

FACT SHEET

Address Requirements for Titling and/or Registering a Vehicle in Pennsylvania

PURPOSE

This fact sheet explains Pennsylvania address requirements for all applications to title, and/or register a vehicle, or any application requesting a change of address.

REQUIREMENTS

Pennsylvania Address:

Effective Jan. 31, 2006, only a Pennsylvania address may be recorded on title and registration products. All applications to title, and/or register a vehicle, or any application requesting a change of address must list the customer's bona fide Pennsylvania numbered street address. (This applies to companies as well.) The address listed on the customer's acceptable proof of identification must be the same address listed on the title and/or registration application.

The only exceptions to motor vehicle documents being processed with an out-of-state address are:

- ❖ U.S. Armed Forces personnel or their dependents.
- ❖ An employee of federal or state government or their immediate families whose workplace is located outside of Pennsylvania.
- ❖ A business located outside of Pennsylvania with no Pennsylvania location and the vehicle is regularly operated in carrying on business within this commonwealth.
- ❖ A Park Model Trailer that is permanently located in Pennsylvania.

If the applicant is entitled to one of the above exceptions, Form MV-8, "Self Certification for Proof of Residency," must be completed and attached to the title and/or registration application or the change of address request along with a letter from the applicant's employer, on employer letterhead, to document the applicant's status, or the applicant may attach a copy of their current photo ID issued by their employer.

NOTE: Mobile home titling applications are exempt from the Pennsylvania address requirement. Form MV-8 is not required when titling a mobile home to an out-of-state address.

All applications where an out-of-state address is requested **MUST**, be forwarded to PennDOT for processing along with the required documentation. **No agent, including an on-line agent, may process any motor vehicle application containing an out-of-state address.** These applications and supporting documents must be forwarded to PennDOT for processing.

Pennsylvania residents who lease a vehicle from a leasing company located outside of the commonwealth may still title and register the vehicle in Pennsylvania provided the lessee is in fact a Pennsylvania resident, and provides one of the identification documents required to title and/or register a vehicle in Pennsylvania. This means that when the application for title and registration is completed and submitted to PennDOT with Form MV-1L, "Application for Lessee Information," blocks 2, 6 or 7 must be checked indicating the lessee is responsible for all registration documents. In addition, if the lessee is requesting an out-of-state address he/she must qualify for one of the out-of-state address exemptions and must comply with submitting the necessary documents to obtain the out-of-state address. However, if blocks 0, 1 or 5 are checked indicating the leasing company is

responsible for all registration documents and the leasing company is requesting an out-of-state address, they must qualify for one of the out-of-state address exemptions and must comply with submitting the necessary documents to obtain the out-of-state address. Please keep in mind any applications requesting an out-of-state address must still be submitted to PennDOT for processing.

Post Office Box:

Post Office Box addresses may only be used in conjunction with a bona fide numbered street address. Post Office Box address alone is not permitted. The Pennsylvania Vehicle Code requires actual or bona fide addresses on applications for title and registration.

Care Of (C/O):

C/O (care of) addresses are not permitted. The Pennsylvania Vehicle Code requires actual or bona fide addresses on applications for title and registration.

The only exception to this is when an insurance company is requesting a certificate of salvage. PennDOT allows insurance companies to request a certificate of salvage in their name with a C/O to a salvage auction with the salvage auction's address.

Examples of how an address would be recorded on MV records:

- 1st line: Street address - this line would contain the physical street address information.
- 2nd line: Additional address information - This line would contain any addition address information, such as an apartment number or any P.O. Box information.
- 3rd line: City, State and Zip Code.

John Public
23 Bull Drive
Apt. 3
Harrisburg, PA 17104

Jane Public
123 Main Street
P.O. Box 4
Harrisburg, PA 17106

Please Note: Authorized agents are under contract to PennDOT and may charge a market driven service (delivery) fee; these are in addition to any PennDOT statutory fees for temporary, or in some cases, permanent motor vehicle registration plates and cards or other related products and services offered by the agent. The agent's service (delivery) fees are market driven, and vary by agent. To compare service (delivery) fees, you are encouraged to contact the authorized agents in your area for the applicable service (delivery) fees charged.