

**Moving
PennDOT
Forward**



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

Extension of Temporary Registration Credentials

As a reminder, in cases where the 90-day temporary registration card and/or permit are ready to expire and the customer has not received their registration credentials from PennDOT, the following procedures must be followed in order to request authorization to issue an extension:

- ❖ A written request must be faxed to PennDOT at (717) 787-9928 by the agent who originally issued the temporary registration plate/permit/card.
- ❖ The written request must explain why the extension is being requested (attach any rejection correspondence from PennDOT).
- ❖ PennDOT will review the documentation received and either authorize or deny the request.

Upon authorization, PennDOT will contact the agent and give an authorization number for the agent to issue an extension of temporary registration. The agent will then do the following:

- ❖ Complete a new Form MV-1, "Application for Certificate of Title" or Form MV-4ST, "Vehicle Sales and Use Tax Return/Application for Registration" or Form MV-120, "Temporary Cardboard Intransit Registration Plate Card or Temporary Registration Transfer Card." All information must be completed exactly the same as the original issued document, with the exception of the issuance date. Proof of insurance must be re-verified.
- ❖ If the agent has transferred a plate using Form MV-1/MV-4ST/MV-120, only a new form will be issued. Temporary permits are not issued with transferred plates.
- ❖ The authorization number provided by PennDOT must be written across the top of the new Form MV-1/MV-4ST/MV-120.
- ❖ The agent will issue a new Temporary Permit using the same plate number that will be valid for an additional 90 days.
- ❖ The white and yellow copy of Form MV-1/MV-4ST/MV-120 will be retained by the agent and must be kept with the original completed form. The pink copy will be given to the customer. The agent will retain the expired Temporary Permit and attach it to the yellow copy of the new Form MV-1/MV-4ST/MV-120.
- ❖ The agent must fax a copy of the new form, with the authorization number written across the top, within 48 hours, to PennDOT, at (717) 787-9928.

Extensions cannot be granted for the following reasons:

- ❖ Non-submission of title or fees (includes insufficient fees);
- ❖ PUC/ICC issues;
- ❖ Any type of administrative stop against the vehicle record;
- ❖ In-transit plates; or
- ❖ Plate being transferred is expired.