is to be removed, an assignment of title is required to the name or names desired. Use this document to reassign the title is applicable:

Current owner or sellers

Signature \_\_\_\_\_  
Purchaser name: \_\_\_\_\_  
Co-purchaser name: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City/state/ zip: \_\_\_\_\_  
Purchase price: \_\_\_\_\_ less trade in: \_\_\_\_\_  
Title fee: \_\_\_\_\_ emcb fee: \_\_\_\_\_  
Less tax credit: \_\_\_\_\_  
Reg. Fee \_\_\_\_\_  
Dup reg fee \_\_\_\_\_  
Sales tax due: \_\_\_\_\_  
Process fee: \_\_\_\_\_ transfer fee: \_\_\_\_\_  
Sales tax due: \_\_\_\_\_  
Increase fee: \_\_\_\_\_ reissue fee: \_\_\_\_\_  
Total paid: \_\_\_\_\_

**7099**

The application you submitted is unsigned. Please sign this document here: \_\_\_\_\_

Co-owner please sign here: \_\_\_\_\_.

**7100**

The bureau does not issue certificates of title for boats, water skis, or other water vehicles. Please contact the Fish Commission PO Box 1852, Harrisburg, PA 17105 regarding registration.

**7101**

The purchaser's and/or seller's name(s) must be hand printed on the reverse side of the title where marked with an x.

### **7102**

The VIN listed on your application is not listed on Form 2290. Your vehicle is affected by the federal heavy vehicle use tax. Please submit form 2290 (validated) as proof of payment or exemption, or form 2290 (invalidated) with copies of both sides of the canceled check made payable to IRS.

### **7103**

Additional information is required on the bus for which you are applying for a certificate of title. Please attach a letter stating the following:

1. Seating capacity
2. The PUC. or ICC. number, if any

### **7104**

Your vehicle has not been maintained or restored to condition, which conforms to manufacturer specification and appearance. Therefore, classic and/or antique registration cannot be issued.

### **7105**

Your vehicle is not of limited availability and has not been determined by the department to be a model or make of significant value to collectors or exhibitors. Therefore, classic registration cannot be issued.

### **7106**

The temporary tag listed on the attached application has not been assigned to the issuing agent.

### **7107**

The vehicle identification number listed on your

Application and/or proof of ownership is that of the motor home body. If this vehicle was previously titled out of state, please submit a tracing of the vehicle identification number plate. If this plate is not traceable, please have the number verified by an authorized inspection mechanic. If this is a new vehicle, the manufacturer's certificate of origin for the chassis must be attached to your application. Please list the correct vehicle identification here \_\_\_\_\_.

**7108**

The temporary tag listed on the attached application has not been issued by the bureau.

**7109**

The issuing agent (dealer or notary public) failed to list their agent number on the MV-1 or MV-4ST. Please contact the dealer or notary public who issued your transfer or temporary plate for this information.

**7110**

The state in which your trailer was last registered does not issue a title to trailers of this weight class. The registration certificate issued to you or the registration in the seller's name and a notarized bill of sale to you as purchaser must be attached to show your proof of ownership to this vehicle.

**7111**

Please submit the title or registration document from the country in which this vehicle was last registered. This document must have been issued in your name or it must be properly assigned to you by the individual in whose name it was issued. If your proof of ownership was surrendered at the port of entry, a certified photocopy of both your bill of sales and the customs invoice must be submitted as proof of ownership.

**7112**

Your motorcycle has been altered by the installation of a new engine. As a result, the engine number recorded on your out of state proof of ownership and the tracing submitted with your application do not agree. Please submit a copy of the bill of sale for the new engine.

**7113**

On antiques and classics please submit four color photographs of the vehicle (front, both sides, and rear view).

**7114**

If notice of repossession and sale, was mailed to the debtor by registered or certified mail, please submit a legible photo copy of the postal receipt showing the date mailed.

**7115**

A copy of the security agreement is required. This copy must include the reverse side whereon the provisions for repossession by the lienholder are outlined

**7116**

A bill of sale or written statement is required for the lienholder, stating that the vehicle was seized and sold according to law. This document must contain the following:

1. The name and address of the applicant in whose name the title is to be issued.
2. The date of the sale, and
3. The vehicles make, type and vehicle identification number.

**7117**

Please submit an affidavit from the appropriate official stating the facts concerning the seizure of this vehicle. The name of the purchaser, and the vehicle make, type and identification number must be contained in this notarized statement.

**7118**

Please submit a certified copy of the court order naming the appointed guardian.

**7119**

Please submit a certified copy of the writ of execution for the sheriff's sale.

**7120**

The constable's bill of sale is required naming the purchaser, the date of the sale, as well as the vehicle make, type and vehicle identification number.

**7121**

A period of at least fifteen (15) days must have elapsed from the date of the notice of repossession to the date of the sale of the vehicle.

**7122**

A certified copy of issued landlord's warrant is required.

**7123**

The newspaper clipping or the handbill advertising the sale of this vehicle is required.

**7124**

Please submit a statement from the person conducting the sale, listing the name of the purchaser, and the date of the sale, as well as the vehicle make, type and vehicle identification number.

**7125**

Please submit a certified copy of the court order transferring vehicle ownership to the purchaser of this vehicle.

**7126**

Please submit the Pennsylvania certificate of title or out of state proof of ownership on which a lien must be perfected in favor of the reposessor.

**7127**

A certified copy of the condemnation and forfeiture proceedings is required.

**7128**

Please submit a copy of the notice of repossession, which was sent to the debtor by the lienholder. The contents of the notice must include the following:

1. The vehicle make, type, and vehicle identification number.
2. The dollar amount required to redeem the vehicle.
3. The address of the place where the vehicle is currently stored.
4. A statement to the effect that the debtor has fifteen (15) days within which to take action to avoid repossession.

**7129**

Please submit a copy of the notice of intended sale, which was sent to all persons known to claim an interest in this vehicle. Also attach the dated certified mail receipts if applicable. In the event that the notice was returned as undeliverable, the unopened original envelope containing the notice must be submitted.

**7130**

Please submit the original or an acceptable copy of the storage agreement. The storage agreement must be signed by the owner of the vehicle or an agent of the vehicle owner.

### **7131**

A repair bill can be collected only by filing a complaint, obtaining a judgment against the owner or having the vehicle sold at a sheriff's sale to satisfy the judgment.

### **7132**

When a vehicle has been repossessed due to default, the lien should not be released and satisfied by the lienholder. Please submit a statement explaining why the lien has been released.

### **7133**

You have requested a major correction of the vehicle identification number. The following should be submitted to the bureau to correct the record.

1. Completed form mv-32. (can be acquired from inspection station).
2. The Pennsylvania title on which the incorrect vehicle identification number was recorded.
3. Sales tax information, if ownership is being transferred.
4. A detailed affidavit explaining the reason for the error.
5. A statement from the former owner giving the facts concerning the sale of the vehicle. If this letter cannot be obtained, the owner must explain.
6. Attach all applicable tax and fees.

### **7134**

Documents supporting your application indicate that the vehicle in question should be titled as a motor home. Vehicles equipped with stove, refrigerator, sink, and/or other furnishings must be so titled. A change of class is not permitted unless the vehicle has been altered to legally meet the required standards for the requested class.

List the chassis manufacturer\_\_\_\_\_

List the body make\_\_\_\_\_

Resubmit this document with the appropriate motor home registration fees based on the gross vehicle weight indicated below.

Motor home registration fees:

8,000 lbs. Or less \$45.00

8,001 to 11,000 lbs. \$63.00

11,001 or more \$81.00

### **7135**

The bureau cannot complete the processing of your application because you failed to list on your application the plate number you are transferring.

Plate number\_\_\_\_\_.

Transferred from title number\_\_\_\_\_.

### **7136**

All photocopies of documents must be legible.

### **7137**

A transfer of vehicle ownership to or from a partnership, company, or corporation is taxable at the current market value.

### **7138**

There is a question as to whether this registration plate may be legally transferred. A transfer of a registration plate is permitted in the following cases:

1. Between spouses.
2. Between parents and their children.
  - a. Stepparents and stepchildren.
  - b. Parent-in-law and children-in-law.
3. Between the sole owner of a company and a vehicle owned by the company.
4. Between a lessor and lessee, if a statement is submitted explaining that the lessee previously paid for the registration plate.

If one of the above cases applies, please complete a form MV-120 and list the required information in section e. If none of the above is applicable, you may not transfer this registration plate. Please apply for a new registration plate by submitting the appropriate annual registration fee.

### **7139**

The vehicle registration described on your application cannot be renewed under the retirement status program. Retirement status is given to those whose income does not exceed \$19,200.00 per year. The information you provided shows that your income exceeds that amount; therefore you are not eligible for retirement status.

### **7140**

The vehicle described on your application cannot be registered as a taxi.

