

# FACT SHEET

## Acceptable Proof of Identification Documents For Completing Motor Vehicle Forms

### PURPOSE:

This fact sheet provides the proper forms of personal identification documents required to be used by an issuing agent to verify the identity of a person when completing motor vehicle forms.

### REQUIREMENTS:

Issuing agents are required to attach a legible photocopy of the front and back of the accepted identification credential, along with any title and/or registration application submitted to PennDOT for processing. Agents may only accept one of the following credentials for identification purposes in order to issue title and registration documents:

1. A valid Pennsylvania Photo Driver's License;
2. A valid Pennsylvania Photo Identification Card;
3. A valid Pennsylvania Photo Exempt Driver's License;
4. A valid Pennsylvania Photo Exempt Identification Card; or
5. A valid U.S. Armed Forces Common Access Card
  - Dependents of Armed Forces personnel must provide a valid United States Uniformed Services Identification and Privilege Card (DD Form 1173).

Each of the documents above must be in the same name as the name and address listed on the motor vehicle applications. If the correct address does not appear on the Pennsylvania identification credentials, the applicant must provide the agent with the Driver's License Update Card. If the applicant does not have a Driver's License Update Card, they must obtain one prior to the agent completing the application for title and/or registration.

**NOTE:** The requirements for Pennsylvania identification do not apply to the seller or sellers of a vehicle. However, this does not exempt the seller or sellers from providing valid government issued photo identification for identification purposes when completing motor vehicle applications as the seller of a vehicle.

When completing motor vehicle applications, agents are required to examine and analyze the identification credential for purposes of validation. It is essential the authorized agent properly identifies the person whose signature is being notarized or verified in lieu of notarization. Please be aware that an authorized agent may be held legally responsible for notarizing or verifying a document without first establishing a person's identity. In order to do this, the only documents that may be used to identify the individual making the application are a valid PA Photo Driver's License, a valid PA Photo Identification Card, a valid PA Photo Exempt Driver's License, a valid PA Photo Exempt Identification Card or a valid U.S. Armed Forces Common Access Card. Dependents of U.S. Armed Forces personnel must provide DD Form 1173. International Driver's Licenses will not be accepted and cannot be used to identify an individual making application. Issuing agents completing motor vehicle applications for title and registration must maintain a front and back copy of the above stated proofs of identification for a period of three years from the date of application.

If unsure of the validity of the credential, **DO NOT PROCESS** the title application. Processing applications for title and registration with any forms of identification other than those listed on this fact sheet, may result in the suspension or termination of your agent contract.

**NOTE:** Title 67, Chapter 43.5 (f)(3) states "a copy of the document used for identification" must be retained at the place of business of the issuing agent for at least three years." Issuing agents are required to retain a photocopy of the front and back of one of the acceptable identification credentials listed above.

*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.*