

Acceptable Forms of ID for PennDOT Transactions

All Parties must bring valid Proof of Identification. Acceptable Proof(s) of Identification for both persons and businesses are outlined below.

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:

A. Individuals (Buyer and Seller)

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
5. A valid U.S. Armed Forces Common Access Card
 - a. Dependents of Armed Forces Personnel must provide a valid United States Uniformed Services identification and Privileges Card (DD Form 1173)

B. Business(es)

1. BUYER REQUIREMENTS (Applicant) An applicant for title must establish:
 - a. His/her identity; Please refer to the above "Individual(s) Acceptable Proof of Identification Documents for Completing Motor Vehicle Forms"
 - b. The existence of the business organization or non-profit corporation, in whose name the title is to be issued, (Pennsylvania address for business must be listed), such as:
 1. His/her actual authority to act on behalf of the business organization or non profit corporation to apply for title and/or registration in the form of a letter on the business's letterhead authorizing the appropriate individual's authority to sign on the business's behalf. See Proof of Authorization / Chart below; and,
 2. A document issued by a federal or state government agency recognizing or authorizing the existence of the business organization or non-profit corporation. An example is a document such as a fictitious name filing form or a certificate of registration for the business issued by the Department of Revenue or Department of State; or,
 3. A document creating or governing the business organization or non-profit corporation. An example is the by-laws or articles of incorporation of a corporation, a partnership agreement for a partnership or LLP or a certificate of organization or operating agreement for an LLC; or,
 4. A utility bill in the name of the business
2. SELLER REQUIREMENTS. A seller of the vehicle must establish:
 - a. His/her identity; Please refer to the above "Individual(s) Acceptable Proof of Identification Documents for Completing Motor Vehicle Forms"
 - b. His/her actual authority to act on behalf of the business organization or non profit corporation to apply for title and/or registration in the form of a letter on the business's letterhead authorizing the appropriate individual's authority to sign on the business's behalf. See Proof of Authorization / Chart below.

Proof of Authorization for Business Transactions (Buyer and/or Seller)

The person must establish his/her actual authority to act on behalf of the business organization or non-profit corporation making application for a Pennsylvania title. The individual must be the person indicated in the chart below and provide written documentation clearly indicating the person's position within that business, organization or non-profit corporation. If the individual making application for the title is an employee of the business organization or non-profit corporation, written documentation, on organization letterhead, clearly indicating the person's authority to act on behalf of the business organization or non-profit corporation must be provided. The written documentation must be signed by one of the authorized person(s) identified on the chart.

If the individual making application for the business organization or non-profit corporation is **not** one of the persons identified in the chart or an authorized employee, a valid power of attorney executed by an authorized person on behalf of the business organization or non-profit corporation must be provided. **NOTE:** A power of attorney used in this situation must be made not more than 90 days before the application is received by PennDOT.

Business Entity	Person Who has Authority to Sign for A Business Entity
Sole Proprietorship	(a) Sole Proprietor
Partnership	(b) A Partner
Corporation (Profit & Non-Profit)	(a) Director, if authorized (b) Executive Officer as indicated in the Articles of Incorporation
Limited Liability Partnership (LLP)	(a) A Partner
Limited Liability Corporation (LLC)	(a) Member, if member-managed LLC (b) Manager, if manager-managed LLC

Example of Signing Authorization Letter (On Company Letterhead)

ABC Company, Inc.
123 Anywhere St
Anywhere, ZZ 99999
Tel: (000)000-0000

July 03, 1999

To whom it may concern:

ABC Company, Inc., a Pennsylvania Corporation, authorizes Jim C. Doe to conduct business on its behalf regarding the purchase/sale of:

Year	Make	Model	VIN#
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Jim C. Doe is the President of ABC Company, Inc., and has full authority to sign on its behalf.

Sincerely,

Jim C. Doe
President, ABC Company, Inc.