

PENN DOT CONTRACT APPROVAL PROCESS TO BE A ISSUING AGENT

**All requirements must be on separate sheets of dealership letterhead

Dealership Name-
Dealership contact person-
Phone Number-
Email address for contact person-
Dealership information on letterhead <ul style="list-style-type: none">❖ Dealership name with DBA name if applicable❖ Address❖ Landline Telephone # (no cell phone #)❖ Fax #❖ Federal EIN#❖ Existing contract # (if you are making application for the 5 yr. renewal)❖ Din # if you have not been assigned a Din # write "pending"❖ Valid email address at dealership site
Support staff on letterhead list the following <ul style="list-style-type: none">❖ Owner/Officer/Partners name, title & home address, Job description❖ Senior <u>Support Staff</u>, Notaries and runners with titles, job responsibilities & home address❖ Attach copies of certified training certificates for each individual processing title applications
Statement <ul style="list-style-type: none">❖ Neither applicant nor any of the applicants employees are under any sanctions or investigations by Penn Dot for violations under 75 PA C.S. or departmental regulations❖ <u>Must be signed & dated by all officers</u>
Bank Reference <ul style="list-style-type: none">❖ Original signed and dated letter of reference from a bank or financial institution, <u>stating that your accounts are handled in a satisfactory manner and are in good standing.</u>❖ <u>The Dealership and owners, officers or partners must be listed</u>❖ Must be dated within 90 days
Three Character reference letters for each owner/officer/partner <ul style="list-style-type: none">❖ 3 original signed and dated letters of reference for each owner attesting the <u>honest / trustworthy character of the applicant</u>❖ Must be from a business associate on company letterhead❖ Must be dated within 90 days
Notary <ul style="list-style-type: none">❖ On a plain sheet of paper print the Notary name, home address❖ Notary stamp, Notary signature and date❖ Attach a copy of the current notary commission for each notary listed as your support staff
Statement <ul style="list-style-type: none">❖ A statement that no monies are due or owed to the Commonwealth of PA by the Business or owners❖ This must be signed <u>by all officers</u>, dated, and <u>notarized</u>

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Pictures

- ❖ Exterior Business sign, Interior & exterior of building, Main entrance, wheelchair access entrance
- ❖ Showroom, outside vehicle display area, customer parking, posted business hours, Office, desk, telephone, locking filing cabinets, shredder, copier, safe, fraud Hotline notice, **secure area for storage either safe or closet for Penn Dot product stock**, schedule of fee poster
- ❖ schedule of fee poster(state mandated) can be ordered at www.PAADPS.com

****Pictures of Closet with a solid door, dead bolt lock, security hinges on the outside of the door (with proof of installation)/receipt of purchase) or secure door hinges on the inside of the door.**
****Picture of the inside showing the secure walls from floor to ceiling**
if you have a drop ceiling you must take a picture with the ceiling tile removed showing the closure
Pictures of the inside showing where all Penn Dot inventory is to be kept on shelves.
**** you may use a safe to hold inventory but must be bolted to floor or wall**

- ❖ **Picture of posted Penn dot Fraud hotline notice showing in clear view for all customers. Ordered at Dealer Purchasing Service www.PAADPS.com or 1-800-692-7295**

Criminal record (current within 6 months)

- ❖ Current criminal record check for all owners/officers/partners
- ❖ Current criminal record check for all support staff that are listed
- ❖ PAA can process all you criminal history request in house \$13.00 per request/person Checks made payable to PAA

Surety Bond

- ❖ Copy of MV-375 dealer full issuing agent surety bond for \$30.000
- ❖

Recovery fund

- ❖ Copy of check or cancelled check showing the dealer paid or is paying the \$60.00 recovery fund fee to Penn Dot.
- ❖ Must be signed and dated within 90 days

Security

- ❖ A statement of the method of security the dealer intends to use for safeguarding all supplies including applications, temporary tags, cards and permits (safe, secure closet, offices that hold inventory, alarm system)

PAA's review and submission service fee is \$150.00 for members & \$300.00 for Non-Members
(if you are interested in membership please contact PAA Membership at 717-255-8311 ext 3321)
This does not include the fee for criminal record checks. Checks are made payable to PAA services Inc.

Questions? Call PAA Title Dept
1-800-242-3745