



430 E Patrick Street \* Suite B \* Frederick, MD 21701 \* (301) 846-0900 Direct \* (301) 846-0908 Fax

Our Customers Have Never Paid  
An Additional MVA Connection Fee!

We Are Licensed, Bonded, Insured and Fully Trained  
Private Agents of the Maryland MVA & PennDOT

## DEALER TRANSACTION CHECKLIST; PA TRANSFERS

### TRANSACTION TYPE

- New Title and New License Plates
- New Title and Transfer of License Plates
- New Title Only

### SUPPORTING DOCUMENTATION [REQUIRED BY PENNDOT]

- Clear Copy of Pennsylvania Driver's License/ID [Front & Back]
- Original Certificate of Title [Include All Dealer Re-Assignments]
- Loan Information [Loan Company Name, Address, and Loan Amount]
- Copy of Pennsylvania Insurance Information [Full Insurer Name & Policy Number]
- Original Bill of Sale/Dealer Paperwork
- If Vehicle Being Transferred is a Truck, Please Specify Weight [i.e., Unladen Weight & GVWR]
- Original Power-of Attorney [Signed by Customer]