

# **FLEET REGISTRATION**

## ***INSTRUCTION MANUAL***

**Bureau of Motor Vehicles  
Commercial Registration Section**



# TABLE OF CONTENTS

I.	INTRODUCTION	
	Purpose of Manual	1
	Office Location	1
	General Information	2
	Other Requirements	3
	Application Information	5
	Billing	5
II.	INSTRUCTIONS FOR COMPLETION OF FORMS	
	Form MV-670	9
	Form MV-673	13
	Form MV-671	19
	Form MV-674	23
III.	APPENDICES	
	Definitions	31
	Dual Registration Fact Sheet	35
	Urban Mass Transportation System	37
	School Buses, School Vehicles, Bus Chart	38
	Motor Carriers Road Tax and IFTA	42
	Special Hauling Permits	43
	Trip Permits	46
	Schedule of Fees	53
	Map of Riverfront Office Center	55



# FLEET REGISTRATION MANUAL

## Purpose

This manual has been prepared as a guide to acquire fleet registration in Pennsylvania. It provides the basic information needed when preparing applications for registration. The contents of this manual will not cover every unique situation that may arise. Please contact the office for particular information.

Without prior notice, it might not be possible to process an application completely within the same day. However, needed assistance in preparing forms, or request for information will be given to those who come into our customer service area or telephone our office.

## Office Location

Mailing Address: Bureau of Motor Vehicles  
Commercial Registration Section  
P O Box 68289  
Harrisburg, PA 17106-8289

Office Location: Riverfront Office Center  
1st Floor  
1101 S. Front Street  
Harrisburg, PA 17104-2516

Hours for our office are 8:00am to 4:30pm, Monday through Friday and our customer service area hours are from 7:30 am to 4:30 pm Monday through Friday. Our area is closed Saturday, Sunday and all official State holidays.

Business Telephone Numbers: (717) 787-4309 (717) 787-3896  
(717) 772-1789 (717) 787-3961  
(717) 783-1346 (717) 783-1523  
(717) 787-7208 (717) 787-7209

Fax Numbers: (717) 787-0791 (717) 783-6349

Web address: [www.dmv.state.pa.us](http://www.dmv.state.pa.us)

## GENERAL INFORMATION

**Fleet System:** To register under the Fleet System, an applicant must own or lease 15 or more vehicles for each fleet, with the exception of taxis, buses, and limousines. All taxis and limousines are to be added to the fleet system.

Listed below are the types of fleets that maybe registered and the vehicles permitted within each fleet type:

### **Annual Fleets**

**Bus** - Buses only

**For Hire** - All vehicles

**Private** - All vehicles

**Rental** - All vehicles

**School Bus** - School buses only

**Taxi** - Taxis only

**Utility** - All vehicles

**Limousine** - Limousine only

**Dual** - All vehicles

**Five-Year Trailer Fleet** - Trailers only

## OTHER REQUIREMENTS

**Heavy Vehicle Use Tax** - The Heavy Vehicle use Tax is imposed only on highway motor vehicles, which have a taxable gross weight or combination weight of 55,000 pounds or more. An exemption from the tax is provided for vehicles that will not be used for more than 5,000 miles on public highways during any taxable period and to agricultural vehicles not used for more than 7,500 miles on public highways during any taxable period. The tax reform act also provides a 25% reduction of the tax for logging trucks.

All states will verify payment of, or exemption from the tax before issuing or renewing vehicle registrations. Owners of vehicles affected do not need to provide proof of payment of the tax if they have owned the vehicle for less than 60 days. However, this is not an exemption from actual payment of the tax.

A registrant of an affected vehicle must submit to the Bureau of Motor Vehicles, Form 2290, Schedule 1, with all registration renewal applications. You must also include a copy of IRS Form 2290, Schedule 1 with title/registration applications if you have owned the vehicle for more than 60 days.

The Form 2290, Schedule 1 must be validated by the Internal Revenue Service as proof of payment of the heavy Vehicle Use Tax. If you do not have a copy of your validated Form 2290, Schedule 1, submit a photocopy of your un-validated, completed Form 2290, Schedule 1 along with a photocopy of both sides of your cancelled check showing payment to the IRS for this tax.

If the name of the taxpayer listed on Form 2290, Schedule 1 is not the same name as the registrant listed on Department records, the Form 2290, Schedule 1 will be accepted as proof of tax payment if a written statement accompanies the form. The statement must include a list of the VIN's for the applicable vehicles and written confirmation of Heavy Vehicle Use Tax payment for the listed vehicles. The statement must be executed and signed by the person whose name appears on Form 2290, Schedule 1.

### **Heavy Vehicle Use Tax Internal Revenue Service**

Form 2290 Call Site: You can get immediate help with your Form 2290 questions by calling the Cincinnati Service Center at 859-699-5733 or toll-free for Canada and Mexico at 866-699-4096.

The assistor will have access to your Form 2290 individual account information. Have your 2290 and information about your filing available when you call. For help with other returns filed, taxes paid, etc. call 1-800-829-1040.

You can access the IRS's Internet Web Site 24 hours a day, 7 days a week at [www.irs.gov](http://www.irs.gov).

**Insurance** - Pennsylvania law requires all Pennsylvania motor vehicle owners to maintain vehicle liability insurance (financial responsibility) on a currently registered vehicle. Vehicle liability insurance covers the property damage or injuries you may cause others in an accident.

PENNDOT requires all motor vehicle owners to provide proof that they are financially responsible (have liability insurance) at the time of initial registration.

PENNDOT refuses renewal or transfer of registration if the self-certification of financial responsibility is not completed on the registration application, as follows:

1. Name of the insurance company that is insuring the vehicle.
2. The policy number, effective date and expiration date of the insurance policy.

The following documents are acceptable forms of insurance:

1. A copy of a valid insurance identification card.
2. A copy of the declaration page of an insurance policy.
3. A copy of an application for insurance to the Pennsylvania Automobile Insurance Plan signed by a licensed insurance agent or broker.
4. A copy of a certificate of self-insurance issued by PennDOT.
5. A copy of a valid binder of insurance issued by an insurance company licensed to sell motor vehicle liability insurance in Pennsylvania.
6. A copy of a letter from the insurance carrier that verifies the proof of financial responsibility of the insured on official company letterhead signed by an insurance agent or another authorized representative of the insurance company.

**NOTE:** The above copies must be the official document issued by the insurance carrier.



# **APPLICATIONS**

## **GENERAL INFORMATION**

The applicant is responsible for properly completing all forms necessary to register vehicles under the Fleet Registration Program. If required information is missing from submitted applications, the applicant will be either called or the application will be returned. The Commercial Registration Office Staff will aid in anyway possible. Please call or write us for assistance.

All Fleet applications will be processed through the Bureau of Motor Vehicles, Commercial Registration Section in Harrisburg.

Fees for titling and registering fleet vehicles may be submitted with the proper fleet forms, title and registration documents or an invoice will be produced at the time a vehicle is added to an established fleet. Upon payment of the invoice, registration credentials will be issued.

After the renewal invoice is paid, credentials will be issued for each vehicle in the fleet. Each year, upon payment of the renewal invoice, new credentials will be issued, with the exception of preferred permanent fleets.

When using a PUC or MC number for a sales tax exemption the vehicle type must match the authority type issued i.e. taxi, limousine, bus, truck, or trailer. A PUC or MC number cannot be used to exempt a passenger vehicle from sales tax. If the passenger block in section F on form MV-1 is checked, the application will be rejected back to the applicant.

The applicant must own the registration plate when adding a vehicle into a fleet.

When the Bureau processes applications or renewals for school bus or school vehicle registration plates, owned by private contractors, a copy of a current school bus contract or letter of intent from a school district (on the school's letterhead) is required.

## **BILLING**

Upon approval of the application, if fees are due, an invoice in duplicate will be mailed to the application's mailing address. This notice will list all title, registration, and sale tax fees due.

It is only necessary to submit one check to cover the fees. Carefully examine your remittance to be certain that it is exactly the amount billed. Insufficient funds will delay the issuance of your credentials.

Your payment is to be made out to either the "Commonwealth of Pennsylvania or PennDOT". You may pay by check, money order, cashier check or cash. Do not send cash through the mail.

Return the white copy of the invoice along with the total fees due to the Commercial Registration Section, P. O. Box 68612, Harrisburg, PA 17106-8612.

All plates and registration cards are subject to cancellation and revocation in the event of erroneous issuance thereof, or if any fees remain unpaid.



# NOTES



**INSTRUCTIONS FOR  
COMPLETION OF FORMS**



**FORM MV-670**  
**APPLICATION TO ESTABLISH A FLEET ACCOUNT**

In order to establish a fleet account, an MV-670 application must be completed. All vehicles listed on this application must have already been titled and registered in Pennsylvania or applications for title/registration must be attached.

Page Number		Consecutively number the pages when more than one Form MV-670 is submitted for initial application to establish a fleet account.
Account Number/Fleet	A	Use the space only if the Bureau of Motor Vehicles has assigned you an account number. Leave this space blank if obtaining fleet registration for the first time. An application must be completed for each fleet to be established. A service representative will fill in the fleet number.
Fleet Expiration	B	List the month and year in which the registration of the vehicles in this fleet should expire. <b>(Credit is not given if you back off expiration date).</b>
Name of Applicant	C	List the name of the person, firm or corporation requesting registration. The applicant must own the registration.
Business Address	D	List the street, city, county, state and zip code where the applicant has an established place of business.
Mailing Address	E	List the street, city state, and zip code where vehicle credentials should be sent. All correspondence and registration renewal applications will be sent to this address. Note: UPS cannot deliver to a P O Box, therefore, a street address is also needed.
Person to Contact	F1	List the name of the person who should be contacted in the event there is a problem with the application.
Phone Number	F2	List phone number contact person listed above.
U S DOT Number	F3	Number issued to a carrier by the U S Department of Transportation.
PUC Number	F3	Number issued to an individual or company by the Pennsylvania Public Utility Commission.

