

# **triVIN's Reconstructed Vehicle Support** **(in cooperation with PennDOT)**



**December 2006**

## triVIN OLRS Reconstructed Vehicle Support

PennDOT has created a program that allows approved sites to brand vehicles and to allow these vehicles to be processed electronically. The triVIN OLRS system now supports the new Reconstructed Vehicle Program and has been enhanced to allow clients to process a registration and create a title brand for Reconstructed, Flood, and Reconstructed/Flood registrations starting January 2, 2007.

### ***How to Process Online***

Clients that are activated to the new branding feature will see four new fields on the "Title-Vehicle" registration screen as shown below:

|                 |                                   |
|-----------------|-----------------------------------|
| Reconstr. Code: | <input type="text" value="None"/> |
| Station No:     | <input type="text"/>              |
| Mech. No:       | <input type="text"/>              |
| Rev. No:        | <input type="text"/>              |

To create a title brand:

1. Enter the Reconstr. Code. The three available branding codes are Reconstructed, Flood, and Reconstructed Flood.
2. Enter the Station No.
3. Enter the Mech. No. (Mechanic Number)
4. Enter the Rev. No. (Reviewer Number)

*Note: The Station, Mechanic, and Review Numbers will be validated against PennDOT's database for accuracy. If the number does not exist, it will not be process electronically. The PennDOT database will be updated nightly to ensure you receive the most accurate and reliable data.*

Questions or problems related to processing reconstructed vehicle registrations can be directed to triVIN customer support at 800.374.4771.

## **Checklist for Processing Online**

PennDOT Form MV-426B will be provided to the user prior to processing a registration.

Only MV-426B form dated "12/06" may be used to process electronically. DO NOT use any other MV-426B form—the registration cannot be processed electronically. A sample of the approved MV-426B form is provided at the end of this document.

You may contact PennDOT's Special Services Unit If any of the above verifications fail, the online processor should contact PennDOT by sending an email to [OLRecon@state.pa.us](mailto:OLRecon@state.pa.us) with the following information for any questions that you may have:

- Processor Name
  - Company Name
  - Telephone Number (including area code)
  - Station/Inspector/Document Review Number that failed
- Confirm that the applicant name in Section A matches the applicant name in Section H.
- Confirm that half of an inspection sticker is affixed to Section D.
- Confirm that neither of the check blocks in Section D are checked (indicating that the application must be processed by PennDOT).
- Confirm that the enhanced vehicle safety inspector completed and signed Section D.
- Confirm that the applicant has completed and signed the appropriate area of Section H.
- Confirm that the enhanced vehicle safety inspector has completed and signed the appropriate area of Section H.
- Confirm that the certified document reviewer has completed and signed the appropriate area of Section H. This includes the certified document reviewer's signature for each title brand check block indicated. Note: The certified document reviewer and the enhanced vehicle safety inspector may be the same person.
- Confirm that the certified document reviewer has authorized online processing by their signature in Section H.

All supporting documentation submitted with Form MV-426B shall be examined prior to processing a registration electronically.

Note: Any supporting documentation, with the exception of the proof of ownership (title/salvage certificate) that is smaller than 8 ½" X 11" must be securely affixed (taped) to an 8 ½" X 11" sheet of paper by the enhanced inspection station personnel prior to submission for processing. The following items shall be reviewed for completeness:

- Confirm that a Pennsylvania Certificate of Title or Salvage is present and properly assigned/reassigned. Salvage certificates that indicate the vehicle is to be used for parts only; is not suitable to be rebuilt or titled; or is not designed, constructed, or intended for use on public roadways are not acceptable.

- If the applicant used components from another vehicle, a copy of the Certificate of Title or Salvage for the parts vehicle may also be attached to Form MV-426B. This should not be confused with the Certificate of Title or Salvage for the vehicle to be issued a branded title.
- Confirm that Form MV-1 (Application for Certificate of Title) is completed if the applicant's name does not currently appear on the face of the certificate of title or salvage or if a prior co-owner is to be dropped on the new title.
- Make sure that photographs of the vehicle showing the front, rear, left and right sides are included. Photographs must be signed/dated by the enhanced vehicle safety inspector. Additional photographs may be required for mobile homes, motor homes, and collectible vehicles. Mobile home photographs do not have to be signed by an enhanced vehicle safety inspector.
- Make sure all applicable fees and sales tax are included. Note: Sales tax is not required to be paid to PennDOT in connection with the sale of a used mobile home. Checks and/or money orders should be made payable to the Commonwealth of Pennsylvania.