### **7141**

Please list the name of your vehicle insurance company and policy number. An insurance binder must be attached if the policy has not yet been issued.

Insurance company name \_\_\_\_\_

Policy number \_\_\_\_\_

Effective Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

### **7142**

Your vehicle is affected by the federal heavy vehicle use tax. Please submit IRS form 2290 schedule 1 (validated) as proof of payment or exemption, or IRS form 2290 schedule 1 (invalidated) with copies of both sides of the canceled check made payable to IRS.

### **7143**

Registered dealers must submit a photocopy of their mv-27a or mv-27b (weekly dealers notification) when applying for assignment of duplicate title on mv-38. If the title issue date is before December 16, 1989, one of the following is required for the odometer reading:

1. A copy of the original title and corresponding form mv-27; or
2. A copy of the odometer statement for the owner whose name is listed on the face of the original title; or
3. A new odometer statement completed by the owner whose name is listed on the face of the original title. If the title issue date is after December 16, 1989, a photocopy of the original title (front and back) is required for the odometer reading.

### **7146**

Bureau records show that the registration plate number listed on your application is expired. If you have renewed this registration, please submit a copy of the front and back of your canceled check. If this registration has not been renewed, you may do so by submitting payment of the required annual registration fee with the enclosed application.

### **7147**

The registration plate, which you are transferring, is not currently assigned to the vehicle from which you have indicated that the plate is being removed. Please verify the

Title and vehicle identification numbers from which vehicle the plate was removed and submit a tracing of your registration plate. A tracing may be obtained by placing a thin sheet of paper over your registration plate and rubbing lightly with a lead pencil.

### **7148**

The registration plate listed on your application cannot be transferred. Use of a handicapped plate is authorized only when the owner of the vehicle is handicapped. Such registration may only be transferred to another vehicle owned and used by the handicapped person or the spouse, parent or child of such handicapped person. If you, as transferee, also qualify please complete and sign the enclosed form mv-145. The bureau will approve this transfer. If you do not so qualify, apply for regular registration and remit the applicable registration fee.

### **7149**

The bureau is unable to comply with your request to issue a registration plate since no proof of insurance is attached to your application. One of the following items must be attached and returned to the bureau with your application:

1. A copy of an insurance identification card;
2. A copy of the declaration page of an insurance policy;
3. A copy of a valid binder of insurance signed by a licensed insurance agent or broker; or,
4. A copy of an application for insurance to the Pennsylvania automobile insurance plan signed by a licensed insurance agent or broker.

If the insurance documentation is not in your name, you are required to submit a copy of the declaration page of the insurance policy covering your vehicle or a letter from your insurance company verifying insurance coverage.

### **7150**

The temporary tag listed on your application has been issued to someone else. Please contact the dealer/agent that issued you this tag for correction. If you have this tag, please attach a tracing of the tag and return it to the bureau with your paperwork.

### **7151**

A certified bill of sales from the sheriff naming the purchaser, date of sale, the vehicle make, type and vehicle identification number is required.

### **7152**

Bureau records show a valid lien on your Pennsylvania title, which must be released and satisfied in writing by the lienholder before the vehicle may be sold.

### **7153**

There is an outstanding lien on the out of state title submitted with your application. This lien must be satisfied before the bureau can complete the processing of your application.

### **7156**

A transfer of vehicle ownership must be completed on the reverse side of the current Pennsylvania title. Completed form mv-4st is required with the properly assigned title. A form mv-4st may be obtained from a notary public, dealer or tag service. All the following information is required:

1. Name or names in which new title is to be issued (name of purchaser).
2. Signature of seller (must agree with name(s) on the face of the title, except in case of death).
3. Encumbrance section must be completed. If no encumbrance, state "none".
4. Signature of purchaser(s) is required (must agree with name(s) as printed in assignment section or reassignment section if title is reassigned).
5. Notarization of all signatures required.
6. Odometer reading of mileage at time of sale must be listed in the space provided on your application. Attach a duplicate copy of the odometer disclosure statement if no space is provided on reverse side of title.
7. If registration is desired, list name of insurance company and policy number. Insurance binder must be attached if policy number has not been issued.
8. Sales tax information must be completed on form mv-4st.
9. All applicable tax and title, encumbrance, registration and transfer fees.

Check your application carefully prior to returning it to the bureau to insure all required information is complete; thereby avoiding further delays. If you need further information or assistance, you may call one of the telephone numbers listed above.

**7157**

The bureau is unable to locate a record in your name for the vehicle to which the registration is to be transferred. If you have a certificate of title for this vehicle, please submit a copy of your title. If you recently purchased the vehicle, we suggest you contact the selling dealer regarding the status of your application for title.

**7159**

The original short form certificate must be submitted.

**7160**

The public utility commission has disapproved your request for issuance of bus or taxi vehicle registration. Should you have any questions relating to this matter, you may contact the PUC, bureau of safety & compliance at telephone numbers 717-787-1227 or 717-787-3114.

**7161**

The address listed on the enclosed application is incomplete because it lists only a PO. box number, city, state, and zip code. The vehicle code requires an applicant to us an "actual address". "Actual address" has been interpreted to mean the applicant's place of residence or business. Post office boxes may be used in addition to the actual address for mailing or delivery purposes, but cannot be used as the only address on the vehicle record. Please list your actual address on the application or in the spaces below and return your application along with this letter for processing.

List corrected actual address here:

---

---

---

**7162**

When applying for cancellation of title for a mobile home and a reassignment has been made on the Pennsylvania title, a \$22.50 title fee is required.

**7163**

A complete and legible tracing of the Vehicle Identification Number plate affixed to the vehicle is required. If your vehicle is a truck, the tracing must also show the gross vehicle weight rating. If the vehicle identification number plate is not traceable, verification by an authorized inspection mechanic, dealer, or full agent is required. A tracing of the warranty plate is not acceptable. Please do not list terms such as 1/2 ton or 3/4 ton. The actual weight must be listed please indicate the gross vehicle weight here:\_\_\_\_\_ and indicate the gross vehicle weight rating here:\_\_\_\_\_ attach the vehicle identification number tracing here: \_\_\_\_\_ or print the name of the inspection mechanic, dealer, or full agent here:\_\_\_\_\_ list the mechanics number here:\_\_\_\_\_

Mechanics, dealer, or full agent signature here:\_\_\_\_\_.

**7164**

This vehicle does not qualify as an implement of husbandry. The photos submitted as well as the explanation of the use of the vehicle indicate that it should be registered as special mobile equipment. Please submit the additionally required registration fee. Special mobile equipment registration fee is \$36.00.

**7166**

The out-of-state title attached to your application for Pennsylvania title does not document a transfer of vehicle ownership to you. Please submit a reassignment form from that state, assigned from the out of state dealer to you as purchaser.

**7167**

The vehicle identification number (VIN) of your vehicle is incorrect. Please attach a tracing or official verification of the VIN plate. If the VIN plate is missing from your vehicle, please apply for a Pennsylvania replacement VIN plate using the form mv-41.

**7169**

Please list the correct gross weights for the type of vehicle you wish to register.

Requested gross weight\_\_\_\_\_.

Gross combination weight (if applicable)\_\_\_\_\_.

Gross weight rating\_\_\_\_\_.

Unladen weight \_\_\_\_\_.

### **7170**

The insurance documentation is not in your name. You are required to provide a letter from your insurance company verifying insurance coverage.

### **7171**

Supplemental manufacturer certificates of origin are not acceptable in Pennsylvania with applications for a certificate of title unless they meet the following criteria:

1. Supplement must be provided on a continuous form provided by the manufacturer.
2. Supplement must not be detached from the original certificate provided by the manufacturer.
3. Supplement must be printed on the same security paper as the original and the assignments must be numbered consecutively by the manufacturer.

### **7172**

Since the out-of-state registration is in the seller's name, a notarized bill of sale from the seller to you as purchaser is required, unless assignment can be made on the reverse side of that registration. The notarized bill of sale must include names and signatures of both seller and purchaser, as well as the purchase price, date of sale and all pertinent vehicle data such as year, make, model, and vehicle identification number.

### **7173**

Individuals may not hold an encumbrance against themselves. Please list the name of the correct encumbrance holder. If no encumbrance is to be recorded enter the word "none" here:\_\_\_\_\_

### **7174**

Please submit the certificate of title issued in your name, or assigned to you as purchaser from the state in which this vehicle was last titled. A non-negotiable title is not acceptable as proof of ownership. If there remains an outstanding lien

against the title to this vehicle, please contact the lienholder. If the title is lost, please apply for duplicate certificate in that state.

### **7175**

Original and negotiable proof of ownership must be attached to your application for Pennsylvania certificate of title. Photocopies are not acceptable.

### **7176**

The name and address of the seller must be listed in section (a) with reassignment to you, the purchaser, in section (b). Section (c ) must also be completed by the purchaser.