Fleet Type	G	Check the fleet type that is being established. Choose only one.
Insurance Information	H	List the insurance company name and Policy number, policy effective date and policy expiration date of the vehicle in Section I. A separate paper may be attached if the vehicles are covered by more than one company. List by equipment number.

## Vehicle Information

Equipment Number	I1	List the equipment or unit number assigned by applicant. Be sure to use a different equipment number for each vehicle listed. The equipment numbers may be up to eight digits in length and may include alpha and numeric digits. Equipment numbers can only be used once on vehicles in the same fleet.  Equipment numbers must be listed exactly as they are to show on the registration card.
Vehicle Identification Number	I2	Show complete serial number (VIN) as listed on the title or MCO.
Title Number	I3	Enter the title number as shown on the Pennsylvania title.
Lessee/Lessor	I4	Enter the owner of each vehicle or the name of the person, firm or corporation to whom a vehicle is leased. Also. Enter the address if block C is checked in Section J1.  Lessee - A person, firm or corporation, which has the legal possession and control of a vehicle owned by another under the terms of a lease agreement.  Lessor - A person, firm or corporation which under the terms of a lease, grants the legal right to possession, control and responsibility for the operation of the vehicle to another person, firm or corporation.
Mailing of Credentials	J	Check where the credentials are to be mailed by the Bureau. If they are to be mailed to the name in Section I4, the address of the person, firm or corporation must also be included in Section I4 in the lessor/lessee box.
Signature/Title/Date	K	The person authorized to apply for fleet registration must sign and list the position held in the company and the date the application is signed.

**Vehicle information is continued on the reverse side of the MV-670**

APPLICATION TO ESTABLISH  
A FLEET ACCOUNT

APPLICATION INFORMATION	A. ACCOUNT/FLEET NUMBER <b>A</b>	B. FLEET EXPIRATION DATE <b>B</b>
-------------------------	-------------------------------------	--------------------------------------

C. LAST NAME (OR FULL BUSINESS NAME) <b>C</b>	FIRST NAME	MIDDLE INITIAL
--	------------	----------------

D. BUSINESS ADDRESS (CANNOT BE P.O. BOX ONLY) <b>D</b>	E. MAILING ADDRESS (CANNOT BE P.O. BOX ONLY) <b>E</b>
---	--

<b>D</b>	CITY	STATE	ZIP CODE
----------	------	-------	----------

CITY <b>D</b>	F. CONTACT PERSON <b>F1</b>	Owner <input type="checkbox"/> Lessee <input type="checkbox"/> US DOT# _____
------------------	--------------------------------	---

COUNTY <b>D</b>	STATE	ZIP CODE	PHONE NUMBER ( ) <b>F2</b>	PUC A# _____ <b>F3</b>	<input type="checkbox"/> <input type="checkbox"/>
--------------------	-------	----------	-------------------------------	------------------------	---

**G** FLEET TYPES (choose one)

<b>ANNUAL</b> <input type="checkbox"/> Mass Transit <input type="checkbox"/> Bus <input type="checkbox"/> Utility <input type="checkbox"/> Rental <input type="checkbox"/> School Bus <input type="checkbox"/> For Hire <input type="checkbox"/> Limo <input type="checkbox"/> Private <input type="checkbox"/> Taxi <input type="checkbox"/> Dual Reg	<b>PREFERRED PERMANENT</b> <input type="checkbox"/> Utility <input type="checkbox"/> Bus <input type="checkbox"/> School Bus <input type="checkbox"/> Private <input type="checkbox"/> Government	<b>FIVE YEAR</b> <input type="checkbox"/> Trailers Only
---	---	--

H. INSURANCE COMPANY NAME <b>H</b>	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE
---------------------------------------	---------------	-----------------------	------------------------

	I. OWNER'S EQUIPMENT NUMBER <b>I1</b>	VEHICLE SERIAL OR IDENTIFICATION NUMBER <b>I2</b>	TITLE NUMBER <b>I3</b>	LESSOR/LESSEE <b>I4</b>	J. SHOULD THE CREDENTIAL BE MAILED TO THE NAME LISTED IN SECTION C OR I (check ✓ one)	
1.					<input type="checkbox"/>	<input type="checkbox"/>
2.					<input type="checkbox"/>	<input type="checkbox"/>
3.					<input type="checkbox"/>	<input type="checkbox"/>
4.					<input type="checkbox"/>	<input type="checkbox"/>
5.					<input type="checkbox"/>	<input type="checkbox"/>
6.					<input type="checkbox"/>	<input type="checkbox"/>
7.					<input type="checkbox"/>	<input type="checkbox"/>
8.					<input type="checkbox"/>	<input type="checkbox"/>
9.					<input type="checkbox"/>	<input type="checkbox"/>
10.					<input type="checkbox"/>	<input type="checkbox"/>
11.					<input type="checkbox"/>	<input type="checkbox"/>
12.					<input type="checkbox"/>	<input type="checkbox"/>
13.					<input type="checkbox"/>	<input type="checkbox"/>
14.					<input type="checkbox"/>	<input type="checkbox"/>
15.					<input type="checkbox"/>	<input type="checkbox"/>

*If necessary, continue vehicle information on reverse*

**K**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

11

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

I.					J. SHOULD THE CREDENTIAL BE MAILED TO THE NAME LISTED IN SECTION C OR I (check ✓ one)	
OWNER'S EQUIPMENT NUMBER <b>I1</b>		VEHICLE SERIAL OR IDENTIFICATION NUMBER <b>I2</b>	TITLE NUMBER <b>I3</b>	LESSOR/LESSEE <b>I4</b>	<input type="checkbox"/>	<input type="checkbox"/>
16.					<input type="checkbox"/>	<input type="checkbox"/>
17.					<input type="checkbox"/>	<input type="checkbox"/>
18.					<input type="checkbox"/>	<input type="checkbox"/>
19.					<input type="checkbox"/>	<input type="checkbox"/>
20.					<input type="checkbox"/>	<input type="checkbox"/>
21.					<input type="checkbox"/>	<input type="checkbox"/>
22.					<input type="checkbox"/>	<input type="checkbox"/>
23.					<input type="checkbox"/>	<input type="checkbox"/>
24.					<input type="checkbox"/>	<input type="checkbox"/>
25.					<input type="checkbox"/>	<input type="checkbox"/>
26.					<input type="checkbox"/>	<input type="checkbox"/>
27.					<input type="checkbox"/>	<input type="checkbox"/>
28.					<input type="checkbox"/>	<input type="checkbox"/>
29.					<input type="checkbox"/>	<input type="checkbox"/>
30.					<input type="checkbox"/>	<input type="checkbox"/>
31.					<input type="checkbox"/>	<input type="checkbox"/>
32.					<input type="checkbox"/>	<input type="checkbox"/>
33.					<input type="checkbox"/>	<input type="checkbox"/>
34.					<input type="checkbox"/>	<input type="checkbox"/>
35.					<input type="checkbox"/>	<input type="checkbox"/>
36.					<input type="checkbox"/>	<input type="checkbox"/>
37.					<input type="checkbox"/>	<input type="checkbox"/>
38.					<input type="checkbox"/>	<input type="checkbox"/>
39.					<input type="checkbox"/>	<input type="checkbox"/>
40.					<input type="checkbox"/>	<input type="checkbox"/>
41.					<input type="checkbox"/>	<input type="checkbox"/>
42.					<input type="checkbox"/>	<input type="checkbox"/>
43.					<input type="checkbox"/>	<input type="checkbox"/>
44.					<input type="checkbox"/>	<input type="checkbox"/>
45.					<input type="checkbox"/>	<input type="checkbox"/>
46.					<input type="checkbox"/>	<input type="checkbox"/>



## Supplemental Application Form MV-673

After a fleet is established, vehicles can be added, deleted, transferred or license transferred with weight changed by filling a supplemental application.

A newly acquired vehicle must be titled in Pennsylvania. A completed application for certificate of title must be submitted with the registration application.

If an additional vehicle is replacing a vehicle presently in the fleet and the vehicle is in the same weight class, no additional registration fee is due. If the additional vehicle is of a greater weight class than the vehicle removed from the fleet, additional registration fees are due, based upon difference between the registrations fees applicable for the two gross weights. A transfer fee of \$6.00 will also be charged. The supplement cannot be processed until the added vehicle is titled.

For limousines and buses, if an additional vehicle is replacing a vehicle presently in the fleet and the vehicle has the same seating capacity, no additional registration fee is due. If the additional vehicle is of a greater seating capacity than the vehicle removed from the fleet, additional registration fees are due, based upon difference between the registrations fees applicable for the two seating capacities.

**Remember to also include proof of insurance if the Bureau is going to issue a plate for any vehicle (other than trailers) listed in Section C.**

Different transactions can be combined on one supplemental application. Use a supplemental form for the following:

1. To show deletions
2. To show additions
3. To show a transfer
4. To transfer and increase weight
5. To transfer from fleet to fleet

**Complete Sections A, B, and F on all supplemental applications.** The address in Section A is needed only if the information has changed since the fleet was established. Use Sections C, D and E as indicated in the following:

### **Adding a vehicle**

To add a vehicle(s) for registration:

- ❖ Check "**New Vehicle Only**" box in Section B
- ❖ List added units in Section C
- ❖ In Section D check box if plate is being transferred or if a temporary tag has been issued. Then list the plate information for either transfer or temporary plate.
- ❖ Enter insurance information in Section E.