### ***Submission of Documents***

Documents included with Form MV-426B are to be placed in the following order:

1. Applicant Summary
2. Form MV-426B
3. Form MV-1 (if the applicant's name does not appear on the Certificate of Title or Salvage or if a prior co-owner is to be dropped on the new title)
4. Certificate of Title or Salvage
5. Remaining documents (these do not have to be in any specific order)

**MV-426B (12-06)**

Commonwealth of Pennsylvania  
 Department of Transportation  
 Bureau of Motor Vehicles  
 Special Services Unit  
 P.O. Box C69007  
 Harrisburg, PA 17106-9007

**APPLICATION FOR RECONSTRUCTED,  
 SPECIALLY CONSTRUCTED,  
 COLLECTIBLE, MODIFIED, FLOOD,  
 RECOVERED THEFT VEHICLES AND  
 STREET RODS**

FOR DEPARTMENT USE ONLY

|                                |       |                       |                           |
|--------------------------------|-------|-----------------------|---------------------------|
| <b>A APPLICANT INFORMATION</b> |       |                       |                           |
| Name                           |       | DIN (if applicable)   | Daytime Telephone Number  |
| Street Address                 |       | Fax Number (optional) |                           |
| City                           | State | Zip Code              | E-Mail Address (optional) |

|                                    |                                |  |   |
|------------------------------------|--------------------------------|--|---|
| <b>B APPLICATION TYPE</b>          |                                |  |   |
| <b>Type of vehicle?</b>            |                                |  |   |
| <input type="checkbox"/> Passenger | <input type="checkbox"/> Truck | <input type="checkbox"/> Truck-Tractor | <input type="checkbox"/> Motorcycle <input type="checkbox"/> Motor Driven Cycle |
| <input type="checkbox"/> Bus       | <input type="checkbox"/> Taxi  | <input type="checkbox"/> Motorhome     | <input type="checkbox"/> Trailer <input type="checkbox"/> Other _____           |

|  |  |
|--|--|
| <b>C EXPLANATION (Check All That Apply)</b>  |  |
| <p>A. <input type="checkbox"/> I, or my agent, performed the work necessary to reconstruct the vehicle and bring it into compliance with all applicable laws and Pennsylvania vehicle equipment and inspection regulations. The certificate of title/salvage and receipts for parts used are attached.</p> <p>B. <input type="checkbox"/> The vehicle was issued a branded title in another state or jurisdiction. The certificate of title is attached.</p> <p>C. <input type="checkbox"/> The vehicle is a <input type="checkbox"/> recovered theft or <input type="checkbox"/> flood vehicle and was declared a total loss. The certificate of salvage is attached.</p> <p>D. <input type="checkbox"/> The vehicle is a <input type="checkbox"/> recovered theft or <input type="checkbox"/> flood vehicle; however, the damage did not exceed the replacement value of the vehicle. The certificate of title and an appraisal report including the appraiser's name, license number, signature, vehicle identification number (VIN), actual cash value of the vehicle and level of damage (in dollars) is attached. NOTE: Failure to include an acceptable appraisal report will result in the issuance of a reconstructed brand in addition to the recovered theft/flood brand.</p> <p>E. <input type="checkbox"/> The vehicle was already complete at the time of purchase; however, a branded title was not obtained by the previous owner. No further modifications have been made to the vehicle. The certificate of title/salvage, VIN-specific bill of sale and statement from the previous owner attesting to these facts are attached.</p> <p>F. <input type="checkbox"/> I, or my agent, assembled the vehicle (or replica) from a kit according to the kit manufacturer's instructions. The manufacturer's certificate of origin, copies of the assembly instructions and all related receipts for additional parts are attached.</p> <p>G. <input type="checkbox"/> I, or my agent, assembled the vehicle from various parts. A copy of the title and/or salvage certificate(s) for all vehicles used for parts and all related receipts are attached.</p> <p>H. <input type="checkbox"/> I am requesting a <input type="checkbox"/> street rod, <input type="checkbox"/> collectible or <input type="checkbox"/> modified vehicle. A detailed description of how the vehicle is configured (chassis, body components, engine, etc.) including all modifications, is attached.</p> <p>I. <input type="checkbox"/> Other. A detailed explanation of how the vehicle is configured, constructed and/or equipped is attached (on a separate 8 1/2" X 11" paper).</p> <p><b>AUTHORIZED DEALERS ONLY:</b></p> <p>J. <input type="checkbox"/> I am authorized to offer vehicles for sale in Pennsylvania. Parts that were taken from business inventory and used in the reconstruction of the vehicle are identified on the vehicle bill of sale (attached).</p> |  |

