

OLM Processing Documentation Requirements Overview (MV)

Refer to the OLM Training Manual for detailed requirements and instructions.

5/14/2010

Transaction	Documents Needed to Process	Are all Owners' Signatures Required on Form?	ID to be Reviewed by OLM	Documents Needed for EDMS	Documentation To Be Retained On Site	Special Instructions
1 MV Address change	* MV63	No signature required on MV63	Government-issued ID for person presenting the application. (Must be one of the record holders on the application)	* BUD Sheet * MV63	* none	* If changing multiple MV addresses (and possibly DL) with the same MV63, a copy of the application must be made so all W/D locations have EDMS documentation
2 MV Duplicate Title	* MV38	Yes	See special instructions/notes	* BUD Sheet * MV38	* none	* Applies to various versions of the MV38 * If an address change is requested, the owner or one co-owner must be present and provide Government-issued ID.
3 MV Inquiry in MV records	* MV161	No. Only one owner/co-owner signature required	Government-issued ID for person signing the application	* none	* MV161	
4 MV plate to title-only record	* MV140 * Proof of FR * PA DL/ID	Yes	PA DL/ID for each owner/co-owner. If there are multiple owners and one of the owners brings in a completed application (signed by all owners), you only need to verify the valid ID of the owner(s) at your office.	* BUD Sheet * MV140 * Proof of FR * Copy of PA DL/ID	* none	* Write "issued plate XXX-XXXX" on BUD Sheet * Plate not to be issued same day as title only processed by OLM thru OLRP access unless otherwise approved by PennDOT.
5 MV issue a special fund plate (vehicle already registered in customer's name)	* MV911 * Copy of PA DL/ID	Yes	PA DL/ID for each owner/co-owner. If there are multiple owners and one of the owners brings in a completed application (signed by all owners), you only need to verify the valid ID of the owner(s) at your office.	* BUD Sheet * MV911 * Copy of PA DL/ID	* none	* If plate being replaced is expired, a renewal (MV140) must also be processed and submitted for EDMS
6 MV issue a special fund plate to title-only record	* MV140 * MV911 * Proof of FR * PA DL/ID	Yes	PA DL/ID for each owner/co-owner. If there are multiple owners and one of the owners brings in a completed applications (signed by all owners), you only need to verify the valid ID of the owner(s) at your office.	* BUD Sheet * MV140 * MV911 * Proof of FR * Copy of PA DL/ID	* none	* Write "issued plate XXX-XXXX" on BUD Sheet

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7	MV Renew registration	* MV140 or MV105	No. Only one owner/co-owner signature required	See special instructions/notes	* BUD Sheet * MV140/MV105	* none	* 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 edms * If an address change is requested, the owner or one co-owner must be present and provide Government-issued ID.
8	MV Renew registration: heavy truck (over 55,000 lbs)	* MV140 or MV105 * IRS 2290 HVUT Form	No. Only one owner/co-owner signature required	See special instructions/notes	* BUD Sheet * MV140/MV105 * IRS 2290 HVUT Form	* none	* 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 edms. * If an address change is requested, the owner or one co-owner must be present and provide Government-issued ID.
9	MV Replace a lost or stolen plate with a regular series plate	* MV44 * PA DL/ID	Yes	PA DL/ID for each owner/co-owner. If there are multiple owners and one of the owners brings in a completed application (notarized and signed by all co-owners), you only need to verify the valid ID of the owner(s) at your office.	* BUD Sheet * MV44 * Copy of PA DL/ID	* none	* If plate being replaced is expired, a renewal (MV140) must also be processed and submitted for edms
10	MV Replace a lost or stolen plate with a special fund plate	* MV911 * PA DL/ID	Yes	PA DL/ID for each owner/co-owner. If there are multiple owners and one of the owners brings in a completed application (signed by all owners), you only need to verify the valid ID of the owner(s) at your office.	* BUD Sheet * MV911 * Copy of PA DL/ID	* none	* If plate being replaced is expired, a renewal (MV140) must also be processed and submitted for edms
11	MV Replace a registration card	* MV44	No. Only one owner/co-owner signature required	See special instructions/notes	* BUD Sheet * MV44	* none	* If an address change is requested, the owner or one co-owner must be present and provide Government issued ID.
12	MV Replace a renewal sticker	* MV44	No. Only one owner/co-owner signature required	See special instructions/notes	* BUD Sheet * MV44	* none	* If an address change is requested, the owner or one co-owner must be present and provide Government issued ID.