### **Transfer registration with weight increase**

To transfer a plate and increase the registered weight:

- a) Check "License Transfer with Weight Increase" box in Section B
- b) Enter the added unit information in Section C
- c) List the transfer tag information from unit tag is being transferred from in Section D1 and D2
- d) List the equipment number of the vehicle to which the plate is being transferred to in D3
- e) Enter the transferred tag information in D4, the Date of Transfer in D5 and the plate expiration in D7
- f) List insurance information in Section E
- g) Signature required in Section F

### **Transfer registration**

To transfer registration:

- a) Check "License Transfer" box in Section B
- b) List the added unit information in Section C
- c) Enter removed unit information (transfer information) in Sections D1 and D2
- d) List equipment number of the vehicle to which the plate is being transferred in Section D3
- e) Enter the transferred plate in Section D4, the date of transfer in D5 and the expiration date of transfer tag in D7
- f) List insurance information in Section E
- g) Enter signature, title and date in Section F

### **Removing a Vehicle**

To remove a vehicle:

- a) Check "Delete Only" box in Section B
- b) Enter removed unit information in Sections D1 and D2
- c) Enter signature, title and date in Section F

**Note:** You may attach a list of this information instead of using several MV-673s. Remember to use a separate form for each fleet.

### **Transfer vehicle from fleet to fleet**

To transfer a vehicle to a different fleet within the same account:

- a) Check "Transfer" box and write old fleet number in Section B1 and the new fleet to which it is being transferred to in B2
- b) Enter vehicle unit information in Section C
- c) List insurance information in Section E
- d) Enter signature, title and date in Section F

## FLEET INFORMATION

Name of Applicant	A1	Enter the name of the registrant
Business Address	A2	<b>If changed</b> , enter the street, city, county, state and zip code where the applicant has an established place of business
<b>Section B</b>	B	Check the box that applies
Account/Fleet Number	B3/B4	Enter the account and fleet numbers which were assigned by the Bureau of Motor Vehicles. Use a separate form for each fleet.
US DOT/ PUC Number	B5/B6	US DOT number or PUC number if applicable.
Fleet Expiry Date	B7	List the month and year the fleet expires
Duplicate	B8	Indicate the number of duplicate registration cards desired for each vehicle in the fleet. Fee \$1.50 per duplicate per vehicle on a supplemental application.

## ADDED VEHICLE INFORMATION

Equipment Number	C1	Enter the equipment number assigned by the applicant. Be sure to use different equipment numbers for each vehicle listed.
Title Number	C2	Enter the title number shown on the Pennsylvania title. <b>If the vehicle is not titled in Pennsylvania leave this section blank.</b>
Vehicle Serial or Identification Number	C3	Enter the serial number for the equipment listed.
Lessee/Lessor	C4	Enter the name of the owner of each vehicle or the name of the person, firm or corporation to whom a vehicle is leased.
Combined Axles	C5	Enter the number of axles for each truck. If registered as a combination, enter the number of axles of the combination.
Gross Weight	C6	Enter the weight of a vehicle and its load for which the vehicle is to be registered.
Combination Gross Weight	C7	For vehicles in combination, enter the combination gross weight of the truck or tractor, plus the weight of any trailer or semi-trailer, together with the load transported for which the vehicle is to be registered.

## DELETED VEHICLE INFORMATION

Equipment Number	D1	Enter the equipment number for each vehicle being deleted.
Title Number	D2	Enter the Pennsylvania title number.
Replacement Equipment Number	D3	Enter the number of the vehicle listed in Section C1 which replaces the deleted vehicle, if applicable.
Plate Number vehicle.	D4	Enter the registration plate number of the deleted
Date of Tag Transfer	D5	Enter the date the issuing agent transferred the plate.
Issuing Agent Number	D6	
Expiration Date of Tag	D7	Enter the current expiration of the tag listed.
Signature/Title/Date	F	Signature of person authorized to apply for fleet registration, their title held by the company, and the date of application must be completed.
Insurance	E	List the insurance company name and policy number for the vehicles in Section C. List the policy effective date and expiration date.

**NOTE: You may attach a list of this information instead of using several MV-673s. Remember to use a separate form for each fleet.**

**MV- 673 (08-01)**

<b>A</b>	NAME OF APPLICANT <b>A1</b> BUREAU OF MOTOR VEHICLES COMMERCIAL REGISTRATION SECTION PO BOX 68289 HARRISBURG PA 17106-8289	FLEET REGISTRATION SUPPLEMENTAL APPLICATION	FOR DEPARTMENT USE ONLY
	BUSINESS ADDRESS CITY _____ COUNTY _____ STATE _____ ZIP CODE _____		

**B**  New Vehicle Only  License Transfer with Weight Increase  License Transfer  Delete Only  Transfer from fleet **B1** \_\_\_\_\_ to fleet **B2** \_\_\_\_\_

ACCOUNT NUMBER	FLEET NUMBER	US DOT NUMBER	PUC NUMBER	FLEET EXPIRY DATE	NO. OF DUPLICATE REGISTRATION CARDS FOR EACH VEHICLE IN THE FLEET
<b>B3</b>	<b>B4</b>	# <b>B5</b>	# <b>A</b> <b>B6</b>	<b>B7</b>	<b>B8</b>
	<input type="checkbox"/> OWNER <input type="checkbox"/> LESSEE	<input type="checkbox"/> OWNER <input type="checkbox"/> LESSEE	<input type="checkbox"/> OWNER <input type="checkbox"/> LESSEE		

**C ADDITIONS**

OWNER'S EQUIPMENT NUMBER	TITLE NUMBER	VEHICLE SERIAL OR IDENTIFICATION NUMBER	LESSOR/LESSEE	COMBINED AXLES	GROSS WEIGHT	COMBINED GROSS WEIGHT
<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>	<b>C6</b>	<b>C7</b>

**D**  TRANSFER  DELETIONS  TEMP TAGS

OWNER'S EQUIPMENT NUMBER	TITLE NUMBER	REPLACEMENT EQUIPMENT NUMBER	REGISTRATION PLATE NUMBER	DATE OF TEMP TAG OR TRANSFER	ISSUING AGENT NUMBER	EXPIRATION DATE OF TAG
<b>D1</b>	<b>D2</b>	<b>D3</b>	<b>D4</b>	<b>D5</b>	<b>D6</b>	<b>D7</b>

**E** INSURANCE COMPANY NAME \_\_\_\_\_

POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE
---------------	-----------------------	------------------------

**F**

I/We acknowledge that I/we may lose my/our operating privilege or vehicle registration for failure to maintain financial responsibility on the currently registered vehicle for the period of \_\_\_\_\_

**F**

\_\_\_\_\_  
SIGNATURE OF APPLICANT(S)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE



# NOTES



## REPLACEMENT OF FLEET REGISTRATION CREDENTIALS FORM MV-671

If the Pennsylvania registration plate or Registration Card are lost or stolen, then the carrier must file Form MV-671 with the Commercial Registration SEction. The fees for replacement are:

Registration plate	\$7.50
Renewal sticker	\$7.50
Weight Class Decal	Free
Registration Card	\$4.50

If a vehicle's plate, sticker, weight decal or registration card are not received after payment of an application or was defaced in the mail, an application for replacement is made within 90 days from the date of issuance, no fee will be charged.

This application, pre-addressed to the Bureau may be sent as a post card, if no money is being sent with it.

Complete a separate MV-671 for each fleet.

### REPLACEMENT OF CREDENTIALS

Complete Sections A, B, C, E, G1, G2, G3, and J. If applying for a free reissuance, have Section I notarized. If you have authority from the Federal Motor Carrier Safety Administration or the Public Utility commission please list either your US DOT number or PUC number in Section K.

**Never received due to loss in the mail or defaced in the mail.**

Complete Sections A, B, C, E, G1, G2, G3, J and I. If you have authority from the Federal Motor Carrier Safety Administrations or the Public Utility commission please list either your US DOT number or you PUC number in section K.

**If replacement of credentials are needed for all vehicles in the fleet, complete all necessary sections, however, in Section G1, instead of listing all the equipment numbers, write "Entire Fleet".**

Use Section D if the mailing address has changed.

### FLEET INFORMATION

Application for Replacement	A	Check the block(s) for the credentials you wish to replace. Indicate the number of duplicate registration cards requested when replacing the plate or card.
Reason	B	Check he reason for replacement.
Name of Applicant	C	Enter applicant's name.

Mailing Address	D/F	If address has changed, enter the street, city, state and zip code. License plates will be sent to this address by United Parcel Service unless applicant advises differently. NOTE: UPS cannot deliver to a P.O. Box, therefore, a complete address is needed.
Account/Fleet Number	E	Use these spaces for the account and fleet number which was assigned by the Bureau.

**Use a separate form for each fleet.**

**VEHICLE INFORMATION**

Equipment Information	G1, G2, G3	List the equipment number assigned by the applicant, PA title number and plate number. (If credentials are being requested for an entire fleet, write the words " <b>Entire Fleet</b> " in this section.)
Application for Free Issuance	H/I	have Section I notarized if applying for a free reissuance.
Signature/Title/Date Certification	J	The person authorized to apply for the fleet registration must sign and enter the title held in the company and the date the application is signed.
US DOT/PUC Number	K	US DOT number of PUC number if applicable.