|   |  |   |  |
|---|--|---|--|
| <b>D VEHICLE INSPECTION and VIN VERIFICATION</b>  |  |   |  |
| <p><b>AFFIX STICKER USING CLEAR TAPE (TOP &amp; BOTTOM ONLY)</b><br/>                 STATION NUMBER, VIN AND MECHANIC'S SIGNATURE MUST APPEAR ON THE BACK OF THE STICKER.<br/>                 PRIOR TO AFFIXING STICKER FACE DOWN TO THIS FORM, COVER THE ENTIRE REVERSE SIDE OF THE STICKER WITH CLEAR ADHESIVE TAPE.<br/>                 ON FORM MV-431 OR FORM MV-480, IN THE 'OLD ODOMETER' BLOCK LIST "RECON"</p> |  | <input type="checkbox"/> VIN To Be Issued By PennDOT<br>(Application must be sent to PennDOT for Processing.) | <input type="checkbox"/> Out-of-State Title/Salvage Certificate Attached (Application must be sent to PennDOT for Processing.) |
|   |  | Date of Inspection  | Vehicle Identification Number  |
|   |  | Station Number  | Printed Name of Inspector  |
|   |  | Station Phone Number  | Inspector (Mechanic) Number  |
|   |  | Inspector Signature   |  |
| Inspection Sticker Serial Number  | Odometer Reading (If the odometer has been repaired or replaced, see instructions) | <input type="checkbox"/> Mileage has been reset to zero.  |  |

**MV-426B (12-06)**

Commonwealth of Pennsylvania  
Department of Transportation  
Bureau of Motor Vehicles

**APPLICATION FOR RECONSTRUCTED,  
SPECIALLY CONSTRUCTED,  
COLLECTIBLE. MODIFIED. FLOOD.**

**E WEIGHT CERTIFICATION - To Be Completed by a Certified Inspector if All Applicable Weights are NOT Listed on the Title or Salvage Certificate**

**NOTE:** Previously titled vehicles that have been altered to raise the gross vehicle weight rating (GVWR) must be certified by the vehicle manufacturer. A new VIN-specific weight certification decal must be issued for the vehicle by the manufacturer. This label must be affixed to the left (driver's side) door jamb or door latch post. These applications must be forwarded to PennDOT for processing regardless of the application type.

\_\_\_\_\_ Gross Vehicle Weight Rating (for Trucks, Motor homes and Trailers only) \_\_\_\_\_ Gross Combination Weight Rating (for Trucks and Truck-Tractors only)

Weight Slip Attached - required for all trucks, truck-tractors and trailers if the correct unladen (empty) weight is not listed on the current Certificate of Title, Certificate of Salvage or Manufacturer Certificate of Origin.

SIGNATURE OF CERTIFIED INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_

**F COMPONENTS REPLACED/REPAIRED**

**PLEASE CHECK ALL MAJOR COMPONENTS REPLACED OR REPAIRED. A COPY OF A RECEIPT, INVOICE OR SALVAGE CERTIFICATE FOR EACH COMPONENT REPLACED MUST BE ATTACHED TO THE APPLICATION.**

