

OLM Processing Documentation Requirements Overview (MV)

3/30/2026

		Transaction	Documents Needed for ECS	Documentation To Be Retained On Site	Special Instructions
1	MV	Address change	* Applicant Summary Statement	* Applicant Summary Statement	*If the customer did not sign the Applicant Summary Statement, an MV63 is required to be included in ECS * If changing multiple MV addresses (and possibly DL) with the same MV63, a copy of the application must be made so all WID locations have ECS documentation
2	MV	Duplicate Title	* Applicant Summary Statement *MV38	* Applicant Summary Statement *MV38	* Applies to various versions of the MV38 If an address change is requested, the owner or one co-owner must be present and provide proof of identification fact sheet. *
3	MV	Inquiry in MV records	* none	* MV753	
4	MV	Issue a regular series plate to title-only record	* Applicant Summary Statement * Proof of FR * Copy of PA DL/ID *DLDV	* Applicant Summary Statement * Proof of FR * Copy of PA DL/ID *DLDV	*If the customer did not sign the Applicant Summary Statement, Form MV-140, "Request for Registration" should be attached
5	MV	Issue a special fund plate (vehicle already registered in customer's name)	* Applicant Summary Statement * Copy of PA DL/ID	* Applicant Summary Statement * Copy of PA DL/ID	* If plate being replaced is expired, a renewal must also be processed and Applicant Summary Statement submitted for ECS *If the customer did not sign the Applicant Summary Statement, Form MV-911, should be attached

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6	MV	Issue a person's with disability plate (vehicle already registered in customer's name)	<ul style="list-style-type: none"> * Applicant Summary Statement * MV145 * Copy of PA DL/ID 	<ul style="list-style-type: none"> * Applicant Summary * MV145 * Copy of PA DL/ID 	<ul style="list-style-type: none"> * If plate being replaced is expired, a renewal must also be processed and Applicant Summary Statement submitted for ECS
7	MV	Issue a person with disability plate to title-only record	<ul style="list-style-type: none"> * Applicant Summary Statement * MV145 * Proof of FR * Copy of PA DL/ID *DLDV 	<ul style="list-style-type: none"> *Applicant Summary Statement * MV145 * Proof of FR * Copy of PA DL/ID *DLDV 	
8	MV	Renew registration	<ul style="list-style-type: none"> * Applicant Summary * MV140/MV105, if applicable see special instructions 	<ul style="list-style-type: none"> * none 	<ul style="list-style-type: none"> *If cusotmer already completed the MV140 or MV105, please include the application with the documents in ECS * Verify whether or not customer qualifies for retired status. If so, complete appropriate section of MV140, or an MV371 must also be processed and submitted for ECS * If an address change is requested, the owner or one co-owner must be present and provide proof of identification fact sheet.

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9	MV	Renew registration: heavy truck (over 55,000 lbs)	<ul style="list-style-type: none"> * Applicant Summary * MV140/MV105, if applicable see special instructions * IRS 2290 HVUT Form 	* none	<ul style="list-style-type: none"> * If customer already completed the MV140 or MV105, please include the application with the documents in ECS * If there is no IRS stamped 2290, a copy of the front and back of the cancelled check made payable to the IRS and an unstamped 2290 for this vehicle may be used and submitted for ECS. * If an address change is requested, the owner or one co-owner must be present and provide proof of identification per the fact sheet.
10	MV	Replace a lost or stolen plate with a regular series plate	<ul style="list-style-type: none"> * Applicant Summary Statement * MV44 * Copy of PA DL/ID 	<ul style="list-style-type: none"> * Applicant Summary Statement * MV44 * Copy of PA DL/ID 	* If plate being replaced is expired, a renewal must also be processed and Applicant Summary submitted for ECS
11	MV	Replace a lost or stolen plate with a special fund plate	<ul style="list-style-type: none"> * Applicant Summary Statement * MV911 * Copy of PA DL/ID 	<ul style="list-style-type: none"> * Applicant Summary Statement * MV911 * Copy of PA DL/ID 	* If plate being replaced is expired, a renewal must also be processed and Applicant Summary submitted for ECS
12	MV	Replace a registration card	<ul style="list-style-type: none"> * Applicant Summary Statement * MV44 	* none	* If an address change is requested, the owner or one co-owner must be present and provide proof of identification per the Fact Sheet.
	MV	Request for vehicle information	<ul style="list-style-type: none"> * Applicant Summary * DL135 	* none	* Pay attention to signature/notarization requirements on this form. Requirements vary with request and requestor.