**NOTE: You may attach a list of this information instead of using several Form MV-671's. Remember to use a separate form for each fleet.**



**MV-671 (08-01)**

P.O. Box 68289  
Harrisburg, PA 17106-8289

**REPLACEMENT OF FLEET REGISTRATION CREDENTIALS**  
(See Instructions in PA Fleet Forms Instruction Manual to complete this application)

US DOT # \_\_\_\_\_ **K**  
PUC # A \_\_\_\_\_

OWNER  LESSEE

<b>(A) APPLICATION FOR REPLACEMENT</b>		NAME OF APPLICANT		DEPARTMENT USE ONLY	
Check <input checked="" type="checkbox"/> appropriate blocks		<b>(D)</b> MAILING ADDRESS		<b>(E)</b> ACCOUNT NO. FLEET NO.	
<input type="checkbox"/> Registration Plate		CITY		STATE ZIP CODE	
<input type="checkbox"/> Renewal Sticker only		EQUIPMENT NUMBER		PA TITLE NUMBER	
<input type="checkbox"/> Weight Class Decal		G1		G2	
<input type="checkbox"/> Registration Card				G3	
Number of duplicate registration cards: _____					
<b>(B) REASON</b>		<b>(H) APPLICATION FOR FREE ISSUANCE: Notarize only if applicant is entitled to a free issuance because original was lost in the mail and application is being made within ninety (90) days of original issuance.</b>			
<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<b>(I) NOTARIZATION: Sworn to and subscribed before me:</b>			
<input type="checkbox"/> Defaced	<input type="checkbox"/> Defaced in mail	MONTH	DAY	YEAR	<b>(J)</b> I certify that all information given is true and correct.
<input type="checkbox"/> Never Received		SIGNATURE OF PERSON ADMINISTERING OATH		SIGNATURE OF APPLICANT (OWNER OR AUTHORIZED PERSON)	
		MUNICIPALITY	COUNTY		TITLE
		DATE COMMISSION EXPIRES		DATE	

PLACE  
POSTAGE  
HERE

PENNSYLVANIA DEPARTMENT OF TRANSPORTATION  
BUREAU OF MOTOR VEHICLES  
COMMERCIAL REGISTRATION SECTION  
PO BOX 68289  
HARRISBURG PA 17106-8289

**APPLICATION TO CHANGE INFORMATION ON FLEET  
ACCOUNT OR FLEET VEHICLE  
FORM MV-674**

**Complete Sections B, G and all application to change information. Use Sections C, D, E and F as indicated in the following:**

**FLEET INFORMATION**

- |                       |   |   |
|-----------------------|---|---|
| Name of applicant     | A | Enter the name of the registrant.   |
| Account/Fleet Number  | B | Enter the Account/Fleet number which was assigned by the Bureau.                                    |
| Applicant Information | C | Check the applicant information being corrected and list correct information in the space provided. |

**VEHICLE DATA**

- |                             |   |   |
|-----------------------------|---|---|
| Vehicle Information         | D | Enter the current information for the vehicle being corrected.  |
| Change/Correction Selection |   | Check vehicle data being changed or corrected and list correct data in space provided.<br><br><b>NOTE:</b> The change block should be used when a physical modification is made to the vehicle or the use has changed. The correction block should be checked when the Bureau or the applicant made an error on the original documents.   |
| Physical/Use Change         | E | Explain the physical change, change in use or indicate error in this field.   |
| Correct VIN as Verified     | F | When correcting a VIN, a tracing of the complete VIN plate must be attached. If no tracing can be obtained, an inspection mechanic or a notary public that is employed by a Pennsylvania authorized dealer or a bonded messenger service may verify the VIN. The inspection mechanic must sign the application and list their inspection number the space provided. The notary public must sign and complete the information in the space provided for the notary seal and administer the seal. <b>NOTE: Only an inspection mechanic is authorized to verify a gross vehicle weight rating.</b> |

## **CHANGING ACCOUNT ADDRESS**

To change the address on the fleet:

- a. Check "APPLICATION INFORMATION" in Section C
- b. Check "BUSINESS ADDRESS" &/or "MAILING ADDRESS"
- c. List the correct street or road, city, state, and zip code.

## **CHANGING LESSOR OR LESSEE NAME OR ADDRESS**

To change the address of the lessor or lessee:

- a. Check "APPLICANT INFORMATION" in Section C
- b. Check "LESSOR NAME/ADDRESS" or "LESSEE NAME/ADDRESS"

Reminder: Owner of vehicle must make these changes

## **CHANGING CONTACT PERSON**

To change the contact person's name:

- a. Check "APPLICANT INFORMATION" in Section C
- b. Check "CONTACT NAME " block
- c. List the correct name in the space provided

## **CHANGING CONTACT PHONE NUMBER**

To change the contact person's phone number:

- a. Check "APPLICANT INFORMATION" in section C
- b. Check "PHONE NUMBER" box
- c. List the correct phone number in the space provided

## **CHANGING THE VEHICLE IDENTIFICATION (VIN) NUMBER**

To change the vehicle identification number of a vehicle:

- a. List the incorrect VIN as it appears on the Pennsylvania title, the title number, and the equipment number in Section D
- b. Attach a VIN plate tracing in Section F
- c. Verification by an inspection mechanic or notary for a dealership is required in Section F if no tracing is available
- d. Explain the reason for the change in Section E
- e. Signature of the notary public and the dealer identification number or the signature of the inspection mechanic and the mechanic number is required in Section F

**Note: The original title must be attached.**

## **CHANGING THE EQUIPMENT NUMBER**

To change the equipment number:

- a. List the VIN as it appears on the Pennsylvania title, the title number, and the equipment number in Section D
- b. Check the box indicating "Change" or Correction" in Section D
- c. List the correct equipment number in Section D
- d. List the reason for applying for the change in Section E

## **CHANGING THE MAKE OF THE VEHICLE**

To change the make of the vehicle:

- a. List the VIN as it appears on the Pennsylvania title, the title number, and the equipment number in Section D
- b. Check the box indicating "Change" or Correction" in Section D
- c. List the correct make in Section D
- d. Explain the reason for applying for the change or correction of the vehicle data in Section E

**Note: The original title must be attached.**

## **CHANGING THE BODY TYPE OF A VEHICLE**

To change the body type of a vehicle:

- a. List the VIN as it appears on the Pennsylvania title, the title number, and the equipment number in Section D
- b. Check the box indicating "Change" or Correction" in Section D
- c. List the correct body type in Section D
- d. Explain the physical change and/or change in the use of the vehicle and/or the reason for applying for the change of the vehicle data in Section E

**Note: The original title must be attached.**

## **CHANGING SEATING CAPACITY**

To change the seating capacity:

- a. List the VIN as it appears on the Pennsylvania title, the title number, and the equipment number in Section D
- b. Check the box indicating "Change" or Correction" in Section D
- c. List the correct body type in Section D
- d. Explain the physical change or reason for applying for the change or correction in Section E

**Note: The original title must be attached.**

## CHANGING THE UNLADEN WEIGHT

To change the unladen weight:

- a. List the VIN as it appears on the Pennsylvania title, the title number, and the equipment number in Section D
- b. Check the box indicating "Change" or Correction" in Section D
- c. List the correct unladen weight in Section D
- d. Explain the physical change and/or reasons for applying for the change or correction of vehicle data in Section E

**Note: The original title must be attached.**

## CHANGING OR CORRECTING THE REGISTERED GROSS COMBINATION WEIGHT

To change a registered gross combination weight:

- a. List the VIN as it appears on the Pennsylvania title, the title number, and the equipment number in Section D
- b. Check the box indicating "Change" or Correction" in Section D
- c. List the correct or new requested gross combination vehicle weight in Section D
- d. Explain the reason for applying for the change of vehicle data

## CHANGING OR CORRECTING THE REGISTERED GROSS VEHICLE WEIGHT

To change a registered gross vehicle weight:

- a. List the VIN as it appears on the Pennsylvania title, the title number, and the equipment number in Section D
- b. Check the box indicating "Change" or Correction" in Section D
- c. List the correct or new requested gross vehicle weight in Section D
- d. Explain the reason for applying for the change of vehicle data

## CHANGING THE NUMBER OF AXLES

To change the number of axles:

- a. List the VIN as it appears on the Pennsylvania title, the title number, and the equipment number in Section D
- b. Check the box indicating "Change" or Correction" in Section D
- c. Answer question, "Was Additional Axle Installed?" in Section D
- d. List the GAWR (gross axle weight rating) for the axle added in Section D
- e. Explain the physical change to the vehicle  
**Note:** If additional axle was added an MV-426 Form must be completed.
- f. An inspection mechanic must do verification of the new GVWR in Section F. If the GVWR was changed by adding an axle. List the inspection mechanic's number

**Note: Notaries cannot verify weights. The original title must be returned if the gross vehicle weight rating is changed and an MV-426 must be completed.**





# NOTES





# APPENDIX



## DEFINITIONS

**Applicant** - A person, firm or corporation in whose name the application for a fleet of vehicles is filed. The owner must own the registration.

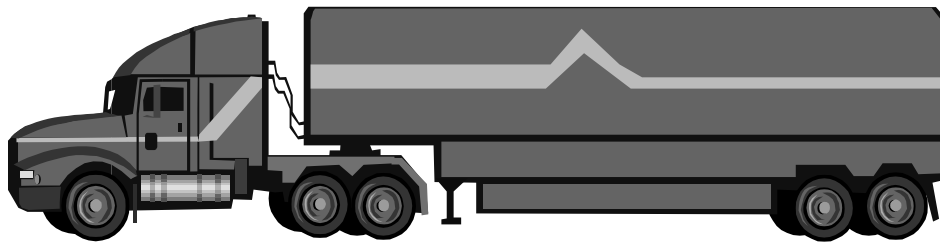
**Axle** - An assembly of a vehicle consisting of two or more wheels whose centers are in one horizontal plane by means of which a portion of the weight of a vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration, an "axle" is any such assembly whether or not it is load bearing only part of the time.

**Bus** - A motor vehicle designed to transport 16 or more passengers, including the driver; or a motor vehicle, other than a taxicab or limousine, designed to transport not more than 15 passengers, including the driver, and used for the transportation of persons for compensation. The term does not include a vehicle used in a ridesharing arrangement, as defined in the act of December 14, 1982 (P.L.1211, No.279), entitled "An act providing for ridesharing arrangements and providing that certain laws shall be inapplicable to ridesharing arrangements," or a school bus.

**Carrier** - An individual, partnership, or corporation engaged in the business of transporting goods or persons.

**Combination** - A power unit used in combination with trailers and semi-trailers.

**Combined Gross Weight** - For vehicles in combination, combined gross weight shall mean the weight of a truck or truck tractor, plus the weight of any trailer or semi-trailer, together with cargo or payload transported. See drawing below.



**Commercial Vehicle** - Any vehicle operated for the transportation of persons or property in furtherance of any commercial or industrial enterprises - for hire or not for hire.