| REPLACED                 | REPAIRED                 | DESCRIPTION                  | REPLACED                 | REPAIRED                 | DESCRIPTION                      |
|--------------------------|--------------------------|------------------------------|--------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | ENTIRE FRONT CLIP ASSEMBLY   | <input type="checkbox"/> | <input type="checkbox"/> | ENTIRE REAR CLIP ASSEMBLY        |
| <input type="checkbox"/> | <input type="checkbox"/> | FRONT BUMPER                 | <input type="checkbox"/> | <input type="checkbox"/> | LEFT REAR QUARTER PANEL          |
| <input type="checkbox"/> | <input type="checkbox"/> | GRILL                        | <input type="checkbox"/> | <input type="checkbox"/> | RIGHT REAR QUARTER PANEL         |
| <input type="checkbox"/> | <input type="checkbox"/> | HOOD                         | <input type="checkbox"/> | <input type="checkbox"/> | REAR BUMPER                      |
| <input type="checkbox"/> | <input type="checkbox"/> | LEFT FENDER                  | <input type="checkbox"/> | <input type="checkbox"/> | FLOOR PAN                        |
| <input type="checkbox"/> | <input type="checkbox"/> | RIGHT FENDER                 | <input type="checkbox"/> | <input type="checkbox"/> | TRUNK/DECK LID                   |
| <input type="checkbox"/> | <input type="checkbox"/> | RADIATOR SUPPORT             | <input type="checkbox"/> | <input type="checkbox"/> | REAR BODY PANEL                  |
| <input type="checkbox"/> | <input type="checkbox"/> | HEADLIGHT(S)/HEADER PANEL    | <input type="checkbox"/> | <input type="checkbox"/> | BACK CAB PANEL                   |
| <input type="checkbox"/> | <input type="checkbox"/> | LEFT FRONT DOOR OR SKIN      | <input type="checkbox"/> | <input type="checkbox"/> | REAR DOOR OR SKIN (S/W OR VAN)   |
| <input type="checkbox"/> | <input type="checkbox"/> | RIGHT FRONT DOOR OR SKIN     | <input type="checkbox"/> | <input type="checkbox"/> | FRAME                            |
| <input type="checkbox"/> | <input type="checkbox"/> | LEFT REAR DOOR OR SKIN       | <input type="checkbox"/> | <input type="checkbox"/> | FRONT SUSPENSION                 |
| <input type="checkbox"/> | <input type="checkbox"/> | RIGHT REAR DOOR OR SKIN      | <input type="checkbox"/> | <input type="checkbox"/> | REAR SUSPENSION                  |
| <input type="checkbox"/> | <input type="checkbox"/> | ROOF SKIN OR ASSEMBLY        | <input type="checkbox"/> | <input type="checkbox"/> | SEATS                            |
| <input type="checkbox"/> | <input type="checkbox"/> | ENGINE                       | <input type="checkbox"/> | <input type="checkbox"/> | INTERIOR                         |
| <input type="checkbox"/> | <input type="checkbox"/> | TRANSMISSION                 | <input type="checkbox"/> | <input type="checkbox"/> | WHEELS/TIRES                     |
| <input type="checkbox"/> | <input type="checkbox"/> | TRUCK CAB (SEE INSTRUCTIONS) | <input type="checkbox"/> | <input type="checkbox"/> | DASH/ODOMETER (SEE INSTRUCTIONS) |
| <input type="checkbox"/> | <input type="checkbox"/> | TRUCK BED                    | <input type="checkbox"/> | <input type="checkbox"/> | AIR BAG/AIR BAG MODULE           |

**G FEE CALCULATIONS**

**NOTE:** Vehicle purchases, including vehicle buy-backs from insurers are taxable; motor vehicle repair services (including labor), accessories, parts, supplies and equipment are taxable.

|  |                 |   |
|--|-----------------|---|
| A. Purchase/Buy-back Price (if applicable)   | \$ _____        | <input type="checkbox"/> Plate to Be Issued by Department       |
| B. Sales Tax Paid on purchase/buy-back price (listed in A)                                       | \$ _____        | <input type="checkbox"/> Transfer Previous Issued Plate # _____ |
| C. Purchase/Buy-back and/or Price of Parts for which Sales Tax has NOT been paid (if applicable) | \$ _____        | Transferred from Title # _____                                  |
| D. Total Taxable Amount (From Line C)  | \$ _____        | <input type="checkbox"/> Transfer and Renewal of Plate # _____  |
| E. Sales Tax Due (6% or 7% of Line D)  | \$ _____        | Transferred from Title # _____                                  |
| F. Title Fee   | \$ <b>22.50</b> | <input type="checkbox"/> Proof of Insurance Attached            |
| G. Registration Fee (Refer to Form MV-70S)   | \$ _____        | Unladen Weight _____  |
| H. Registration Renewal Fee (Refer to Form MV-70S)   | \$ _____        | Registered Gross Wght (If applicable) _____                     |
| I. Number of Duplicate Registration Cards (at \$1.50 each) _____                                 | \$ _____        | Registered Gross Comb Wght (if applicable) _____                |
| J. Plate Transfer Fee (\$6.00)   | \$ _____        |   |
| K. Lien Recording Fee (\$5.00)   | \$ _____        |   |
| L. TOTAL FEES DUE (Add Lines E through K)  | \$ _____        |   |

