

# FACT SHEET

## Identification Requirements for Completion of Motor Vehicle Applications By Business Organizations or Non-Profit Corporations

### **PURPOSE**

This fact sheet explains the requirements for establishing the identity and authority of an individual for the purposes of completing Pennsylvania Certificate of Title applications (buying or selling) on behalf of a business organization or a non-profit corporation. A business organization includes a sole proprietorship, a general or limited partnership, corporation, a limited liability partnership (LLP) or a limited liability company (LLC).

### **APPLICANT REQUIREMENTS (Buyer)**

An applicant for title must establish:

- (1) His/her identity; Please refer to the "Acceptable Proof of Identification Documents for Completing Motor Vehicle Forms Fact Sheet" for acceptable proofs of identification.
- (2) The existence of the business organization or non-profit corporation, in whose name the title is to be issued, (Pennsylvania address for business must be listed), such as:
  - (a) A utility bill in the name of the business; or,
  - (b) A document issued by a federal or state government agency recognizing or authorizing the existence of the business organization or non-profit corporation. An example is a document such as a fictitious name filing form or a certificate of registration for the business issued by the Department of Revenue or Department of State; or,
  - (c) A document creating or governing the business organization or non-profit corporation. An example is the by-laws or articles of incorporation of a corporation, a partnership agreement for a partnership or LLP or a certificate of organization or operating agreement for an LLC.
- (3) His/her actual authority to act on behalf of the business organization or non-profit corporation to apply for title.

### **SELLER REQUIREMENTS**

A seller of the vehicle must establish:

- (1) His/her identity; Please refer to the "Acceptable Proof of Identification Documents for Completing Motor Vehicle Forms Fact Sheet" for acceptable proofs of identification.
- (2) His/her actual authority to act on behalf of the business organization or non-profit corporation to apply for title.

### **AGENT RESPONSIBILITIES**

#### **Proof of Individual Identity**

An issuing agent must have satisfactory evidence the person appearing before them is the person executing the application to obtain title to a motor vehicle in the name of a business organization or non-profit corporation. For this purpose, the issuing agent is required to establish proof of identity for the person

July 2017

- over -

by examining one form of valid proofs of identification as listed on the "Acceptable Proof of Identification Documents for Completing Motor Vehicle Forms Fact Sheet."

### Proof of Authorization

The person must establish his/her actual authority to act on behalf of the business organization or non-profit corporation making application for a Pennsylvania title. The individual must be the person indicated in the chart below and provide written documentation clearly indicating the person's position within that business, organization or non-profit corporation.

If the individual making application for the title is an employee of the business organization or non-profit corporation, written documentation, on organization letterhead, clearly indicating the person's authority to act on behalf of the business organization or non-profit corporation must be provided. The written documentation must be signed by one of the authorized person(s) identified on the chart.

If the individual making application for the business organization or non-profit corporation is not one of the persons identified in the chart or an authorized employee, a valid power of attorney executed by an authorized person on behalf of the business organization or non-profit corporation must be provided. **NOTE:** A power of attorney used in this situation must be made not more than 90 days before the application is received by PennDOT.

BUSINESS ENTITY	PERSON WHO HAS AUTHORITY TO COMPLETE A TITLE APPLICATION FOR A BUSINESS ENTITY
Sole Proprietorship	(a) Sole proprietor
Partnership	(a) A Partner
Corporation (Profit & Non-Profit)	(a) Director, if authorized (b) Executive Officer as indicated in the Articles of Incorporation
Limited Liability Partnership (LLP)	(a) A Partner
Limited Liability Corporation (LLC)	(a) Member, if member-managed LLC (b) Manager, if manager-managed LLC

PennDOT requires the agent to maintain copies of the proof of the applicant's identity, the applicant's authority to complete the title application and the document used to provide existence of the business organization or non-profit corporation.

**NOTE: No agent, including an online 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.**

*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.*