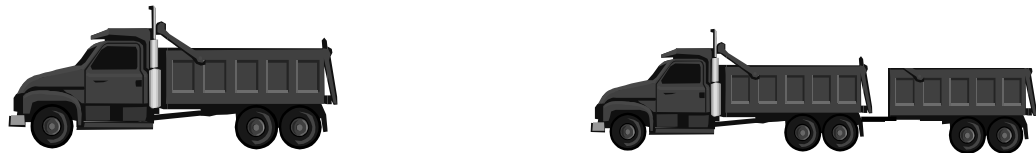
**Converter Gear** - An auxiliary undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer.

**Credential** - The registration card, license plate and sticker issued to vehicles registered under the fleet registration program.

**Dual Registration** - Pennsylvania grants reciprocity to vehicles for interstate movement registered in Alaska, Delaware, the District of Columbia, Massachusetts, New Jersey, Ohio, and Rhode Island. Pennsylvania does not grant reciprocity for vehicles registered in these states for intrastate movement. Pennsylvania grants reciprocity for both interstate and intrastate movement for vehicles registered in an IRP state providing Pennsylvania is listed on the vehicle's cab card. In cases where a vehicle is performing intrastate movement in Pennsylvania and has an out-of-state license plate from a non-IRP state, Pennsylvania registration is also needed. NOTE: A Dual Registration Fact sheet is included in the manual.

**GAWR** (Manufacturer's Gross Axle Weight Rating) - The weight specified by the manufacturer as the maximum design weight of a single axle.

**Gross Weight** - The combined weight of a vehicle or combination of vehicles and its load excluding the driver's weight. See drawing below.



**GVWR** (Gross Vehicle Weight Rating) - The value specified on the Federal weight certification label by the manufacturer as the loaded weight of a single vehicle.

**International Registration Plan (IRP)** - A program for apportioned registration, based on mileage, for commercial vehicles engaged in interstate operations.

**Interstate Operations** - Vehicle movement between or through two or more jurisdictions.

**Intrastate Operations** - Vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.

**Lease** - A written document vesting exclusive possession, control of a responsibility for the operation of the vehicle to the lessee for a specific period of time.

**Lessee** - A person, firm or corporation, which has the legal possession and control of a vehicle owned by another under the terms of a lease agreement.

**Lessor** - A person, firm or corporation, which under the terms of a lease, grants the legal right of possession, control of and responsibility for the operation of the vehicle to another person, firm or corporation.

**Limousine** - A motor vehicle designed for carrying no more than nine passengers, exclusive of the driver, and used for the transportation of persons for compensation. (Note: Limousine registration shall be issued only to vehicles licensed as limousines by the Public Utility Commission.)

**Long Term Lease** - A lease that covers 30 days or more.

**Passenger** - A motor vehicle, except a motorcycle, designed primarily for the transportation of persons and designed for carrying no more than 15 passengers, including the driver, and primarily used for the transportation of persons. The term includes motor vehicles which are designed with seats that may be readily removed and reinstalled, but does not include such vehicles if used primarily for the transportation of property. Note: Passenger registration shall not be issued to a vehicle used for compensation)

**Permit** - A special hauling permit issued by the Transportation Department, as stated in the Pennsylvania Vehicle Code, for the movement of a mobile home, oversize or overweight vehicle or combination of vehicles, including the load or loads thereon, on state highways other than the Pennsylvania Turnpike.

**Reciprocity** - Exemption from registration by a bilateral jurisdiction of a vehicle properly registered under an agreement.

**Registered Weight** - The weight at which a vehicle or combination of vehicles has been licensed.

**Registrant** - A person, firm, or corporation in whose name or names a vehicle is properly registered.

**Rental and Leasing** - The giving of possession and control of a vehicle for valuable consideration for a specified period of time.

**Rental Owner** - An owner principally engaged in renting one or more rental fleets to others or offering for rental the vehicles of such fleet, with or without drivers.

**School Bus** - A motor vehicle which is designed to carry 11 passengers or more, including the driver and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.

**School Vehicle** - A motor vehicle, except a motorcycle, designed for carrying no more than ten passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to a school district or private or parochial school. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.

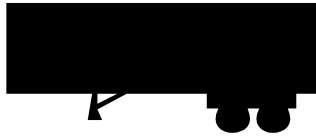
**Short Term Lease** - A lease that covers less than 30 days.

**Taxi** - A motor vehicle designed for carrying no more than eight passengers, exclusive of the driver, on a call and demand service, and used for the transportation of persons for compensation.

**Trailers** - A vehicle designed to be towed by a motor vehicle.

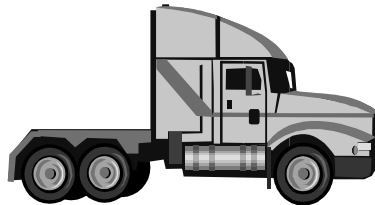
**Full Trailer** - A trailer so constructed that no part of its weight rests upon the towing vehicle. A semi trailer attached to a towing vehicle by means of an auxiliary front axle or dolly shall be deemed to be a full trailer.

**Semi Trailer** - A trailer so constructed that some part of its weight rests upon or is carried by the towing vehicle.



**Truck** - A motor vehicle designed, used or maintained primarily for the transportation of property. The term includes motor vehicles designed with seats that may be readily removed and reinstalled if those vehicles are primarily used for the transportation of property.

**Truck Tractor** - A motor vehicle designed and used primarily for drawing other vehicles and not so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.



**Unladen Weight** - The weight of the vehicle fully equipped for service excluding the weight of any load.

# FACT SHEET

## DUAL REGISTRATION

### OVERVIEW

Dual registration is a vehicle registration program designed to aid customers who are performing intrastate movement or are regularly carrying on business in Pennsylvania. Dual registration is available for any vehicle that weighs 26,000 lbs. or under or has fewer than three axles. This program is also designed to aid customers from Alaska and Canadian Provinces other than Alberta, British Columbia and Saskatchewan, who will be operating a vehicle in Pennsylvania, regardless of the size of the vehicle or its number of axles.

Any vehicle over 26,000 lbs. that has three or more axles and is from any jurisdiction outside of Pennsylvania, including Alberta, British Columbia and Saskatchewan, is required to display an International Registration Plan (IRP) registration before entering Pennsylvania unless the vehicle is exempted under the IRP, has a trip permit or is dual registered.

### REGISTRATION REQUIREMENTS FOR DUAL REGISTRATION

#### DOCUMENTS NEEDED:

1. A signed, dated and notarized application for Certificate of Title (Form MV-1).
2. A vehicle identification number tracing including the vehicle weight ratings must be attached to the MV-1. If a legible tracing cannot be secured, the MV-1 form must be signed and certified by an inspection mechanic or a notary public who is a full agent or is employed by a Pennsylvania dealer. List the number of axles on the vehicle and axles in combination, sum of Gross Axle Weight Rating (GAWR), requested gross weight and unladen weight. The words "dual registration" must appear in the lien section of the form. If the vehicle is a truck, an inspection mechanic must verify the Gross Vehicle Weight Rating (GVWR) and/or Gross Combination Weight Rating (GCWR) on Form MV-41.
3. Photocopy of the out-of-state title in the applicant's name (since the registrant will not receive a Pennsylvania title, the out-of-state title can still be maintained).
4. Photocopy of insurance card or temporary insurance binder. This form must be submitted in order to prove the applicant is presently maintaining financial responsibility/insurance.
5. A \$22.50 fee to establish a title record. Refer to the fee chart on the reverse side of this form and include the proper fee for the requested registered gross weight.
6. Proof of payment of sales tax. Pennsylvania charges sales tax at the rate of 6% of the purchase price. Credit will be granted for state sales tax legally paid to another state provided such state grants similar tax credit to Pennsylvania. In instances where credit is allowed, the difference of the actual paid tax and Pennsylvania's tax due will be charged. This amount must be indicated on the MV-1. **NOTE:** If the vehicle has been owned for over six months, Pennsylvania's tax rate is 6% of the fair market value of the vehicle.
7. Exemption from Pennsylvania Sales Tax is possible provided a valid Pennsylvania Department of Revenue sales tax exemption number is listed on Form MV-1 or MV-4ST.
8. Internal Revenue Service Form 2290, Schedule 1, Proof of Payment for the Heavy Vehicle Use Tax (HVUT). This form is needed for a vehicle with a taxable gross weight or combination weight of at least 55,000 lbs.

June 2002

- over -

Bureau of Motor Vehicles - Research and Support Operations Section  
P.O. Box 68031, Harrisburg, PA 17106-8031  
Visit us through the PA PowerPort at [www.state.pa.us](http://www.state.pa.us)

**APPLICATION PROCESS**

Because the Department can not issue the registration credentials until the paperwork is processed, the following procedures should be followed.

1. If carriers have access to Pennsylvania tag agents, we recommend completing all necessary applications for Pennsylvania registration in their offices. To obtain authorization to issue a registration plate, the agent **must** call the Commercial Registration Section at (717) 787-4309.
2. If carriers do not have access to Pennsylvania tag agents, call the Commercial Registration Section at (717) 787-4309 and request that the necessary vehicle registration applications be mailed to you.
3. The applicable forms listed on the reverse should be mailed to: Department of Transportation, Bureau of Motor Vehicles, Commercial Registration Section, P.O. Box 68289, Harrisburg, PA 17106-8289.

**NOTE:** The pink copy of the MV-1 is valid for only 90 days from the date of issue or until the vehicle's credentials are received, whichever comes first.

To obtain further information, write to the above address or call (717) 787-4309.

**PENALTY**

The fine for operating a vehicle in Pennsylvania without the proper registration is double the Pennsylvania registration fee.

**ADDITIONAL REQUIREMENTS**

**Inspections**

Vehicles bearing current registration plates issued by the Commonwealth shall not be moved on a highway unless the vehicle displays a currently valid certificate of inspection issued by an official Pennsylvania Inspection Station.

**OPERATING AUTHORITY**

For information regarding intrastate operating authority in Pennsylvania, contact the Public Utility Commission, North Office Building, P.O. Box 3265, Harrisburg, PA 17105-3265 or call (717) 787-3834.