|  |   |
|--|---|
| <b>H AUTHORIZED SIGNATURES - NOTE: All Applicable Signatures Must Appear Below</b>   |   |
| <b>APPLICANT - VEHICLE COMPLIANCE CERTIFICATION:</b> I hereby state that this vehicle has been returned to road-worthy condition, by me or my agent, in accordance with all applicable laws and regulations. Further, I hereby verify that the information set forth herein is true and correct to the best of my knowledge, information, and belief. This verification is made subject to the penalties of 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.  |   |
| SIGNATURE OF APPLICANT _____ DATE _____  |   |
| NAME OF APPLICANT (PRINTED) _____ DAYTIME PHONE # _____  |   |
| <b>ENHANCED VEHICLE SAFETY INSPECTOR:</b> I hereby state that I have examined this vehicle and found it to be in road-worthy condition in accordance with all applicable laws and regulations. Further, I state the information set forth herein is true and correct to the best of my knowledge, information and belief. This verification is made subject to the penalties of 18 Pa. C. S. §§4904, relating to unsworn falsification to authorities.   |   |
| SIGNATURE OF ENHANCED VEHICLE SAFETY INSPECTOR _____ DATE _____ STATION # _____  |   |
| NAME OF INSPECTOR (PRINTED) _____ INSPECTOR # _____  |   |
| <b>CERTIFIED DOCUMENT REVIEWER:</b> I hereby state that I have examined the title application and all related supporting documentation and found it to qualify for the title brand(s) indicated by my signature in the appropriate block(s) below. Further, I state the information set forth herein is true and correct to the best of my knowledge, information and belief. This verification is made subject to the penalties of 18 Pa. C. S. §§4904, relating to unsworn falsification to authorities.<br><b>Signature must appear in all applicable blocks below.</b> |   |
| <input type="checkbox"/> Reconstructed   | <input type="checkbox"/> Specially Constructed            |
| <input type="checkbox"/> Flood   | <input type="checkbox"/> Recovered Theft                  |
| <input type="checkbox"/> Reconstructed/Flood   | <input type="checkbox"/> Reconstructed/Recovered Theft    |
| <input type="checkbox"/> Street Rod  | <input type="checkbox"/> Specially Constructed Street Rod |
| <input type="checkbox"/> Collectible   | <input type="checkbox"/> Modified                         |
| <input type="checkbox"/> <b>ONLINE PROCESSING REQUIRED:</b> (If Certified Document Reviewer's signature does not appear in this block, forward application to PennDOT for processing)  |   |
| PRINT NAME OF CERTIFIED DOCUMENT REVIEWER _____ DATE _____ REVIEWER ID # _____   |   |

### MV-426B Completion Instructions

Applications for reconstructed and flood branded titles must be processed through an Online Business Partner. Additional processing fees may be charged. All other applications must be mailed to:

Commonwealth of Pennsylvania  
Department of Transportation  
Bureau of Motor Vehicles  
Special Services Unit  
P.O. Box C69007  
Harrisburg, PA 17106-9007

**Applicant Information** - All applicant information must be entered exactly as it is to appear on the Certificate of Title. A Pennsylvania Certificate of Title will only be issued to a physical address; you may not use a post office box address alone or an out-of-state address. If the Certificate of Title or Salvage was previously issued to co-owners, both owners must sign the MV-426B form or an MV-1 must be completed to change the ownership on the new title.

**Vehicle Type** - If the vehicle type is a mobile home, "mobile home" should be specified in the "Other" block. Mobile homes do not need to be inspected by an enhanced vehicle safety inspector and an inspection sticker

does not need to be affixed to Form MV-426B. A detailed description of how the mobile home was reconstructed must be attached to your application along with interior and exterior photographs. Your application must be signed by a certified document reviewer and forwarded to PennDOT for processing.