### **7177**

Dealer name on manufacturers statement of origin and application do not agree. The dealers name on m/c/o, the dealers name on application and the dealers name under which the dealer's identification number has been issued must agree.

### **7180**

The person to whom vehicle ownership was reassigned on the reverse side of the attached out-of-state proof of ownership must either:

1. Apply for title in that state, and assign ownership to you thereon or,
2. Apply for Pennsylvania title by completing section (b) on the enclosed form mv-1, and in turn assign ownership to you in section c thereon. Completion of sales tax information as well as payment of a \$22.50 title fee is required for each transfer of ownership on form mv-1.

### **7182**

The photos submitted with your application are not acceptable. Please re-submit photos of the front, rear and side view of the vehicle.

### **7183**

The bureau has examined your application and there is a question as to whether your vehicle may be registered as requested. Please attach one (1) or more photos of the vehicle including a photo of the inside if previously registered as a motor home, and resubmit your application for further consideration.

### **7184**

The name of the applicant on form mv-6 (in whose name the certificate of salvage is to be issued) must agree with the name listed in the last assignment on the certificate of title submitted for processing.

### **7185**

A copy of the mv-27 previously filed with the bureau is required.

### **7186**

Your application for certificate of salvage on form mv-6 is in error. Carefully review each of the enclosed documents.

1. Form mv-6 is signed?
2. Did you fail to submit the corresponding Pennsylvania titles?
3. Are all of the corresponding titles in your name or properly assigned to you?

### **7187**

You were issued a Michigan in-transit permit. Further proof of vehicle ownership is required. Please submit the pink validated copy of Michigan form mv-42 as well as your bill of sale from the Michigan vehicle dealer.

### **7188**

Your previously salvaged vehicle has been restored. Please follow these instructions outlining the requirements for application for Pennsylvania certificate of title:

1. Complete form mv-1, which may be obtained from a notary public, dealer, or tag service.
2. Submit copies of receipts for all components, or parts purchased and used in the restoration.
3. Three photographs, one each of the front, rear, and side of the vehicle except for a motor home, in which case, an exterior and two interior photographs shall be required. All photographs must be signed and dated by the examining inspection mechanic.
4. Form mv-426 must be completed by an authorized inspection mechanic.
5. A statement listing major components used to restore vehicle. This statement may be listed on form mv-426.
6. The certificate(s) must be issued in your name or properly assigned to you on the reverse side.
7. Remit all applicable title and registration fees as well as sales tax.
8. Bill of sale or receipts in the name of the applicant for parts used to assemble the vehicle.

I, we, understand that, pursuant to section 4904 of the crime code (18 pa. CS. 4904), the making of a false statement intended to mislead a public servant in the performance of his official duties is a misdemeanor of the second degree and, upon conviction, subjects the maker of such false statement to a maximum term of imprisonment of not more than two years.

### **7189**

A vehicle registration certificate is required documenting out-of-state proof-of-ownership. In lieu of this certificate, please submit a letter from the agency responsible for issuance of vehicle registration in the state in which this vehicle was last registered. Their letter must include the following:

1. The year, make and vehicle identification number of the vehicle.
2. The name of the last registrant in that state.
3. The letter must be on official letterhead. The signature and title of the agency's authorized representative must appear on the letter.

### **7190**

A copy of the school contract is required. If a copy of the contract is not available, please submit a letter from the school district (on the school's letterhead) verifying the contract, or negotiations for a contract.

### **7191**

Your vehicle must be titled and registered as a truck. Please list the gross weight of the vehicle here: \_\_\_\_\_, please list the unladen weight here: \_\_\_\_\_. The registration fee will be determined by the gross vehicle weight rating. If you have any questions, call our service representatives at one of the telephone numbers listed above.

### **7192**

If the seating capacity of your vehicle exceeds 15 persons, including the driver, it must be registered as a bus. Please make the necessary changes and resubmit this application with the additionally required registration fee. The correct seating capacity is: \_\_\_\_\_ the correct body type is: \_\_\_\_\_ list the additional fee you are submitting here: \$ \_\_\_\_\_.

### **7193**

The reading of the mileage at the time of the sale of the vehicle is required before the bureau can complete the processing of your application. Please list the odometer mileage on this document.

Warning: an inaccurate statement may make you liable for damages to your transferee pursuant to the truth and mileage act of 1986.

List odometer miles here:\_\_\_\_\_.

### **7194**

The purchase price is required. Please list it on the application where an "x" has been placed.

### **7195**

Since this vehicle was in two names, you will be exempt from payment of sales tax on your interest in the vehicle. Please pay sales tax on the balance due.

### **7196**

Sales tax must be computed at purchase price less trade-in, if applicable.

### **7197**

When one vehicle is purchased and two trade-ins are involved, sales tax information and trade-in information must be completed for each traded vehicle.

### **7199**

The bureau does not have a record of the vehicle described on this application. To reinstate this record, please submit a photocopy of the Pennsylvania title in your possession with a tracing of the vehicle identification number plate and a letter requesting reinstatement. If the title has been lost but you have a current or expired registration card submit the card with your application form mv-38, a tracing of the vehicle identification number and duplicate title fee. If you do not have either of the above complete a form mv-1, which may be obtained from a notary public, dealer or tag service, and attach a tracing of the Vehicle Identification Number. An affidavit is required stating that the vehicle was previously titled to you in Pennsylvania and that the certificate of title was lost.

### **7200**

The section of your application wherein lien information is requested is not complete. If an encumbrance is held, the name and address of the lienholder must be listed. If none, please state "none" here:\_\_\_\_\_. The fee for recording a lien is \$5.00.

I, we, understand that, pursuant to section 4904 of the crime code (18 pa. CS. 4904), the making of a false statement intended to mislead a public servant in the

performance of his/her official duties is a misdemeanor of the second degree and, upon conviction, subjects the maker of such false statement to a maximum term of imprisonment of not more than two years.

## **7202**

The manufacturer's certificate of origin is required in conjunction with application for title to the vehicle described above.

## **7203**

An incorrect vehicle identification number was recorded on the out-of-state proof-of-ownership. Legible tracings of both the vehicle identification number plate affixed to the vehicle, as well as the engine number plate are required. If these plates are not traceable, verification by an authorized inspection mechanic, pa dealer, or full agent is required. Attach the tracings or verification to this document and return it to the bureau for processing.

## **7204**

If an additional axle has been added, attach a letter from the authorized dealer who installed the axle listing the axle capacity and making of the additional axle, as well as the vehicle identification number and name and address of the purchaser. The letter must be returned to the bureau attached to this document to expedite processing.

## **7205**

The vehicle described on your application may be registered either as a passenger vehicle or a truck. If you want this vehicle to be registered as a passenger vehicle, and it meets all requirements outlined on form mv-2 (which may be obtained from a dealer, notary public, or tag service), please complete form mv-2 and submit it with this document. Should your vehicle not qualify for a passenger registration, please declare requested gross weight here: \_\_\_\_\_, and submit the additional required registration fee for the requested truck weight class.

## **7206**

Please submit a certified copy of a court order documenting the change in your name. Attach the certification to this document and return to the bureau for processing.

## **7207**

The authorized signature of the lienholder is required to process your application for duplicate title, please contact the bank or lending institution and request the authorized person to sign this document.

Bank or lending institution name \_\_\_\_\_

Authorized signature \_\_\_\_\_

## **7208**

A form mv-27 may not be used for more than three consecutive transactions. The fourth purchaser must always take title. Please complete the appropriate section of form mv-38, and return it with a \$22.50 title fee. Attach the form to this document to expedite processing.

## **7209**

To qualify for a person with disability plate, the applicant must submit form mv-145 and meet one of the following requirements:

1. Is blind.
2. Does not have full use of an arm or both arms.
3. Cannot walk 200 feet without stopping to rest.
4. Cannot walk without the use of, or assistance from a brace, cane, crutch, another person, prosthetic device, wheelchair or other assistance device.
5. 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 mh/hg on room air at rest.
6. Uses portable oxygen.
7. 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.
8. Is severely limited in his or her ability to walk due to an arthritic, neurological or orthopedic condition.
9. Is a person in loco parentis of a person specified in paragraph (1), (2), (3), (4), (5), (6), (7) or (8) above.

A person in loco parentis is defined as any adult charged by law with the natural parent's rights, duties and responsibilities on behalf of a minor child (under 18) in place of the child's natural parentis.

## **7210**

If applying for a person with disability plate or placard, an applicant is required to submit a statement certified by a physician licensed to practice in Pennsylvania, or

a contiguous state (New York, New Jersey, Delaware, Maryland, West Virginia, or Ohio), or a statement from a police officer certifying one of the following:

1. That the person does not have full use of leg or both legs as evidenced by the use of a wheelchair, walker, crutches, quad cane or other such devices.
2. Is blind and qualifies for issuance of a handicapped license plate.