CLASS	REGISTERED GROSS WEIGHT	REGISTRATION FEE ANNUAL
1	5,000 OR LESS	58.50
2	5,001 - 7,001	81.00
3	7,001 - 9,000	153.00
4	9,001 - 11,000	198.00
5	11,001 - 14,000	243.00
6	14,001 - 17,000	288.00
7	17,001 - 21,000	355.50
8	21,001 - 26,000	405.00
9	26,001 - 30,000	472.50
10	30,001 - 33,000	567.00
11	33,001 - 36,000	621.00
12	36,001 - 40,000	657.00
13	40,001 - 44,000	697.50

CLASS	REGISTERED GROSS WEIGHT	REGISTRATION FEE ANNUAL
14	44,002 - 48,000	751.50
15	48,001 - 52,000	828.00
16	52,001 - 56,000	882.00
17	56,001 - 60,000	999.00
18	60,001 - 64,000	1111.50
19	64,001 - 68,000	1165.50
20	68,001 - 73,280	1251.00
21	73,281 - 76,000	1597.50
22	76,001 - 78,000	1633.50
23	78,001 - 78,500	1651.50
24	78,501 - 79,000	1669.50
25	79,001 - 80,000	1687.50



## **URBAN MASS TRANSPORTATION SYSTEM OPERATION INSTRUCTION**

An Urban Mass Transportation System defined in the Vehicle Code as:

A person holding a certificate of public Utility Commission or municipality authority, port authority or transportation authority established under the laws of the Commonwealth that transports persons on schedule over fixed routes and derives 80% of their intrastate schedule revenue from scheduled operations from within the county from which they have their principal place of business, or contiguous counties.

Section 1901 of the Vehicle Code provides for exemption of fees for titling and registering vehicles owned by an Urban mass Transportation System.

In order to qualify as an Urban Mass Transportation System and therefore, be exempt from titling and registration fees, an application MV-729 must be completed and returned to the Commercial Registration Section of the Bureau of Motor Vehicles, P.O. Box 68289, Harrisburg, Pennsylvania 17106-8289. For original qualification, copies of all scheduled routes must be attached to the application.

In reporting revenue from scheduled fixed routes, extraordinary income such as advertising, state or federal operating and/or capital grants and income from school or charter service are not to be included. Grant payments from the Commonwealth free transit program for Senior Citizens is to be included. In addition, the revenue from the intrastate portion of interstate routes must be included in the futures submitted.

Once an Urban Mass Transportation System is approved as a qualified system, all buses are exempt from titling and registration fees and will receive a Mass Transit Registration Plate. Note: school buses are excluded from being put on a Mass Transit System and must be title and registered as school buses with appropriate fees charged and school bus plates issued to them.

Private companies operating as an Urban Mass Transportation System must qualify annually by completing the revenue information on their annual Mass Transit Fleet renewal invoice.

If the transportation system discontinues schedule routes in the county of its principal place of business or contiguous counties and thereby reduces below 80% of the percentage of revenue from those counties compared to its entire intrastate revenue, the system no longer qualifies as an Urban Mass Transportation System. If this occurs, titling and registration fees will be charged.

Plate display: The MT tag must be placed on the rear of the bus. If the transportation system qualifies permanently no registration sticker will be issued and on the registration card the expiration date will state permanent. Those private companies, that must renew annually, will be issued a yearly renewal sticker that will expire in the month of May. The registration sticker must be placed in the rectangular space provided on the plate.

Questions concerning the Mass Transit registration program should be addressed to the Commercial Registration Section at the above address or by calling (717) 787-4309.

# FACT SHEET



## BUS REGISTRATION

### PURPOSE:

This fact sheet outlines the usage for the 5 different bus registration plates and the school vehicle registration plate issued by the Department. The plates are in the new-style colors, blue, fading into white, fading into yellow, and are identified by words and a two-letter designator.

### PLATE TYPES:

#### The Apportioned Plate

This plate is issued to buses or school buses which have Federal Motor Carrier authority and travel on scheduled routes into or through member jurisdictions of the International Registration Plan (IRP). NOTE: Buses used exclusively for charter are exempt from the IRP. The fees paid to the "base state" are divided proportionally among all of the states through which the fleet travels. This plate may be identified by the letters "BN" plus five digits and has the word "Apportioned" at the bottom.



#### The Mass Transit Plate

This plate is issued to buses (not school buses) that are owned or operated by a qualifying urban mass transportation system, regardless of the individual use of each bus. These tags are issued for municipal and authority buses as well as those owned by private companies. Private companies must hold a certificate with the Public Utility Commission or municipal, port, or transportation authority. Plates that are issued to the municipalities or other government agencies receive a permanent registration, and plates that are issued to private companies receive an annual registration which expires May 31 each year. The mass transit plate is identified by the letters "MT" plus five digits and has the words "Mass Transit" at the bottom.



#### The Standard Bus Plate

This plate is issued to those buses or school buses which do not travel into apportioned states on scheduled routes, but operate under Public Utility Commission (PUC) Authority, Federal Motor Carrier Authority or Authority under The Allegheny County Port Authority. Although its registrants operate under PUC Authority, they may, on occasion, be leased for operations which do not require PUC Authority. At those times, the authority numbers must be concealed on the side of the bus. Buses with these tags may also be used as school buses. This plate is identified by the letters "BA" plus five digits and has the word "Bus" at the bottom. This plate may not be used on 11-15 passenger vehicles used to transport school children unless the vehicle was titled and registered as a bus prior to March 1, 1993.



December 2003

-over-

**Bureau of Motor Vehicles - Research and Support Operations Section**  
**P.O. Box 68031, Harrisburg, PA 17106-8031**  
**Visit the Driver and Vehicle Services web site at: [www.dmv.state.pa.us](http://www.dmv.state.pa.us)**

## The School Bus Plate

This plate is issued only to school buses which are used exclusively for school activities. The registrant may not use the bus for general transportation activities that are not directly related to school functions, or as a for-hire bus. If the bus is owned by a school district, the registration is permanent. All others must be renewed annually. The plate is identified by the letters "SC" plus five digits and the words "School Bus" at the bottom. This plate may not be used on 11-15 passenger vehicles used to transport school children unless the vehicle was titled and registered as a bus prior to March 1, 1993.



## The School Vehicle Plate

This plate is issued to vehicles designed to carry no more than ten passengers, including the driver, and used only for the transportation of school students while registered by or under contract with a school district, private or parochial school. This also includes vehicles having chartered, group and party rights under the PUC and used for the transportation of school children to or from public, private or parochial school activities. This vehicle must be renewed annually. The plate is identified by the letters "SV" plus five digits and the words "School Vehicle" at the bottom. This plate may not be used on 11-15 passenger vehicles used to transport school children unless the vehicle was titled and registered as a bus prior to March 1, 1993.



## The Omnibus Plate

This plate is issued to vehicles that do not have PUC Authority and, therefore, are generally not used as a for-hire bus. These vehicles are primarily owned by individuals, churches, or other charitable organizations. These would not be long-term leases, but rather trip leases. A copy of the trip lease should be carried in the vehicle. The plate is identified by the letters "OB" plus five digits and has the word "Omnibus" at the bottom. This plate may not be used on 11-15 passenger vehicles used to transport school children unless the vehicle was titled and registered as a bus prior to March 1, 1993.



## School Buses - School Vehicles

Vehicles as Designed by Manufacturer *1	Plate Type	Restricted Use	Compensation
<b>School Bus</b> 11-72 Passengers	School Bus (SC) Bus (BA), (BN) Municipal (MG) Official Use - State (PA) Omnibus (OB)	Yes No No No No	Yes Yes Yes N/A Yes *2
<b>Bus</b> 16-72 Passengers	Bus (BA), (BN) Municipal (MG) Official Use - State (PA) Omnibus (OB)	No No No No	Yes Yes N/A Yes *2
<b>Bus</b> 11-15 Passengers *3	Bus (BA), (BN) Municipal (MG) Official Use - State (PA) Omnibus (OB)	No *3 No No No	Yes Yes N/A Yes *2
<b>Passenger</b> 1-10 Passengers *2	Passenger School Vehicle Bus (BA), (BN) Municipal (MG) Official Use - State (PA) Omnibus (OB)	No Yes No No No No	No Yes Yes Yes N/A Yes *2
<b>Passenger</b> 11-15 Passengers *2	Bus (BA), (BN) Municipal (MG) Official Use - State (PA) Omnibus (OB)	No No No No	Yes Yes Yes Yes

\*1 - Removal or blocking of seats does not reduce design capacity

\*2 - With lease or contract for compensation

\*3 - Only if registered as a bus prior to 3-1-93

## School Buses - School Vehicles - Buses

<b>Type of Plate Issued</b>	<b>Vehicle Use</b>		
	<b>School Bus (1) 11 or more passengers including the driver</b>	<b>School Vehicles 10 or less passengers including the driver</b>	<b>Bus for Hire (2)</b>
<b>School Bus (SC)</b> (Titled as a School Bus)	Yes (3), (6)	No	No
<b>Bus (BA)</b>	Yes (7)	Yes (2)	Yes (3)
<b>Mass Transit (MT)</b>	No	No	Yes (3)
<b>Apportioned (BN)</b>	Yes (7)	No	Yes (3)
<b>Omnibus (OB)</b>	Yes (7)	Yes	Yes (4)
<b>Official Use - State (PA)</b> State Agencies or State Universities	Yes (3), (7)	Yes	No
<b>Municipal (MG)</b> Municipalities or School Districts	No	Yes (3) <b>School Districts Only</b>	No

1. Vehicle operated as school buses must comply with Chapter 171 of the PA Code. Vehicles operated as school buses must be designed and built as school buses. (PA. C.S. Title 75 Section 4553)
2. For Hire: as determined by the PUC.
3. Principal use determines plate use. (PA. C.S. Title 75 Section 1304)
4. With lease, paratransit authority, or school contract.
5. Cannot be used for compensation.
6. Restricted use. (PA. C.S. Title 75 Section 1343)
7. Must comply with all Federal and State school bus equipment requirements. If it does not it is not a school bus. (Chapter 171) (PA. C.S. Title 75 Section 1343) (49 C.F.R., Part 571)

## IFTA & MOTOR FUEL TAXES

Pennsylvania is a member state of the International Fuel Tax Agreement, known as IFTA, and participates in the dyed fuel program.