Previously abandoned vehicles and vehicles that were impounded and subsequently sold are considered reconstructed vehicles. Check "Other" in the Vehicle Type block, provide an explanation of how the vehicle was acquired and the level of damage, if any.

**Weight Certification** - The weight certification for trucks, trailers and truck-tractors is to be completed by a certified enhanced vehicle safety inspector if the correct weight(s) do not appear on the vehicle's Certificate of Title or Salvage (such as unladen weight, gross vehicle weight rating, or gross combination weight rating). A weight slip for the unladen (empty) weight must be attached if the correct unladen weight does not appear on the Certificate of Title or Salvage. It is not necessary to complete the weight certification in order to change the registered gross weight of a vehicle. Previously titled vehicles that have been altered to raise or lower the gross vehicle weight rating (GVWR) must be certified by the vehicle manufacturer. A new VIN-specific weight certification decal must be issued for the vehicle by the manufacturer. This label must be affixed to the left (driver's side) door jamb or door latch post.

**Components Repaired/Replaced** - With the exception of out-of-state vehicles described below, all major components that have been replaced or repaired should be indicated on the application. For all items replaced, you must provide a copy of a receipt or invoice or a copy of the Certificate of Title or Salvage for another vehicle (which you own) from which parts were taken. It is not necessary to attach receipts for repaired components (such as labor for body work). Repair estimates may be used as receipts if they are marked "Paid" and signed and dated by someone authorized by the repair facility to do so. Repair estimates that are not marked "Paid" or those that are not signed and dated are not acceptable for use as receipts.

If the vehicle is coming to Pennsylvania on an out-of-state title that has already been branded (e.g., rebuilt salvage, reconstructed, previously salvaged, etc.), you are not required to document components repaired/replaced, nor provide receipts for parts replaced. Vehicles coming to Pennsylvania on a branded out-of-state title are permitted to obtain a temporary Pennsylvania registration and the vehicle may be operated while the MV-426B application is being processed. If the vehicle is coming to Pennsylvania on an out-of-state salvage certificate, you must present receipts and comply with all requirements under the MV-426B process. Note: These vehicles may not be operated while the MV-426B application is being processed.

If a truck cab is replaced, Form MV-41 (Application for Correction of Vehicle Record or Verification of Vehicle Identification Number) must be attached to the MV-426B application to request a State Replacement VIN Plate. Under Section C (Application for State Replacement VIN Plate), check "Other" and indicate the cab was replaced. The VIN specified on Form MV-41 should be the VIN that appears on the frame of the vehicle (not the VIN displayed on the replacement cab). NOTE: Form MV-41 and the corresponding MV-426B application must be submitted to PennDOT for processing.

When an odometer is repaired or replaced, the mileage indicated must remain the same as before the repair or replacement. If the odometer is incapable of registering the same mileage as before the repair or replacement, the odometer must be adjusted to read zero (0) and a notice in writing must be attached to the left door frame of the vehicle specifying mileage prior to repair or replacement of the odometer and the date on which it was repaired or replaced.

Fee calculations should be completed and signed by the certified document reviewer. A current schedule of fees can be found at <http://www.dmv.state.pa.us/fees/index.shtml>. All checks or money orders should be made payable to the Commonwealth of Pennsylvania.

**Authorized Signatures** - Signatures must be present for the applicant, enhanced vehicle safety inspector (not required for mobile homes) and certified document reviewer. If the vehicle is to be titled in the name of a business, the application must be signed by an owner or corporate officer of the business.