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		Transaction	Documents Needed for ECS	Documentation To Be Retained On Site	Special Instructions
16	MV	Restoration requirements letter	* none	* MV753	* No ECS documentation required because no WID is generated
17	MV	Restoration: proof of financial responsibility	* BUD Sheet * Proof of FR documentation	* none	*Restoration fee and proof of FR may be processed as a single transaction. Follow requirements for both.
18	MV	Restoration: remove F stop (99tc)	* BUD Sheet * Copy of 46 screen showing suspension "COMPLETE"	* none	* Only use Conversation 99 if customer is eligible TODAY. *You may not copy/print customer screens for any reason other than using the 99tc to remove an F, I or U a stop. (Not for regular F stop processing)
19	MV	Restoration: remove I stop (99tc)	* BUD Sheet * Copy of 46 screen showing suspension "COMPLETE"	* none	* Only use Conversation 99 if customer is eligible TODAY. *You may not copy/print customer screens for any reason other than using the 99tc to remove an F, I or U a stop. (Not for regular F stop processing)
20	MV	Restoration: remove U stop (99tc)	* BUD Sheet * Copy of 75,76, (etc.) front screen showing active U stop	* none	* Do not remove stop unless you have a renewal application to process * Renewal application subsequently processed must contain Motor Carrier inspection certification language *You may not copy/print customer screens for any reason other than using the 99tc to remove an F, I or U a stop. (Not for regular F stop processing)
21	MV	Restoration: restoration fees	* BUD sheet	* none	* If you perform an inquiry <u>before</u> processing, follow instructions for "Inquiry in MV Records" *Restoration fee and proof of FR may be processed as a single transaction. Follow requirements for both.

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		Transaction	Documents Needed for ECS	Documentation To Be Retained On Site	Special Instructions
22	MV	Transfer plate: both vehicles already titled in same customer's name	<ul style="list-style-type: none"> * Applicant Summary Statement or MV120 * Proof of FR * Copy of PA DL/ID for each owner/co-owner of the "TO" vehicle 	Applicant Summary Statement and MV120 if transaction is not processed same day/over the counter. <ul style="list-style-type: none"> * Proof of FR * Copy of PA DL/ID for each owner/co-owner of the "TO" vehicle 	<ul style="list-style-type: none"> * If plate is expired, a renewal must also be processed and Applicant Summary Statement submitted for ECS * Applicant Summary Statement or MV120 must be signed in office by each owner/co-owner * If the customer did not sign the Applicant Summary Statement, Form MV-120 should be attached
23	MV	Transfer plate: other permissible plate transfer without transfer of title (parent to child, etc.)	<ul style="list-style-type: none"> * Applicant Summary Statement or MV120 * Proof of FR * Copy of PA DL/ID for each owner/co-owner of the "TO" vehicle 	Applicant Summary Statement and MV120 if transaction is not processed same day/over the counter. <ul style="list-style-type: none"> * Proof of FR * Copy of PA DL/ID for each owner/co-owner of the "TO" vehicle 	<ul style="list-style-type: none"> * If plate is expired, a renewal must also be processed and Applicant Summary Statement submitted for ECS * Applicant Summary Statement OR MV120 must be signed in office by each owner/co-owner of both the "TO" and the "FROM" vehicles * If the customer did not sign the Applicant Summary Statement, Form MV-120 should be attached

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		Transaction	Documents Needed for ECS	Documentation To Be Retained On Site	Special Instructions
24	MV	Issue Placards: process initial request, reissue and renewal	* BUD Sheet * MV-145A	* MV-145A	
25	MV	Replacement of Illegible registration plate:	* Applicant Summary *MV46	* Applicant Summary *MV46	* If plate being replaced is expired, a renewal (MV140) must also be processed and submitted for ECS
26	MV	Replacement of never received registration plate/registration card	* Applicant Summary * MV-50	* Applicant Summary * MV-50	

NOTES:

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| 1 | This overview is not all inclusive. Transactions may have additional requirements. Refer to agent services training for detailed |
| 2 | ECS documentation is required for every transaction where a WID is generated. |
| 3 | When "PA DL/ID" is noted, it must be a valid PennDOT-issued driver's license or photo identification card, or other acceptable proof of identification listed on the PennDOT Fact Sheet, Acceptable Proof of Identification for Completing Motor Vehicle Forms. |
| 4 | When "Copy of PA DL/ID" is noted, it must be a copy of the front and back |
| 5 | The "ID to be Reviewed by OLM" column does not reflect any separate notary proof of identity requirements you may have if you are |
| 6 | The "Documentation to be Retained On Site" column does not reflect any separate notary documentation requirements you may have |
| 7 | Documents listed as needed for ECS are minimums. Additional documentation may be submitted (example - copy of proof of id even though not listed as required) or other supporting documentation for a particular transaction. |