## **7211**

To qualify for a Purple Heart registration plate you must submit at least one of the following, that clearly indicates you were awarded a purple heart:

1. A legible photocopy of dd form 214.
2. A copy of the general order.
3. Certificate of award.
4. A certification of the award from the veteran's administration.

## **7212**

To qualify for a prisoner of war registration plate you must submit at least one of the following that clearly indicates dates of imprisonment:

1. A legible photocopy of DD form 214.
2. Certification of imprisonment for the appropriate branch of the armed forces.
3. Certification of imprisonment for the Veterans administration.

## **7213**

The plate you requested cannot be issued since the organization named has not been approved for special plates.

## **7214**

Applicant failed to have section "d" completed by the organization for which special organization plate was requested.

## **7215**

Your application for title has been defaced by alteration. When a Pennsylvania certificate of title is altered, it becomes null and void and cannot be used as a part of a transaction. Please contact the seller of the vehicle and request that he or she apply for a duplicate title on form mv-38. When that person receives the duplicate title, they then properly transfer vehicle ownership to you. All necessary documents must be resubmitted with the properly assigned duplicate title.

## 7216

The bureau has no record of the vehicle described on your application, therefore; the bureau cannot process your request because we need more information. Please follow one of the instructions below:

1. To reinstate this record, please submit a photo copy of the Pennsylvania title in your possession with a tracing of the vehicle identification number and a letter requesting reinstatement.
2. If the title has been lost but you have a registration card, submit the card with your application form mv-38, a tracing of the vehicle identification number and a duplicate title fee.
3. If you do not have either of the above, complete a form mv-1, which may be obtained from a notary public, dealer or tag service and attach a tracing of the vehicle identification number. An affidavit is also required stating that the vehicle was previously titled to you in Pennsylvania and that the certificate of title was lost.
4. If the vehicle was never titled in Pennsylvania, complete form mv-1, attach the out of state title, attach a tracing of the vehicle identification number (a notary public, dealer or tag service can assist you) submit \$22.50 for the title fee and 6% sales tax (7% if you are a resident of a city or county which imposes a 1% sales tax). Bases on the current market value.

## 7217

The bureau cannot complete the processing of your application because the temporary tag number listed on your application by the dealer is invalid for the type of vehicle. Please contact the agent who issued your tag and list the tag number here:\_\_\_\_\_.

## 7218

The bureau of driver's license has placed a suspension on this vehicle record for failure to carry liability insurance. This suspension of registration under section 104 (d) of the Pennsylvania no-fault motor vehicle insurance act will be restored if you submit a copy of your present insurance policy or your insurance identification card, or if your insurance agent submits verification indicating the name of your insurance company, the policy number and the effective date.

## 7219

The enclosed application for registration is being returned as a result of the suspension/revocation of your registration privilege. Please contact the bureau's telephone information center at one of the telephone numbers listed above for additional information if needed.

**7220**

The bureau has no record of the registration plate listed on your application. Please submit a tracing of your registration plate. A tracing may be obtained by placing a thin sheet of paper over your registration plate and rubbing lightly with a lead pencil.

**7222**

To qualify for a severely disabled veteran plate, the applicant must submit form mv-145 and have a service-connected disability of 100% which must be certified by the veterans administration regional office (Philadelphia or Pittsburgh) or the service unit in which the veteran served.

**7223**

This vehicle does not qualify for a personalized registration plate.

**7225**

Act 257, effective July 1, 1987, increased registration fees for heavy truck and eliminated the axle tax. Therefore, additional fees are due in order to increase the weight of your truck.

**7226**

The vehicle weight listed on your application exceeds the 9,000 pound weight limit allowed for issuance of:

1. A veterans registration plate, or
2. For retired status, or
3. A special organization registration plate, or
4. A personalized disabled registration plate.

**7227**

The DIN (dealer identification number) is required. List on the application where marked with an x.

**7228**

When applying for a state replacement Vehicle Identification Number plate, verification by a police officer is required on form mv-41 or mv-32.

**7229**

A secure power of attorney cannot be used with a certificate of title having an edition date prior to November 1989.

### **7230**

A secure power of attorney can only be used when the seller's title was held by a lienholder.

### **7231**

The original secure power of attorney must be submitted along with the Pennsylvania certificate of title. It is valid in Pennsylvania only.

### **7232**

A general or limited power of attorney is required for the seller.

### **7233**

A limited power of attorney is required for the purchaser.

### **7234**

To qualify for a severely disabled veteran plate the 100 % service-connected disability must be certified by the US. Veteran's administration.

The applicant must meet one of the following requirements:

1. Is blind
2. Does not have full use of an arm or both arms.
3. Cannot walk 200 feet without stopping to rest.
4. Cannot walk without the use of, or assistance from, a brace, cane, crutch, another person, prosthetic device, wheelchair or other assistive device.
5. 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 one liter or the arterial oxygen tension is less than 60 mg/hg on room air at rest.
6. Uses portable oxygen.
7. 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.
8. Is severely limited in his or her ability to walk due to an arthritic, neurological or orthopedic condition.
9. Is a person in loco parentis of a person specified in paragraph (1), (2), (3), (4), (5), (6), (7), or (8) above.

A person in loco parentis is defined as any adult charged by law with the natural parent's rights, duties and responsibilities on behalf of a minor child (under 18) in place of the child's natural parents.

### **7235**

Please submit three photographs of the specially constructed trailer showing:

(1) front (2) side view (3) rear view it is necessary to clearly see:

(1) side reflectors, (2) tail lights, and (3) safety chains

Note: all photos must be signed and dated by the inspection mechanic.

### **7236**

Please submit an affidavit explaining how the vehicle was constructed. The affidavit must be in detail because it is necessary for the bureau to know:

1. The principle parts used.
2. What has been welded.
3. What has been bolted.

### **7237**

The certificate of title or certificate of salvage covering the chassis is required.

### **7238**

To qualify for a Pearl Harbor survivor license plate, you must submit at least one of the following that clearly indicates you were present at Pearl Harbor on December 7, 1941:

#### **A legible photocopy of dd form 214.**

A legible copy of the verification made by the u. S. Service unit from the appropriate branch of the armed forces in which the applicant served.

Non-military applicants must provide documentation from the u. S. Civil service commission such as an i. D. Card or other written verification.

Members of a pearl harbor survivors organization may have the organizations verify their qualification in section c of the mv-150 form.

### **7239**

The bureau has no record of this vehicle being registered. Therefore, the vehicle cannot be leased until a registration plate is applied for.

## **7240**

Vehicle cannot be titled in the name of a trust (revocable living trust, etc.) Section 1103.1(a) of the vehicle code mandates that an application for a certificate of title must contain the actual name and address of the owner. The definition of "owner" in the vehicle code is predicated upon the term "person". The vehicle code defines "person" as, " a natural person, firm, co-partnership, association or corporation." A trust is not a natural person, firm, co-partnership, association or corporation.

Consequently, the department will only title and register vehicles in the actual name of the true owner(s).

## **7241**

The registration plate number listed on your application cannot be transferred for one of the following reasons:

You requested a replacement plate for this plate, or

You received an exchange transfer on this plate.

In either case, the plate is no longer valid and should be returned to the bureau.

## **7242**

This application cannot be processed for reasons which cannot be clearly explained by available auto correspondence messages. See explanation attached. The messenger will have to define problem for the applicant.

## **7300**

A fleet form has been attached. Please complete and return it to the pa fleet unit at the address listed on the fleet form.

## **7301**

Please have the gross vehicle weight rating (GVWR) and/or the gross combination weight rating (GCWR) verified by certified pa inspection mechanic on the attached mv-41.

Please list the total manufactured seating capacity, including the driver.

## **7304**

Please include a copy of the second stage manufacturer's label or second stage manufacturer's certificate of origin (MCO).

### **7350**

Gross vehicle weight ratings are required. Please list in appropriate space on your application.

### **7351**

Gross combination weight ratings are required. Please list in appropriate space on your application.

### **7352**

Under department policy, the bureau can refuse to change the gross weight rating and/or axle quantity on a vehicle that is not registered.

### **7353**

Bureau records show a tax unpaid restriction which prohibits issuance of vehicle registration. The following is required to release restriction and issue registration.

Completion of sections a, c, f, g, & i on form mv-4st.

Payment of sales tax and \$22.50 title fee.

Certificate of title.

You may obtain form mv-4st from a notary public.

### **7354**

The gross vehicle weight cannot be greater than the gross vehicle weight rating. According to specifications furnished by the manufacture, this vehicle does not quality for the classification requested. Trucks and truck tractors are registered in accordance with gross vehicle weight ratings established by the manufacturer or Pennsylvania axle law, whichever is lower. Please list GVW and GVWR in the spaces provided on your application.

### **7355**

The gross combination weight cannot be greater than the gross combination weight rating. According to specifications furnished by the manufacturer, this vehicle does not qualify for the classification requested. Trucks and truck tractors

are registered in accordance with gross combination weight ratings established by the manufacturer or Pennsylvania axle law, whichever is lower. Please list GCW and GCWR in the spaced provided on your applications.