IFTA is a Road Tax collection system that uses a base state concept. In other words, motor carriers based in Pennsylvania will register for decals, file reports, and pay road taxes due to all states to Pennsylvania. The PA Department of Revenue will then distribute the road taxes dues to other states.

Pennsylvania implemented the provisions of the International Fuel Tax Agreement (IFTA) on January 1, 1996. In conjunction with this, the definition of a vehicle subject to road tax changed to that of a qualified motor vehicles which is a vehicle designed, used, or maintained for the transportation of persons or property and which is:

- a) A power unit with two axles and a gross or registered weight greater than 26,000 pounds, or
- b) A power unit with three or more axles regardless of weight, or
- c) A combination vehicle (vehicle & trailer) whose declared combination weight is greater than 26,000 pounds.

The Department of Revenue will issue one IFTA license card and a legible photocopy must be maintained in the cab of each qualified motor vehicle. PA based vehicles that do not operate outside of Pennsylvania are required to carry a Road Tax registration card in each vehicle. The fee for each set of decals is \$5.

In lieu of purchasing decals for Road Tax or IFTA, any motor carrier may purchase a trip permit, which shall be valid for a period of five days at a cost of \$50 and can be obtained at most truck stops nationwide.

For further information contact the Department of Revenue at:

Physical Address: PA Department of Revenue, Bureau of Motor Fuel Taxes, Room 541 Strawberry Square, 4th and Walnut Sts. Harrisburg, PA 17128-0646  
Phone 1(800) 482-IFTA (4382), FAX (717) 787-6261

Mailing Address: PA Department of Revenue, Bureau of Motor Fuel Taxes, Dept. 280646, Harrisburg, PA 17128

Internet home page address: <http://www.revenue.state.pa.us>

**NOTE:** Decals can be purchased at the Riverfront Office Center in the customer service area.

## **HAZARDOUS MATERIALS**

If a motor carrier transports hazardous materials, or must display a placard while traveling through Pennsylvania, that motor carrier must register with the Transportation Department's Hazardous Materials Section in the Motor Carrier Division of the Bureau of Maintenance and Operations. Registration information can be obtained from the Motor Carrier Division, 6th floor, Commonwealth Keystone Building, Commonwealth & Forester, Harrisburg PA 17101, or call (717) 787-7445.

## **SPECIAL HAULING PERMITS**

A vehicle of non-divisible load exceeding any legal length, width, or height limit may qualify for a Special Hauling Permits to operate on state highways.

### **Permit Issuance**

Upon review and approval of the application, a Special Hauling Permit will be issued, specifying the approved routes and any special conditions relating to the movement.

The driver must have the permit and general conditions (Form M-938) in his possession and available for inspection. The general conditions provide for the safe and convenient passage of traffic by specifying pilot car and policy escort requirements, lighting, signing, flagging, inspection requirements, travel period restrictions, inclement weather restrictions and other safeguards. All drivers must comply with terms of the permit, its special conditions and the general conditions contained in Form M-938.

### **Permit Fee**

The minimum issuance fee is \$25 for a single permit. In addition, an overweight vehicle is charged 3 cents per ton-mile for all weight in excess of the motor vehicle's registered gross weight.

A small number of permits (fewer than 1%) are issued on a seasonal or annual basis where a single trip permit would be impractical (such as repetitive highway crossings).

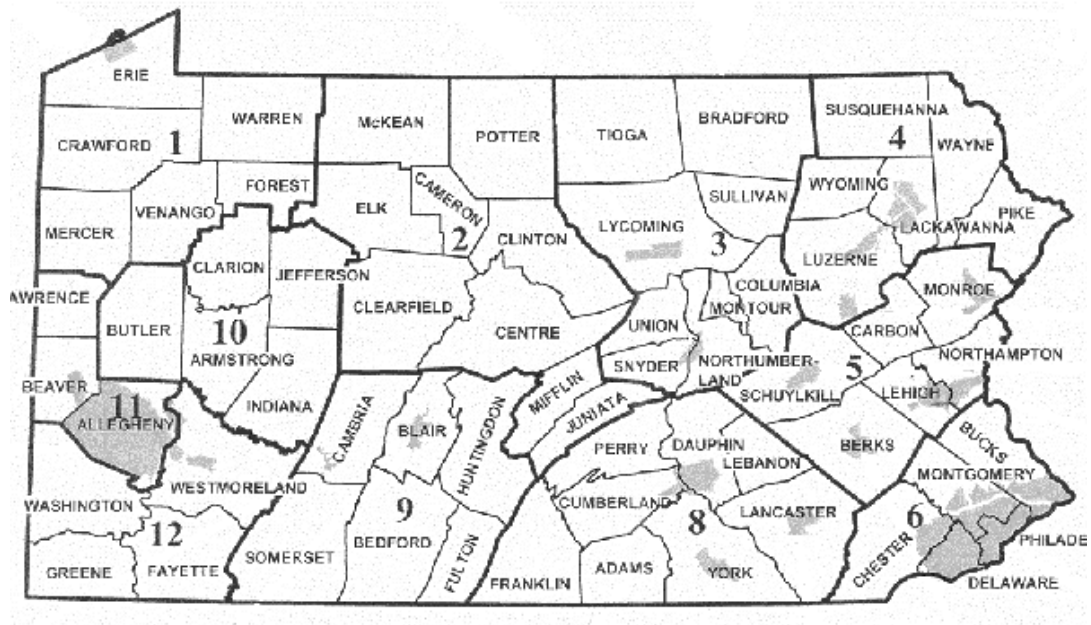
## **OTHER PERMIT/AUTHORIZATIONS**

Special Hauling Permits authorize only oversize/overweight movements on state highways. Listed below are some organizations that authorize other vehicle movements.

For information on:	Contact:
Local Roads	Municipality responsible for road
PA Turnpike	Turnpike Commission P O Box 8531, Harrisburg, PA 17105 (717) 939-9551 ext. 2980 (then push #2 on the phone tree) <a href="http://www.paturnpike.com">www.paturnpike.com</a>
Posted Highways	Engineering District (see list on next page)

## Obtaining Oversize/overweight Special Hauling Permits

Permits may be obtained from the Transportation Department's District Offices listed below. You can apply for most single trip permits at the Department's Maintenance District Offices. You can also obtain permit forms and instructions on how to fill the out at the Department of Transportation's web site. [www.dot.state.pa.us](http://www.dot.state.pa.us) → Special Interest Areas → Permits → Hauling Permits





Engineering District 1-0  
255 Elm Street  
Oil City PA 16301  
(814) 678-7091

Engineering District 2-0  
1924-30 Daisy Street  
P O Box 342  
Clearfield PA 16830  
(814) 765-0513

Engineering District 3-0  
Jordan Avenue  
Montoursville PA 17754  
(570) 368-4274

Engineering District 4-0  
O'Neill Highway  
Dunmore PA 18512  
(570) 963-4054

Engineering District 5-0  
1713 Lehigh Street  
Allentown PA 18103-4727  
(610) 798-4166

Engineering District 6-0  
7000 Geerdes Boulevard  
King of Prussia PA 19406  
(610) 205-6785

Engineering District 8-0  
2140 Herr Street  
Harrisburg PA 17101-1699  
(717) 787-5918

Engineering District 9-0  
1620 N Juniata Street  
Hollidaysburg PA 16648  
(814) 696-7261 or 696-7263

Engineering District 10-0  
2550 Oakland Avenue  
Box 429  
Indiana PA 15701-0429  
(724) 357-2832

Engineering District 11-0  
45 Thoms Run Road  
Bridgeville PA 15017  
(412) 429-4805

Engineering District 12-0  
825 N Gallatin Avenue  
P O Box 459  
Uniontown PA 15401-0459  
(724) 439-7343

## TRIP PERMITS

Trip permits will be required on vehicles over 26,000 pounds or 3 axles in other member jurisdictions if a Pennsylvania based registrant does not apportion with that jurisdiction. If not proportionally registered before entering any other member jurisdiction, a trip permit must be secured and carried in the cab of the vehicle for which issued or the vehicle may be subject to the assessment of full registration fees in that jurisdiction.

With a trip permit, and provided you have proper operating authority in the member jurisdiction, your vehicle is entitled to be operated intrastate, as well as interstate operations during the period allow under such permit.

Fees and duration of temporary trip permits are dependent upon the registration laws of the particular jurisdiction. Trip permits are intended to be used for occasional or emergency need and shall not be used evade proportional registration.

Trip permits are available from each member jurisdiction and may either be ordered in advance from the jurisdiction for which the permit is needed or obtained from Transmitter Services.

Unless obtained directly from the jurisdiction involved, there is a service charge in addition to the jurisdiction's fee, through the following:

Toll Free Numbers:

Jet Permit LTD	1-800-788-0603
Com DATA	1-800-741-3434

Specific information on other jurisdictions' trip permits, including cost and time limits, and where to purchase can be found on the chart on the following pages.