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13	MV Replace a weight class decal	* MV44	No. Only one owner/co-owner signature required	See special instructions/notes	* BUD Sheet * MV44	* none	* If an address change is requested, the owner or one co-owner must be present and provide Government issued ID.
14	MV Request for vehicle information	* DL135	Review instructions on application	Government-issued ID for person signing or person presenting the application	* BUD Sheet * DL135	* none	* Pay attention to signature/notarization requirements on this form. Requirements vary with request and requestor.
15	MV Restoration requirements letter	* MV161	No. Only one owner/co-owner signature required	Government-issued ID for person signing or person presenting the application	* none	* MV161	* No edms documentation required because no WID is generated
16	MV Restoration: proof of financial responsibility	* Appropriate proof of FR based on suspension source	No form for this transaction	Not required	* BUD Sheet * Proof of FR documentation	* none	* Restoration fee and proof of FR may be processed as a single transaction. Follow requirements for both.
17	MV Restoration: remove F stop (99tc)	* Copy of 46 screen showing suspension "COMPLETE"	No form for this transaction	Not required	* BUD Sheet * Copy of 46 screen showing suspension "COMPLETE"	* none	* Only utilize 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)
18	MV Restoration: remove I stop (99tc)	* Copy of 46 screen showing suspension "COMPLETE"	No form for this transaction	Not required	* BUD Sheet * Copy of 46 screen showing suspension "COMPLETE"	* none	* Only utilize 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 U stop (99tc)	* Copy of 75,76, (etc.) front screen showing active U stop	No form for this transaction	Appropriate ID for the renewal application to subsequently be processed	* 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)

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20 MV Restoration: restoration fees	* whatever method of payment you accept	No form for this transaction	Not required	* BUD sheet	* none	* Write "Restoration Fee" on Bud Sheet * If you perform an inquiry before 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.
21 MV Transfer plate: both vehicles already titled in same customer's name	* MV120 * Proof of FR * PA DL/ID	Yes	PA DL/ID for each owner/co-owner.	* BUD Sheet * MV120 * Proof of FR * Copy of PA DL/ID for each owner/co-owner of the "TO" vehicle	* none	* If plate is expired, a renewal (MV140) must also be processed and submitted for edms * Shred yellow and pink copies of MV120 * MV120 must be signed in office by each owner/co-owner
22 MV Transfer plate: other permissible plate transfer without transfer of title (parent to child, etc.)	* MV120 * Proof of FR * PA DL/ID	Yes	* PA DL/ID for each owner/co-owner of the "TO" vehicle * Government-issued id for each owner/co-owner of the "FROM" vehicle	* BUD Sheet * MV120 * Proof of FR * Copy of PA DL/ID for each owner/co-owner of the "TO" vehicle	* none	* If plate is expired, a renewal (MV140) must also be processed and submitted for edms * Shred yellow and pink copies of MV120 * MV120 must be signed in office by each owner/co-owner of both the "TO" and the "FROM" vehicles

NOTES:

- This overview is not all inclusive. Transactions may have additional requirements. Refer to the OLM Training Manual for detailed instructions.
- EDMS documentation is required for every transaction where a MID is generated.
- When "PA DL/ID" is noted, it must be a valid PennDOT-issued driver's license or photo identification card, or a valid US Armed Forces Common Access Card
- When "Government-issued id" is noted, the id document does not need to be PennDOT-issued, although that is preferred. Vehicle may have been titled before residency requirement.
- When "Copy of PA DL/ID" is noted, it must be a copy of the front and back
- If owner is a business/non-profit corporation and "ID" to be reviewed by OLM" column indicates "PA DL/ID", proof of authorization is required. Follow the fact sheet "Identification Requirements for Completion of Motor Vehicle Applications By Business Organizations or Non-Profit Corporations" as you would for a title application.
- The "ID to be Reviewed by OLM" column does not reflect any separate notary proof of identity requirements you may have if you are notarizing the application.
- The "Documentation to be Retained On Site" column does not reflect any separate notary documentation requirements you may have from notarizing the application.
- Documents listed as needed for EDMS are minimums. Additional documentation may be submitted (example - copy of proof of id even though not listed as required)
- When an application is completed in your office, you must review the customer's ID. If "PA DL/ID" is not specified, Government-issued ID is acceptable.

OLM Processing Documentation Requirements Overview (DL)

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5/18/2015

	Transaction	Documents Needed to Process	ID to be Reviewed by OLM	Documents Needed for EDMS	Documentation To Be Retained On Site	Special Instructions
1	DL Address change: non-commercial	* MV63/DL80 or DL548 for Photo ID Renewal	PA Driver's License, ID or Learner's Permit	* BUD Sheet * MV63/DL80, * Copy of ID	* none	* If changing multiple DL/ID addresses (and possibly MV) with the same MV63, a copy of the application must be made so all WID locations have EDMS documentation
2	DL Driving record: 10 year	*DL503	PA Driver's License, ID or Learner's Permit if own record. Government-issued ID for requestor if not own record.	* BUD Sheet * DL503	* none	* Pay attention to signature/notarization requirements on this form. Requirements vary with request and requestor. * Write the DL number you verified on the DL503 beside Section A
3	DL Driving record: 3 year	*DL503	PA Driver's License, ID or Learner's Permit if own record. Government-issued ID for requestor if not own record.	* BUD Sheet * DL503	* none	* Pay attention to signature/notarization requirements on this form. Requirements vary with request and requestor. * Write the DL number you verified on the DL503 beside Section A
4	DL Driving History: Full History	*DL503	PA Driver's License, ID or Learner's Permit if own record. Government-issued ID for requestor if not own record.	* BUD Sheet * DL503	* none	* Pay attention to signature/notarization requirements on this form. Requirements vary with request and requestor. * Write the DL number you verified on the DL503 beside Section A
5	DL Driving record: Basic	*DL503	PA Driver's License, ID or Learner's Permit if own record. Government-issued ID for requestor if not own record.	* BUD Sheet * DL503	* none	* Pay attention to signature/notarization requirements on this form. Requirements vary with request and requestor. * Write the DL number you verified on the DL503 beside Section A
6	DL Duplicate / replacement: non-commercial	*DL80	Whatever appropriate ID you would review as a notary in order to notarize signature.	* BUD Sheet * DL80	* none	* See #6 in NOTES section following chart * Ensure section E is completed (this is a common OLM processing error)
7	DL Exam Scheduling	* none	PA Driver's License, ID or Learner's Permit	* none	* none	* Processing to be done via PennDOT website at http://www.dmv.state.pa.us
8	DL Inquiry in DL records	* MV763	PA Driver's License, ID or Learner's Permit. If available. If the customer is suspended and these are not available, review whatever appropriate ID you would review as a notary in order to notarize signature.	* none	* MV753	* See "On-Line Messenger inquiry Information Confidentiality Policy"

