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Driver and Vehicle Services Update

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This bulletin may be downloaded by visiting the Driver and Vehicle Services
website at www.dmv.state.pa.us

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SPECIAL EDITION

IMPORTANT CLARIFICATION CONCERNING ISSUANCE OF IN-TRANSIT PLATES

As you know, on January 8, 2012, the Department implemented a new electronic tracking system for issuing in-transit plates. **Please remember manual issuance is no longer permitted.**

In order to electronically issue an in-transit plate, the out-of-state customer must have the proof of ownership assigned to them, indicating that the vehicle was purchased in Pennsylvania within the last 60 days. They must also show the authorized agent their valid out-of-state driver's license and proof of insurance. The authorized agent is required to make a copy of the applicant summary sheet, copy of the front and back of: the assigned proof of ownership document, driver's license and proof of insurance and maintain these copies for three (3) years. The original applicant summary sheet, proof of ownership, copy of the driver's license and proof of insurance must be submitted to the authorized agent's integrator for imaging.

Please remember that the following are **not permitted**:

- . Manual issuance of in-transit plates on Form MV-120, "Temporary Registration Plate or Temporary Registration Transfer Card"
- . Reissuance of an in-transit plate (plate is only valid for 30 days)
- . Issuance of in-transit plate on salvage vehicles
- . Issuance to a customer with a Pennsylvania driver's license

Failure to comply with the proper issuance of an in-transit plate may result in an administrative action taken against your agent service contract.

If you experience problems with the in-transit plate processing system, you are to contact your on-line registration integrator help desk for further instructions on how to proceed.

**EMPLOYERS ARE REQUIRED TO ENSURE ALL EMPLOYEES RECEIVE
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