

## **APPLICATION CHECK LIST:**

- \_\_\_ *Cash or checks for taxes, title, registration, inspection and processing fees.*
- \_\_\_ *All receipts, with taxes paid, and in owner's name if possible.*
- \_\_\_ *Bill of sale/Retention letter from insurance company.*
- \_\_\_ *Original salvage certificate, no photocopies are accepted.*
- \_\_\_ *A weight verification may be necessary for some trucks and trailers*
- \_\_\_ **CURRENT** *Drivers license, PennDOT requires a copy of the front & back to be sent in with the application so it must be legible.*
- \_\_\_ **CURRENT** *insurance card in applicants name if applying for or transferring registration, if applying for a title only no insurance is needed.*
- \_\_\_ **CURRENT** *registration card if transferring a plate, not currently being used on another vehicle. If you need a new plate, one will be issued when the vehicle passes the enhanced safety inspection.*

## **RECEIPTS**

- *Have receipts for all new or used auto parts in the name the title is being processed to. If a body shop is doing the work, have them itemize parts on your bill.*
- *Pay taxes on parts when purchased. If taxes are not paid at the time of purchase, taxes will be collected when vehicle is processed for reconstruct.*
- *Get VIN number for any used parts that you purchase, have it written on receipt.*
- *Explanation of build sheet for street rods, homemade trailers or specially constructed vehicles*
- *If you are using a parts (donor) car, a copy of that vehicle's title or salvage certificate must be provided.*