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5/18/2015

	Transaction	Documents Needed to Process	ID to be Reviewed by OLM	Documents Needed for EDMS	Documentation To Be Retained On Site	Special Instructions
9	DL Renewal: non-commercial	*DL143, or DL60A/ DL60R	PA Driver's License or ID. If not available, review whatever appropriate ID you would review as a notary in order to notarize signature.	* BUD Sheet * DL143, or DL60A/ DL60R	* none	* Review for ODTF donation
10	DL Reprint or Cancel Print (Conversation 81)	* DL125 (completed by the OLM)	* Customer ID would have been reviewed on the original transaction	* BUD Sheet * DL125	* none	* Explain on the DL125 why the reprint or cancel print was necessary * If a reprint was done because a product was misaligned, mutilated, etc., mark the bad product "VOID" and include in the documentation for EDMS * The paperwork from the original transaction still needs submitted for edms
11	DL Restoration requirements letter	* MV763	PA Driver's License, ID or Learner's Permit, if available. If these are not available, review whatever appropriate ID you would review as a notary in order to notarize signature.	* none	* MV753	
12	DL Restoration: proof of financial responsibility	* DL17 or appropriate proof of FR	If a DL17 is being processed in your office, PA Driver's License, ID or Learner's Permit, if available. If these are not available or if you are processing an AFNO, review whatever appropriate ID you would review as a notary in order to notarize signature.	* BUD Sheet * DL17 or proof of FR	* none	* If you perform an inquiry before processing, follow instructions for "Inquiry in DL Records" *Restoration fee and proof of FR may be processed as a single transaction. Follow requirements for both. * If you inquire into MV for currently registered vehicles, follow instructions for "Inquiry in MV Records"
13	DL Restoration: restoration fees	* whatever method of payment you accept	Not required	* BUD Sheet	* none	* Write "Restoration Fee" on Bud Sheet * If you perform an inquiry before processing, follow instructions for "Inquiry in DL Records" *Restoration fee and proof of FR may be processed as a single transaction. Follow requirements for both.
14	ID Address change	* MV63/DL54B	Pennsylvania Driver's License or ID	* BUD Sheet * MV63/DL54B * Copy of ID	* none	* If changing multiple ID/DL addresses (and possibly MV) with the same MV63, a copy of the application must be made so all WID locations have EDMS documentation

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	Transaction	Documents Needed to Process	ID to be Reviewed by OLM	Documents Needed for EDMS	Documentation To Be Retained On Site	Special Instructions
15	Renewal - Photo ID	*DL54B	Pennsylvania Driver's License or ID	* BUD Sheet * DL54B	* none	* Review for ODTF donation

? See #9

NOTES:

- 1 This overview is not all inclusive. Transactions may have additional requirements. Refer to the OLM Training Manual for detailed instructions.
- 2 EDMS documentation is required for every transaction where a WID is generated.
- 3 Unless otherwise noted, "DL" column B applies to PennDOT driver's license, learner's permit, photo id and non-driver records if applicable
- 4 "ID" denotes a PennDOT Photo Identification Card
- 5 When "Copy of ID" is noted, it must be a copy of the front and back
- 6 When replacing a lost/stolen driver's license that requires a change of address, it is not necessary for the customer to show a current driver's license (which they do not have) to process the change of address. Process the change of address and the duplicate product as the same transaction. This does not change the requirement to see the customer's driver's license if you are processing just a change of address and issuing an update card.
- 7 The "Documentation to be Retained On Site" column does not reflect any separate notary documentation requirements you may have from notarizing the application.
- 8 Documents listed as needed for EDMS are minimums. Additional documentation may be submitted (example - copy of proof of ID even though not listed as required)
- 9 When an application is completed in your office, you must review the customer's ID. If "PA DL/ID" is not specified, Government-issued ID is acceptable.