## Application Attachment Checklist

- Proof of ownership: Pennsylvania Certificate of Title; Pennsylvania Certificate of Salvage, Certificate of Salvage issued by another state or jurisdiction; Certificate of Title issued by another state or jurisdiction and indicating the vehicle was reconstructed in another state or jurisdiction; Manufacturer's Certificate of Origin or Statement of Origin (MCO/MSO) issued by a recognized manufacturer of vehicles. (Note: A MCO/MSO that indicates the vehicle is not intended for highway use (or similar designation) cannot be titled in Pennsylvania.) Specially constructed vehicles may have a bill of sale as acceptable proof of ownership (if no other ownership document exists).
- Unacceptable forms of proof of ownership include Form 907A issued by the state of New York, any title, certificate of origin, statement of origin or certificate of salvage that indicates the vehicle is to be used for parts only; is not suitable to be rebuilt or titled; or is not designed, constructed or intended for use on public roadway. This includes statements of origin for all terrain vehicles (ATVs).
- Form MV-1 (Application for Certificate of Title) if the applicant's name does not currently appear on the face of the certificate of title or salvage or if a prior co-owner is to be dropped on the new title.
- Appraisal Report (for flood or recovered theft vehicles where the damage does not exceed the replacement value of the vehicle). An acceptable appraisal report must contain the name and signature of the licensed appraiser; the appraiser's license number; the VIN of the vehicle appraised; the level of damage (in dollars); and the actual cash value of the vehicle (prior to flood or theft)
- A bill of sale if the applicant's name is not displayed on the face of the certificate of title/salvage (not required for dealers who are sales tax exempt). If a salvaged vehicle was reassigned free of charge, Form MV-13ST (Affidavit of Gift) may be submitted in lieu of a bill of sale. An acceptable bill of sale includes the seller's name; seller's signature; buyer's name; vehicle identification number (VIN); date of sale; purchase price; and if applicable, a statement from the seller indicating the vehicle was already completed at the time of purchase and no branded title was obtained by the seller. If this information does not appear on the bill of sale, a separate statement must be signed by the seller, notarized and contain the VIN number of the vehicle
- A power of attorney for any person signing on behalf of a purchaser or seller, if applicable. Note: An "agent" signing on behalf of an employer is not required to attach a power of attorney.
- Retention (buy-back) letter from insurance company if vehicle was totaled and retained by the applicant for the purpose of re-titling it. This letter (on the insurance company or insurance agent's letterhead) should indicate the amount deducted from the insurance pay-off (settlement) to allow the insured to retain the vehicle.
- Copies of all receipts for all components replaced as indicated on the MV-426B application (if required). If you indicate a component was taken from another vehicle, a copy of the salvage certificate or title (in your name) for the parts vehicle must be attached in lieu of a receipt. Note: Only business entities (dealers, rebuilders, etc.) titling the vehicle in the business name may claim parts used in the reconstruction were taken from existing inventory, and therefore, no receipts are needed. If a dealer or rebuilder reconstructed a vehicle for the applicant, the parts used to complete the vehicle may be listed on the bill of sale.
- A weight slip if the correct unladen weight of a truck, trailer or truck-tractor is not listed on the Certificate of Title or Salvage.
- A detailed description (on separate 8 ½" X 11" paper) for specially constructed, collectible, modified vehicles and street rods indicating how the vehicle was configured and assembled.
- Photographs of the vehicle showing the front, rear, left and right sides. Photographs must be signed/dated by the enhanced vehicle safety inspector. Additional photographs may be required for mobile homes, motor homes and collectible vehicles. Mobile home photographs do not have to be signed by an enhanced vehicle safety inspector.

- All applicable fees. Checks and/or money orders should be made payable to Commonwealth of Pennsylvania.
- Any unpaid sales tax for vehicle purchase, insurance buy-back (retention) or any items purchased without tax collected (such as online purchases).

If the vehicle was purchased outside Pennsylvania within the previous 6 months, the applicant must show proof of sales tax paid in the form of a sales tax receipt, notarized bill of sale or notarized letter from the seller indicating the amount of sales tax paid. Refer to Form REV-227 (Pennsylvania Sales and Use Tax Credit Chart) to determine if you may claim a tax credit for sales tax paid in another state. This chart can be found online at <http://www.revenue.state.pa.us/revenue/lib/revenue/rev-227.pdf>. NOTE: Applicants exempt from Pennsylvania sales tax will list the appropriate Sales Tax Exemption reason code in Sections 1A and/or 1B. (See exemption codes listed on the reverse side of MV-1 form.)

Sales tax is not required to be paid to PennDOT in connection with the sale of a used mobile home, regardless of whether it is permanently affixed or relocated.

- Form MV-41 (Application for Correction of Vehicle Record or Verification of Vehicle Identification Number) if a Pennsylvania replacement vehicle identification number (VIN) plate is required. NOTE: Form MV-41 and the corresponding MV-426B application must be submitted to PennDOT for processing.