**7356**

The vehicle described on your application does not qualify for a biennial certificate. The body type must be a truck or truck tractor.

**7357**

The correct VIN number is listed on your title according to bureau records and therefore, correction is not required. Please contact the Refund Unit at PO Box 68611, Harrisburg, PA 17106, for a refund of any fees you submitted with your applications.

**7358**

A notary public cannot verify vehicle identification numbers or weight. They must be verified by a licensed pa inspection mechanic or a PA dealer.

**7359**

Please attach a copy of front and back of your canceled check.

**7360**

The vehicle unladen weight and GVWR must be listed on the manufacturer's certificate of origin. For assistance please see the dealer where vehicle was purchased.

**7361**

A vehicle bought from a dealer is taxable at the time of titling. Please complete the sales tax information on your application and return with the proper fees.

**7362**

The vehicle described on your application is not currently registered; therefore, the bureau is unable to process your application. Please remit the proper fees and insurance information to register your vehicle, along with the enclosed form mv-140.

**7363**

A hand written manufacturer's certificate of origin is not acceptable. Please contact the dealer where the vehicle was purchased.

**7364**

A company or corporation cannot give a vehicle as a gift, unless, a copy of the minutes of the meeting giving the vehicle is attached showing all members were in agreement.

**7365**

The first non-dealer or individual on the reverse side of the attached Pennsylvania title must apply for a title in their name.

**7366**

The form you have submitted is obsolete and no longer accepted by the bureau. Please complete the enclosed form and return with all accompanying documents to the bureau.

**7367**

Please complete the enclosed form mv-140.

**7368**

Please complete the enclosed form mv-426rt.

**7369**

Registered weight must be higher than unladen weight.

**7370**

The first assignment of an out-of-state salvage certificate must be to a Pennsylvania address.

**7371**

Bureau records indicate the tag listed is already on the vehicle to which you are transferring.

**7372**

This vehicle was salvaged in error; please follow instructions on the attached fact sheet to title this vehicle.

**7373**

Bureau records indicate this tag is registered to another vehicle.

**7374**

Lien may not be renewed as it is over six months until expiry or the lien has already expired.

**7375**

Application is illegible as submitted. Please correct areas marked with a red x.

**7376**

Please re-submit the original application and accompanying documents that were returned to you.

**7377**

Death certificate required.

**7378**

Pennsylvania department of revenue records indicate that you do not file schedule f; therefore, you are not eligible for a farm truck plate or a biennial exemption certificate.

**7379**

Before the bureau can complete the processing of your application, please list your driver's license number where marked by an "x".

**7380**

Before the bureau can complete the processing of your application, a copy of the applicant's photo identification must be attached if submitted through an agent/messenger.

**7381**

This vehicle is owned by a company or a corporation, a letter on the company letterhead is required that authorizes an individual to sign in section f, and to pick up the replacement plate.

**7901**

The enclosed check or money order submitted with your application is not fully completed. Please submit a properly completed check.

**7902**

The enclosed check or money order submitted with your application is dated incorrectly. Post-dated checks are not negotiable. Please submit a properly dated check.

**7903**

The enclosed check submitted with your application is stale dated, and, therefore, is no longer negotiable. Please submit a properly dated check.

**7904**

The enclosed check submitted with your application has been altered, and therefore, is not negotiable. Please submit a new check.

**7905**

The enclosed check or money order submitted with your application has not been endorsed. Please endorse it as payable to the commonwealth of Pennsylvania.

**7906**

A public office money certificate is not acceptable for payment of fees. We are returning your application and public office money certificate.

**7907**

You have submitted a money order receipt, which we are returning, for your records. Please submit the original money order.

**7908**

The numeric amount and the written amount on the enclosed check do not agree. Please submit a properly completed check in the correct amount.

**7909**

The enclosed check or money order submitted with your application reflects an incorrect payee. Please submit a check or money order made payable to the Commonwealth of Pennsylvania.

**7910**

The official validation is missing from the face of your money order. Please contact the agent who issued this money order.

**7911**

Photocopies of documents are not acceptable. Please send original documents.

**7912**

The enclosed check or money order submitted with your application is not signed. Please sign your check.

**7913**

Research of bureau records discloses that the enclosed canceled check did not pay the fees required to process this application. Please attach a check or money order in the total amount shown on this letter.

**7914**

A written signature and a printed signature are both required on your application(s) for Pennsylvania title. If you are unable to sign, you must mark an (x). In addition, the signature of two witnesses is required.

Please indicate your mark here:\_\_\_\_\_.

Witness:\_\_\_\_\_.

Witness:\_\_\_\_\_.

**7915**

Ownership may not be reverted to the former owner until the certificate of title is properly assigned to that individual. Please assign vehicle ownership to the former owner on the reverse side of the certificate of title. Form mv-4st must be completed and submitted with the application. Applicable title and registration fees are required.

**7916**

The vehicle identification number on the attached proof of ownership does not agree with the vehicle identification number plate, tracing or verification on your application form mv-1. If this is a new vehicle, please contact your dealer. If this vehicle was previously titled in another state, please follow the instructions on the enclosed form mv-32.

**7917**

The name listed on your application form mv-1 and the name shown on the attached proof of ownership document does not agree. Vehicle ownership must be assigned on the reverse side of the ownership document to the applicant whose name appears in section (b) of this form mv-1. If your name has been changed, please complete enclosed form mv-41 and return all documents to the bureau.

**7918**

Form mv-16; block 1 applies to mobile homes only.

**7919**

The insurer must apply for a certificate of salvage in the insurance company's name. Upon receipt of certificate of salvage, the insurer may assign ownership to you on the reverse side. Please advise the insurance company to complete the enclosed form mv-6 and submit with the enclosed assigned certificate of title.

**7920**

Your vehicle has been converted to a motor home. The completion of form mv-2 is required. Please complete the enclosed form mv-2 and return it with this document.

**7921**

When a vehicle has been salvaged, form mv-6 should be prepared in duplicate. Please complete the enclosed form and return one copy with this document. A certificate of salvage will be issued.

**7922**

An official seal is required on the enclosed short form or death certificate.

**7923**

Research of bureau records discloses the data on your previous application for certificate of title was listed exactly as it appears on the face of the title issued to you. There is no evidence of bureau error. Therefore, this correction or change cannot be processed as a free transaction. Please complete the enclosed form mv-41. A title fee of \$22.50 is required in addition to other applicable fees.

## **7924**

Please complete the enclosed form mv-39. You may follow the applicable procedure outlined on the reverse side of the form.

## **7925**

You have indicated that a change of the vehicle description data is requested. Changes of vehicle type, weight rating, class, etc., Requires completion of the proper sections of form mv-41. If the certificate of title was not submitted with your original request, please submit it along with the completed form mv-41 and this document. Your application will receive our prompt attention.

## **7926**

Please complete Form MV-120 when transferring registration from one vehicle to another both of which are currently titled in your name. Form MV-120 must be completed by an Authorized Agent of the Department and returned with your application. Please contact a notary or dealer in your area for assistance completing this form.

## **7927**

Bureau records relating to the body type or classification of your vehicle do not agree with that listed on your application. Please complete the enclosed form mv-41.

## **7928**

The name on your application does not agree with our records. If your name has been changed, please complete the enclosed form mv-41, attach the title issued in your former name and submit with the appropriate fees.

## **7929**

Since title was issued jointly in the names of the husband and wife, and vehicle ownership is to be transferred to the surviving spouse, please complete the enclosed form mv-39. Refer to the reverse side of form mv-39 for specific instructions.

**7932**

Form mv-371r must be filed annually with the bureau to retain retired status on your registration record. Please complete the enclosed form and submit it with your application to qualify you for registration at the reduced fee of \$10.00.

**7934**

Please complete the enclosed form mv-44 and return it to the bureau with this document.

**7935**

Please obtain a duplicate title by completing the appropriate sections on the enclosed form mv-38. A duplicate title fee of \$22.50 is required in addition to other applicable fees.

**7936**

You have completed an incorrect form. Please complete the enclosed form and resubmit with your application.

**7937**

The name listed on application form mv-1 does not agree with that shown on the attached out-of-state proof of ownership document. If your name has been changed, the enclosed form mv-41 must be completed and submitted with your application.

**7938**

There is evidence of erasure or alteration on your application, a notarized statement of explanation is required. If the erasure or alteration involves the encumbrance information, the notarized statement should be signed by both the lienholder and the purchaser or owner. Please submit the required affidavit with this letter.

**7939**

Form mv-4st should not be used for reassignment. The purchaser whose name appears in the reassignment section "b" on the reverse side of this title must first take title in his or her name. When that individual receives the certificate of title, he or she should then assign ownership to you on the reverse of the title. Upon receipt of the title, which has been properly assigned to you, you may submit application for title and registration (if desired) in your name.

**7944**

The dealer assignment covering a vehicle acquired and held for resale (form mv-27) is required.

**7945**

Please list the unladen weight for this vehicle; the unladen weight is required on all trucks and tt's 1988 or newer.

**7946**

Permanent trailer plates are not transferable from one trailer to another. Please submit the registration fee for this trailer.

**7948**

We are unable to process your request for special release of a previously issued personalized registration plate.

Since this is not a permissible transfer as governed by the vehicle code, but rather the surrender of the plate and subsequent re-issuance by the bureau, the following is required before the transaction can be processed:

The previous owner must release the personalized plate, in a letter stating no further interest in the plate.

The personalized plate must be returned to the department.

Form mv-904tt is required giving the correct vehicle information.

A \$20.00 fee if monies have not been previously submitted.

Please forward the above items to the Special Tag Unit, PO. Box 68293, Harrisburg, PA 17106. The department will order your personalized registration plate and assign it to your vehicle. Please allow six to eight weeks for delivery.

**7949**

Inaccurate/incomplete information has been given on your application. Please correct/complete the information required where indicated by the red x.

**7950**

There is a lien recorded on the attached proof of ownership document, one of the following is required:

1. The lienholder must release the lien by endorsing the proof of ownership in the space provided for release of the lien.
2. The lienholder must provide a letter on their business letterhead listing the year, make, and vehicle identification number wherein they state that the lien is released, and listing the date of the release.
3. If the lien has not been satisfied and therefore cannot be released by the lienholder, then the lien must be listed in the space provided for encumbrance information on your application form mv-1. This option only applies if your name(s) is (are) recorded on the face of the proof of ownership.

Please contact the division of motor vehicles in the state indicated on the proof of ownership document.

### **7951**

The make and model year listed on your out of state proof of ownership is not correct for the vehicle identification number listed. Please contact the agency responsible for issuance of the certificate of title in the state in which this vehicle was last titled for correction of the document.

### **7952**

The bureau has no record of your organization qualifying for a \$10.00 processing fee. Please complete form mv-549 for eligibility and resubmit with this document. If this form was previously submitted and approved, please list the fee exemption identification number assigned to you by the department.

### **7954**

Please complete the enclosed form mv-11 and return it to the bureau with this document.

### **7955**

Please complete the enclosed form mv-16 and return it to the bureau with this document.

### **7956**

Please complete the enclosed form mv-77 and return it to the bureau with this document.

**7957**

Please complete the enclosed form mv-77a and return it to the bureau with this document.

**7958**

Please complete the enclosed form mv-145 and return it to the bureau with this document.

**7959**

Please complete the enclosed form mv-7 and return it to the bureau with this document.

**7960**

Please complete the enclosed form mv-904 and return it to the bureau with this document.

**7961**

Please complete the enclosed form mv-4st and return it to the bureau with this document.

**7962**

Please complete the enclosed form mv-1 and return it to the bureau with this document.

**7963**

Please complete the enclosed form mv-1005 and return it to the bureau with this document.

**7965**

Please follow the instructions on the enclosed form mv-32.

**7966**

Form mv-217 for repossession procedures must be completed.

**7968**

The enclosed form mv-426 must be completed by an inspection mechanic. Please note instructions on the reverse side of the form.

### **7969**

Please complete the enclosed form mv-41 and return it to the bureau with this document.

### **7970**

To add a lien please complete the appropriate sections on the enclosed mv-38. A fee of \$5.00 is required in addition to other applicable fees.

### **7971**

The salvage title/certificate submitted with your application has been designated as a "parts only" or "un-rebuildable" vehicle. These vehicles cannot be retitled and must be used for parts only.

### **7972**

Effective October 1, 1993, the bureau of motor vehicles no longer accepts the New York State form mv907a. Application for title must be made to the state of New York.

### **7973**

The bureau of motor vehicles will not accept certificate of salvage documents from other states that indicate the vehicle was sold for "parts only" or as "un-rebuildable" with applications for Pennsylvania certificates of titles or salvage. These vehicles cannot be put on the highway for use as a complete vehicle.

### **7974**

All applications for duplicate dealer titles must be mailed to the dealer's address of record. No change of address will be honored.

### **7975**

Effective march 1, 1996, sales tax exemption reason code #01, "vehicle acquired for the purpose of resale", may only be used by Pennsylvania registered dealers. Sales tax is due on the purchase of the vehicle.

### **7976**

When claiming a gift exemption for Pennsylvania sales tax, the enclosed form mv-13st must be completed.

**7977**

In order for you to claim an exemption from the 7% sales tax required for the city of Philadelphia and Allegheny county residents, you must submit a notarized affidavit of outside residency and list your county of residency in the space provided on form mv-1 or mv-4st. Please list this information in the block listing the vehicle owner(s) city, state, and zip code. Otherwise, the additional 1% sales tax monies must be submitted with your application.

**7978**

The recent passage of legislation has increased most title and registration fees by 50%, effective July 1, 1997. The renewal of your vehicle registration is affected by this increase and is being rejected for the additional fees(s).

**7979**

The recent passage of legislation has increased most title and registration fees by 50%, effective July 1, 1997. Your application is affected by this increase and is being rejected for the additional fees(s).

**7980**

The recent passage of legislation has increased the fee for a re-issue of a certificate of title to \$22.50. This increase is effective July 1, 1997. Your application is affected by this change and is being rejected for the additional fees(s).

**7982**

The dealer identification number on your application does not permit the sales tax exemption you are requesting. Please make the necessary changes or corrections before returning your application.

**7983**

The purchase price listed for your vehicle is lower than the current market price for an average vehicle of the same year and model. Please complete the enclosed form mv-3 for fair market value.

**7984**

Please complete the enclosed form mv-217a and return it to the bureau with this document.

## **7985**

This is an application for recovered theft which requires additional information, please refer to the attached instruction sheet.

## **8200**

Not eligible for restoration (active status-trying to restore)

The proof of insurance provided is not acceptable because your vehicle registration privilege is not eligible for restoration until mm/dd/yy. Proof of insurance cannot be accepted until one month prior to this date. A copy of your proof of insurance must be provided in one of the following acceptable forms.

Insurance identification card

Declaration page of your insurance policy

Insurance binder

Application of insurance to pa auto insurance plan

## **8201**

Restoration fee required (active status-trying to restore)

You must pay a \$50 restoration fee in the form of a check or money order made payable to the Department of Transportation in accordance with section 1960 of the Vehicle Code.

## **8202**

Policy effective date > elig/current date (active status-trying to restore)

The proof of insurance provided indicates either a future effective date and is not currently in effect or the effective date is later than the eligibility date.

## **8203**

Policy has expired (requested or active status-trying to comply or restore)

We are unable to process the document(s) provided as valid insurance information, since your insurance policy has expired. Please resubmit a copy of your current proof of insurance in one of the following forms:

Insurance identification card

Declaration page of your insurance policy

Insurance binder

Application of insurance to pa auto insurance plan

## **8204**

Binder has expired (requested status-trying to comply)

The insurance binder, which was provided as a result of our recent request for proof, has expired. It will be necessary for you to provide a copy of the following as proof of insurance:

Insurance identification card

Declaration page of your insurance policy

Insurance binder

Application of insurance to pa auto insurance plan

## **8205**

Policy effective date in future (requested status-trying to comply)

The effective date of your insurance indicates a future date and is not currently in effect. In order to prove that your coverage was continuous, you must return this information along with insurance information that was in effect previously. Proof of liability insurance must be provided in one of the following forms:

Insurance Identification Card

Declaration Page Of Your Insurance Policy

Insurance Binder

Application Of Insurance To PA Auto Insurance Plan

## **8206**

Policy effective date after suspension effective date (pending or active status-trying to rescind)

The documentation, which was provided, is not acceptable. In order for the department to remove the suspension, you must provide a copy of insurance prior to your suspension effective date, mm/dd/yy. The following are acceptable forms of insurance.

Insurance Identification Card

Declaration Page Of Your Insurance Policy

Insurance Binder

Application Of Insurance to PA Auto Insurance Plan

If you cannot provide the above documentation, you must return your registration plate and card to this Bureau. Credit toward serving your three-month suspension will not begin until we are in receipt of these items. If you are no longer in possession of your registration plate, you must furnish a notarized statement indicating the disposition.

Additionally, a \$50 restoration fee must be paid prior to your registration privilege being reinstated.

## **8207**

Proof> 30 days from cancel date (pending or active status-trying to rescind)

The proof of insurance contains an effective date of coverage in excess of 30 days from the cancellation date of mm/dd/yy for which the department was notified that coverage had been terminated.

In order for the department to remove the suspension, you must provide a copy of insurance within 30 days or less from the date of the cancellation. The following are acceptable forms of insurance:

Insurance Identification Card

Declaration Page of your Insurance Policy

Insurance Binder

Application of Insurance to PA Auto Insurance Plan

In addition, you must provide a notarized statement stating that the vehicle was not operated during the lapse of coverage.

If you cannot provide the above documentation, you must return your registration plate and card to this Bureau. Credit toward serving your three-month suspension will not begin until we are in receipt of these items. If you are no longer in possession of your registration plate, you must furnish a notarized statement indicating the disposition.

(if statement)

Additionally, a \$50 restoration fee must be paid prior to your registration privilege being reinstated.

## **8208**

Proof> 30 days from binder date (pending or active status-trying to rescind)

The proof of insurance contains an effective date of coverage in excess of 30 days from the binder expiration date, mm/dd/yy.

In order for the department to remove the suspension, you must provide a copy of insurance within 30 days or less from the binder expiration date. The following are acceptable forms of insurance.

Insurance Identification Card

Declaration Page of your Insurance Policy

Insurance Binder

Application Of Insurance to PA Auto Insurance Plan

In addition, you must provide a notarized statement stating that the vehicle was not operated during the lapse of coverage.

If you cannot provide the above documentation, you must return your registration plate and card to this Bureau. Credit toward serving your three-month suspension will not begin until we are in receipt of these items. If you are no longer in possession of your registration plate, you must furnish a notarized statement indicating the disposition.

(if statement)

Additionally, a \$50 restoration fee must be paid prior to your registration privilege being reinstated.

## 8209

Proof from same co/eff date=<cancel (pending or active status-trying to rescind)

The proof of insurance contains an effective date of coverage, which is the same as, or earlier than the cancellation date of which we have been notified and the company is the same company who notified us that coverage had been terminated.

If you contend that your policy is in effect with the same company, you must obtain a letter from either your agent or the home office of the company, signed by an underwriting manager or supervisor, indicating the name of the insurer, policy number, vehicle identification number, effective and expiration dates of your policy together with a statement that the insurance was reinstated within 30 days or less from the date of the cancellation of which we have been notified, in addition, you must provide a notarized statement stating that the vehicle was not operated during the lapse of coverage.

If you cannot provide the above documentation, you must return your registration plate and card to this Bureau, credit toward serving your three-month suspension will not begin until we are in receipt of these items. If you are no longer in possession of your registration plate and/or card, you must furnish a notarized statement indicating the disposition.

(if statement)

Additionally, a \$50 restoration fee must be paid prior to your restoration privilege being reinstated.

## 8210

Need co letter to rescind acc/cit suspension (pending or active status-trying to rescind)

The documentation is not acceptable proof since you or your motor vehicle was involved in an accident, or you were charged with failure to provide proof of financial responsibility on mm/dd/yy.

In order to avoid the suspension, you must obtain a letter from either your agent or the home office of the company, signed by an underwriting manager or supervisor, indicating the name of the insurer, policy number, vehicle identification number, effective and expiration dates of your policy together with a statement that the insurance was in effect at the time of the accident or violation.

If you cannot provide the above documentation, you must return your registration plate and card to this Bureau. Credit toward serving your three-month suspension

will not begin until we are in receipt of these items. If you are no longer in possession of your registration plate and/or card, you must furnish a notarized statement indicating the disposition.

(if statement)

Additionally, a \$50 restoration fee must be paid prior to your registration privilege being reinstated.

## **8211**

Need co ltr to comply acc (requested status- trying to comply)

The documentation, which was provided as a result of our recent request for proof, is not acceptable proof since you or your motor vehicle was involved in an accident.

It will be necessary for your to provide a letter from either your agent or the home office of the company, signed by an underwriting manager or supervisor, indicating the name of the insurer, policy number, vehicle identification number, effective and expiration dates of your policy together with a statement that the insurance was in effect at the time of the accident.

## **8212**

Policy not eff for date in question (pending or active status-trying to rescind)

The documentation is not acceptable proof since the policy was not in effect on the date in question. mm/dd/yy.

In order to avoid the suspension, you must obtain a letter from either your agent or the home office of the company, signed by an underwriting manager or supervisor, indicating the name of the insurer, policy number, vehicle identification number, effective and expiration dates of your policy together with a statement that the insurance was in effect at the time of date in question.

If you cannot provide the above documentation, you must return your registration plate and card to this Bureau. Credit toward serving your three-month suspension will not begin until we are in receipt of these items. If you are no longer in possession of your registration plate and/or card, you must furnish a notarized statement indicating the disposition.

(if statement)

Additionally, a \$50 restoration fee must be paid prior to your registration privilege being reinstated.

## 8213

Need co ltr to rescind renewal audit (pending or active status-trying to rescind)

The documentation is not acceptable proof since the department has determined that the insurance you provided at the time of registration renewal, mm/dd/yy, has changed or was inaccurate.

In order to avoid suspension, you must obtain a letter from either your agent or the home office of the company, signed by an underwriting manager or supervisor, indicating the name of the insurer, policy number, vehicle identification number, effective and expiration dates of your policy together with a statement that the insurance was in effect at the time of your registration renewal.

If you cannot provide the above documentation, you must return your registration plate and card to this Bureau, credit toward serving your three-month suspension will not begin until we are in receipt of these items. If you are no longer in possession of your registration plate and/or card, you must furnish a notarized statement indicating the disposition.

(if statement)

Additionally, a \$50 restoration fee must be paid prior to your registration privilege being reinstated.

## 8214

Insufficient restoration fee remitted (pending or active status-trying to restore)

We are in receipt of a partial payment toward your restoration fee that is required under section 1960 of the Vehicle Code. We cannot update your record to indicate that the restoration fee has been paid in full until the balance due has been received. Your check or money order must be made payable to the Department of Transportation. Please note the actual fee requirement itemized below.

Total Restoration Fee Required

Total Amount Applied

Total Previously Applied

Balance Due

## 8215

Policy eff date > acc date (requested status-trying to comply)

The documentation is not acceptable proof since the effective date indicated on the policy is later than the date of your accident on mm/dd/yy.

It will be necessary for you to provide a letter from either your agent or the home office of the company, signed by an underwriting manager or supervisor, indicating the name of the insurer, policy number, vehicle identification number, effective and expiration dates of your policy together with a statement that the insurance was in effect at the time of the accident.

## **8216**

Policy will expire to elig (active status-trying to restore)

We are unable to process the document(s) provided as valid insurance information, since your policy will expire prior to your eligibility date, mm/dd/yy. Please resubmit a copy of your proof of insurance, which does not expire prior to your eligibility date. The following are acceptable forms of insurance.

Insurance Identification Card

Declaration Page Of Your Insurance Policy

Insurance Binder

Application Of Insurance To Pa Auto Insurance Plan

If you cannot provide the above documentation, you must return your registration plate and card to this Bureau. Credit toward serving your three-month suspension will not begin until we are in receipt of these items. If you are no longer in possession of your registration plant and/or card, you must furnish a notarized statement indicating the disposition.

(if statement)

Additionally, a \$50 restoration fee must be paid prior to your registration privilege being reinstated.

## **8250**

Proof does not indicate eff date (manual)

The effective date of your insurance policy is not identified. You must provide a copy of one of the following as proof of liability insurance.

Insurance Identification Card

Declaration Page Of Your Insurance Policy

Insurance Binder

Application Of Insurance To Pa Auto Insurance Plan

## 8251

Incorrect VIN (manual)

Our original request for insurance information was for a vehicle with VIN \_\_\_\_\_. Your response identifies a vehicle with a different VIN or no VIN has been identified.

## 8252

Company not licensed in PA (manual)

The insurance company identified as the carrier of your liability coverage is not licensed to underwrite motor vehicle liability insurance policies in the Commonwealth of Pennsylvania. The minimum liability requirements for the state of Pennsylvania are: \$15,000 bodily injury or death of one person in any one accident, \$30,000 bodily injury or death of two or more persons in any one accident and \$5,000 property damage in any one accident.

If the limits of your policy meet the above liability requirements, please provide a copy of your declaration page of your insurance policy displaying your limits. However, if you have changed insurance companies or, if you believe our records to be incorrect, please provide a copy of one of the following as proof of insurance:

Insurance Identification Card

Declaration Page Of Your Insurance Policy

Insurance Binder

Application Of Insurance To Pa Auto Insurance Plan

## 8253

Unacceptable form of insurance submitted (manual)

Billings, premium notices, status reports, collateral protection insurance, AIP assignment cards, personal computer produced or handwritten insurance

identification cards are not acceptable form as proof of insurance. Please provide a copy of one of the following:

Insurance Identification Card

Declaration Page Of Your Insurance Policy

Insurance Binder

Application Of Insurance To Pa Auto Insurance Plan

## **8254**

Binder sent is incomplete (manual)

We are unable to accept the insurance binder/application to the Pennsylvania auto insurance plan, since you have not provided us with he portion of the binder/application which furnishes your signature and the date you filed for insurance. Provide copies of the insurance binder/application in its entirety.

If your binder expires in the time it takes for you to receive this letter and provide the above information, you must provide proof that the above mentioned motor vehicle is covered with liability insurance by submitting a copy of one of the following forms of insurance.

Insurance Identification Card

Declaration Page Of Your Insurance Policy

## **8255**

Eligible for restoration (manual)

The registration for the motor vehicle described above is currently suspended under section 1786(d) of the Vehicle Code because of a lapse of insurance coverage.

However, our records indicate that you are eligible to have your registration privilege restored if you provide current proof of liability insurance for the motor vehicle described above by providing a copy of one of the following acceptable forms of insurance.

Insurance Identification Card

Declaration Page Of Your Insurance Policy

Insurance Binder

Application Of Insurance To Pa Auto Insurance Plan

**8256**

Destroyed/stolen reg plate/vehicle (manual)

Please be advised that it is necessary for you to forward a notarized statement indicating the disposition of the registration plate or motor vehicle in order for us to delete the financial responsibility requirement from our records. Unless we are in receipt of this information, a suspension of your vehicle registration privilege will be imposed in accordance with section 1786(d) of the motor vehicle financial responsibility law.

**8257**

Reg plate and/or vehicle stolen (manual)

Since we are unable to locate any records to verify that your registration plate and/or vehicle is stolen, it is necessary for you to send us a copy of the police incident report, the department will update your vehicle record accordingly upon receipt of this information.

**8258**

Notarized aff req/reg plate mailed in (manual)

Since we are unable to locate this registration plate, it is necessary for you to provide us with notarized affidavit stating the date the registration plate was mailed. Upon the receipt of the notarized affidavit, the department will begin credit for your three-month suspension under section 1786(d) of the Vehicle Code.

**8259**

Free reissue (manual)

Since we are unable to locate this registration plate, it is necessary for you to provide us with a notarized affidavit stating the date the registration plate was mailed. Upon receipt of the notarized affidavit, the department will process a free reissue of your registration plate.

**8260**

Vehicle registered in another state (manual)

Our records indicate the above captioned vehicle is still registered in your name. If you have registered your vehicle in another state, it will be necessary for you to provide a copy of an application for vehicle registration in the state of your residency.

However, if the above captioned vehicle was sold to another motorist and taken out of state, it is necessary for you to provide a notarized affidavit indicating the name of the owner, and the state in which the vehicle is registered and the date of registration.

## **8261**

Vehicle salvaged, sold, repossessed (manual)

You have recently provided this Bureau with the information that your motor vehicle has either been salvaged, sold, or repossessed; however, the record of the Bureau of Motor Vehicles indicate the above captioned vehicle is still registered in your name.

Please be advised that the 1786(d) suspension of your registration privilege will remain in effect until such time as the records of the Bureau of Motor Vehicles indicates ownership has transferred, unless you provide an affidavit indicating the name, and address of the new owner, salver, or the repossessing company, along with the date of the indicated transaction.

## **8262**

Seasonal/inoperable vehicle (manual)

While it may not be practical for a motorist to maintain motor vehicle liability insurance for a motor vehicle used only seasonally, or motor vehicle which is inoperable, the motor vehicle financial responsibility law requires every registered motor vehicle to be covered by motor vehicle liability insurance or a program of self-insurance approved by the department.

Section 1786(g)(2) of the Vehicle Code provides that no person shall be penalized for maintaining a registered motor vehicle without financial responsibility if the registration card(s) and license plate(s) are surrendered to the department at the time insurance coverage terminated or financial responsibility lapsed.

If a motorist wishes to avoid suspension or registration, the registration plate and card must be surrendered to the Department of Transportation, Financial Responsibility Section, and PO BOX 68674, HARRISBURG, PA 17106-8674. Please be informed that when valid proof of insurance is supplied to the department along with a request for return of the voluntarily surrendered tag, a new registration plate and card will be issued if the registration is still valid.

**8263**

Military service (manual)

Our records indicate the registration for the motor vehicle described above is currently suspended effective mm/dd/yy, for a period of three months under section 1786(d) of the Vehicle Code because of a lapse of insurance coverage. Your response has suggested that active military duty has prevented you from renewing or obtaining liability insurance.

In order to remove the suspension, you must provide a copy of your military orders or an affidavit indicating your military assignment and providing dates of departure and return. Additionally, your registration plate and card must be surrendered to the department, upon your return from military duty; you must acquire liability insurance for your motor vehicle within 30 days from the date of your discharge and provide this Bureau with proof of insurance.

If you cannot provide the above insurance requirement, you must return your registration plate and card to the Bureau of Motor Vehicles, credit toward serving your three month suspension will not begin until you return your registration plate and card to the department. In addition, a \$50 restoration fee will be required in accordance with section 1960 of the Vehicle Code.

**8264**

Voluntary surrender regular series tag (manual)

This is to advise you that we are in receipt of your voluntarily surrendered registration plate number \_\_\_\_\_.

Please be informed that when you provide us with valid proof of insurance, a new registration plate and card will be issued if your registration is still valid. Please direct your request for the registration return and a copy of your current proof of insurance to the following address:

Bureau of Motor Vehicles

Financial Responsibility Section

PO Box 68674

Harrisburg, PA 17106-8674.

**8265**

Voluntary surrender special series tag (manual)

This is to advise you that we are in receipt of your voluntarily surrendered registration plate number \_\_\_\_\_.

Please be informed that when you provide us with valid proof of insurance, a new registration plate and card will be issued if your registration is still valid. Please direct your request for the registration return and a copy of your current proof of insurance to the following address: Bureau of Motor Vehicles, Financial Responsibility Section, PO Box 68674, Harrisburg, PA 17106-8674.

## **8266**

Request attempting to voluntary surrender (manual)

This is in response to your request to voluntarily surrender your registration plate and card(s).

This Bureau is returning your registration card and/or sticker in accordance with section 1786(g) 2 which states that no person shall be penalized for maintaining a registered motor vehicle without financial responsibility under subsection (d) if the registration plate and card were surrendered to the Department of Transportation at the time insurance coverage terminated or financial responsibility lapsed.

## **8267**

Binder sent has VIN problem (manual)

We are unable to accept the insurance binder/application to the Pennsylvania auto insurance plan since the vehicle identification number has not been properly identified or is not legible. Provide copies of the insurance binder/application in its entirety.

If your binder expires in the time it takes for you to receive this letter and provide the above information, you must provide proof that the above mentioned motor vehicle is covered with liability insurance by providing a copy of one of the following forms of insurance:

Insurance Identification Card

Declaration Page Of Your Insurance Policy

## **8268**

Requesting reg plate return/expired (manual)

Since the registration of this plate has expired, you will need to complete the enclosed MV-140 form and submit your annual registration fee with the form and

proof of insurance. A copy of your proof of insurance must be provided in one of the following acceptable forms:

Insurance Identification Card

Declaration Page of your Insurance Policy

Insurance Binder

Application of Insurance to Pa Auto Insurance Plan

### **8269**

Notarized aff req/plate lost/destroyed (manual)

Since you are unable to return this registration plate which was requested as a result of your vehicle registration suspension, it is necessary for you to provide us with a notarized affidavit stating the date the registration plate was lost or destroyed.

### **8270**

Notarized lapse affidavit required (manual)

The statement/affidavit that you provided indicating that the above described vehicle was not operated during the lapse of insurance coverage must be notarized.

### **8271**

Insurance company ltr incomplete (manual)

We are unable to accept the letter from your insurance company since the letter does not include necessary information. The letter must be written on insurance company letterhead by either your insurance agent or the home office of your insurance company. The letter must be signed by an underwriting manager or supervisor, indicating the name of the insurer, policy number, vehicle identification number, effective and expiration dates of your policy together with a statement that the insurance was in effect on the date in question.

### **8272**

Required Cat Fund charge (manual)

You must pay an \$8 catastrophic loss trust fund charge in the form of a check or money order made payable to the pa cat fund. If this charge has been paid,

please provide a copy of your receipt or a front and back copy of the canceled check or money order.

### **8273**

Affidavit not acceptable/over 30-day lapse (manual)

The statement/affidavit that you provided indicating that the above-described vehicle was not operated during the lapse of insurance coverage is not acceptable since your insurance lapse was in excess of 30 days or you were unable to provide insurance for the date in question. You must return your registration plate and card to the Bureau. Credit will not begin until we are in receipt of these items.

### **8274**

Copied/faxed affidavit + not allowed (manual)

The copied/faxed statement/affidavit that you provided indicating that the above described vehicle was not operated during the lapse of insurance coverage is not acceptable. Only the original notarized affidavit will be acceptable.

### **8275**

Check/money order non-negotiable

### **8276**

Insurance not within co business period

The insurance documentation that you provided is not acceptable because your policy period, effective and/or expiration date(s) were not within your insurance company's business period.