JURISDICTION NAME	AVAILABLE FROM	COST/DURATION OF PERMIT	OBTAINED PRIOR TO ENTRY
Alabama	Department of Revenue Motor Vehicle Division (334) 242-4571	\$20 for 7 days	Yes
Alberta	Port of Entry and Weigh Scales In Province 1-800-662-7138 Out of Province (403) 342-7138	Varies by distance, net weight for 3 days	No

<b>JURISDICTION NAME</b>	<b>AVAILABLE FROM</b>	<b>COST/DURATION OF PERMIT</b>	<b>OBTAINED PRIOR TO ENTRY</b>
Arizona	Department of Transportation Motor Carrier Services (602) 255-7346	Varies based on distance and number of axles for 96 hours	No
Arkansas	Dept. Finance & Administration Motor Vehicle Division (501) 682-4653 Weigh Stations and Local Revenue Offices	\$33 for 72 hours	No
British Columbia	Weight Scales ICBC Permit Line 1-800-559-9688	1/12 of annual registration fee for vehicle weight	No
California	Department of Motor Vehicles Field Offices (916) 657-7971	\$45 power unit for 4 days and \$30 fuel tax permit for 4 days	Yes
Colorado	Department of Revenue Motor Carrier Services (303) 757-9241	\$60 to \$80 depending on weight for 72 hours	No
Connecticut	Department of Motor Vehicles, IRP Unit (860) 594-2816	\$15 for 72 hours	Yes
Delaware	Department of Transportation (302) 739-4538 Wire Service	\$15 for 72 hours	Yes
District of Columbia	Department of Public Works (202) 727-7050	\$19	Yes
Florida	Division of Motor Vehicles (850) 488-6921 Wire Service	\$30 for 10 days	Yes
Georgia	Office of Permits and Enforcement (404) 624-0411 Wire Service	\$30 for 72 hours	Yes
Idaho	Ports of Entry Department of Transportation (208) 334-8688	\$30 single unit/\$60 combination for 120 hours	No

JURISDICTION NAME	AVAILABLE FROM	COST/DURATION OF PERMIT	OBTAINED PRIOR TO ENTRY
Illinois	Secretary of State Commercial & Farm Truck Division (217) 785-1816 1-800-252-8638 (in-state only)	\$19 for 72 hours	Yes
Indiana	Department of Revenue Motor Carrier Services (317) 615-7340 Vendor Stations	\$15 for 72 hours	Yes
Iowa	Department of Transportation Motor Carrier Services (515) 237-3264 Vendor Stations	\$10 for 72 hours	Yes
Kansas	Dept. of Revenue Div. of Vehicles Central Permit Office (785) 296-2356 Motor Carrier Inspection Stations	\$26 for 72 hours	No
Kentucky	Transportation Cabinet Division of Motor Carriers (502) 564-4540	\$40 for 10 days	Yes
Louisiana	Public Service Commission (255) 342-1422 Port of Entry, Weight Scales, Motor Vehicle District Offices	\$25 for 48 hours	Yes
Maine	Motor Vehicle Division Commercial Vehicle Center (207) 287-8633 Wire Service	\$25 for 72 hours	Yes
Manitoba	Commercial Vehicle Registration Division of Driver Vehicle Licensing 945-7380 (Winnipeg) 1-866-798-1185 (outside Winnipeg)	Truck - .9 x weight x distance : Bus - .083 x distance x passengers	
Maryland	Department of Transportation Office of Traffic Safety (410) 582-5727	\$15 for 72 hours	Yes
Massachusetts	Wire Service Only	\$15 for 72 hours	Yes
Michigan	Department of State IRP Unit (517) 332-5458	\$20 for 72 hours	Yes

<b>JURISDICTION NAME</b>	<b>AVAILABLE FROM</b>	<b>COST/DURATION OF PERMIT</b>	<b>OBTAINED PRIOR TO ENTRY</b>
Minnesota	Department of Public Safety Driver & Vehicle Services (651) 405-6169	\$15 for 120 hours	Yes
Mississippi	Department of Transportation Permit Section (601) 923-7000	\$25 for 72 hours	No
Missouri	Highway Reciprocity Commission (575) 751-6433	\$10 for 72 hours	Yes
Montana	Department of Transportation Motor Carrier Services (406) 444-6130	Up to 46,00 lbs: \$10/0-200 miles; \$15/201-400 miles; \$20/over 400 miles; 46,001-80,000 lbs; \$20/0-200 miles; \$30/201-400 miles; \$40/over 400 miles; Over 80,001 lbs: \$50/0-200 miles, \$65/201-400 miles, \$80/over 400 miles; Triple Combinations: \$60/0-200 miles, \$80/201-400 miles, \$100/over 400 miles; Unregistered Trailer: \$10/0-200 miles, \$15/201-400 miles, \$20/over 400 miles;	No
Nebraska	Department of Motor Vehicles Motor Carrier Services (402) 471-4435	\$25 for 72 hours	No
Nevada	Department of Motor Vehicles Motor Carrier Bureau (702) 687-5340 Wire Service	\$5 plus 15 cents per mile for 24 hours	No
New Brunswick	Department of Transportation, District Offices Special Permits Office Transportation Policy Branch (504) 453-2982	\$81 truck, \$161 truck tractor for 5 days	
New Hampshire	Department of Public Safety Bureau of Road Tolls (603) 271-2311	\$15 for 72 hours	Yes
New Jersey	Division of Motor Vehicles Bureau of Motor Carriers (609) 633-9399	\$25 for 72 hours	Yes
New Mexico	Motor Transportation Division (505) 827-2265	Varies upon mileage and vehicle weight for 48 hours	No
New York	Department of Taxation & Finance (518) 457 3653 (Vendors Office)	\$15 for 72 hours	Yes

<b>JURISDICTION NAME</b>	<b>AVAILABLE FROM</b>	<b>COST/DURATION OF PERMIT</b>	<b>OBTAINED PRIOR TO ENTRY</b>
Newfoundland	Central Permit Office Toll Free 1-888-LRG-MOVE (574-6683) Local (191) 733-7154	\$50 truck, \$100 truck tractor for various validation periods	
North Carolina	Division of Motor Vehicles IRP Section (919) 733-7458	\$15 for 10 days	Yes
North Dakota	Highway Patrol Motor Carrier Division (701) 328-3621	\$20 for 72 hours	No
Nova Scotia	Registry of Motor Vehicle Office Service Nova Scotia and Municipal Relations (902)424-5517 or (902)424-1550	\$50 truck, \$100 truck	
Ohio	Department of Transportation Special Hauling Permit Section (614) 728-4099 Wire Service	\$15 for 72 hours	Yes
Oklahoma	Oklahoma Tax Commission Motor Vehicle Pro-rate Division (405) 521-3036	\$12 for 72 hours	Yes
Ontario	Ministry of Transportation Carrier Sanctions & Investigation Office Permit Section (905) 704-2500	\$75 truck, \$132 truck tractor for 10 days	
Oregon	Department of Transportation Motor Carrier Branch (503) 373-0000 or 1-800-336-3602	\$21 for 10 days	Yes
Pennsylvania	Commercial Registration Office Wire Services	\$15 for 72 hours	Yes
Prince Edward Island	Minister of Transportation & Public Works or Registrar of Motor Vehicles	Straight Truck \$75; \$150 truck tractor for 5 days	No
Quebec	Commission des Transports 1-888-461-2433	\$38 for 10 days	Yes

<b>JURISDICTION NAME</b>	<b>AVAILABLE FROM</b>	<b>COST/DURATION OF PERMIT</b>	<b>OBTAINED PRIOR TO ENTRY</b>
Rhode Island	Division of Motor Vehicles (401) 222-2970 ext. 2031, 2032	5 days, \$20; blanket fee \$100	
Saskatchewan	SGT Permit Office (306) 775 6969 or in Saskatchewan 1-800-667-7575	Varies by weight and distance for a single trip	Yes
South Carolina	Department of Public Safety (803) 737-6620 1-800-937-6329 1-800-527-0665	\$15 for 72 hours (each unit)	Yes
South Dakota	Highway Patrol Motor Carrier Enforcement (605) 773-4578	\$15 for 72 hours	Yes
Tennessee	Dept. of Transportation, Overweight & Over-Dimensional Permit Section (615) 741-3821 Commercial Vehicle Administration (615) 687-2326	\$30 for 72 hours	Yes
Texas	Department of Transportation Motor Carrier division 1-800-299-1700	\$25 for 72 hours	Yes
Utah	Department of Transportation Ports of Entry Division (801) 965-4508	\$25 for 96 hours or \$50 for a combination	No
Vermont	Dept. of Motor Vehicles Commercial Vehicles Operations (802) 828-2070	\$15 for 72 hours	Yes
Virginia	Dept. of Motor vehicles (804) 367-0558	\$15 for 10 days	Yes
Washington	Department of Licensing (360) 753-6901	\$10 for 3 days	Yes
West Virginia	Dept. of Motor Vehicles IRP Section (304) 558-3629	\$24 for 5 days	Yes

JURISDICTION NAME	AVAILABLE FROM	COST/DURATION OF PERMIT	OBTAINED PRIOR TO ENTRY
Wisconsin	By Wire Service: Cummins Cash 1-800-223-558? Jet Permits: 1-800-7332911 (in- state) 1-800-558-0603	\$15 for 72 hours	Yes
Wyoming	Wyoming Highway Patrol (307) 777-4376	\$20 single unit/\$40 combination for 96	

Trip permits may also be obtained from several transmitter services. Unless ordered in advance from the jurisdiction involved, there may be a service charge in addition to the jurisdiction's fee.



**BUREAU OF MOTOR VEHICLES  
SCHEDULE OF FEES**

**REGULAR TRUCKS/TRUCK TRACTORS/FARM VEHICLES**

(Classes 1 through 25)

CLASS	REGISTERED GROSS WEIGHT	REGULAR TRUCKS/ TRUCK TRACTORS	FARM TRUCK/ TRUCK TRACTORS
		REGISTRATION FEE ANNUAL/MONTH	REGISTRATION FEE ANNUAL/MONTH
* 1	5,000 or Less	58.50/4.88	76.50/6.38
* 2	5,001 - 7,000	81.00/6.75	76.50/6.38
* 3	7,001 - 9,000	153.00/12.75	76.50/6.38
4A	9,001 - 10,000	198.00/16.50	76.50/6.38
4B	10,001 - 11,000	198.00/16.50	76.50/6.38
5	11,001 - 14,000	243.00/20.25	81.00/6.75
6	14,001 - 17,000	288.00/24.00	96.00/8.00
7	17,001 - 21,000	355.50/29.63	118.50/9.88
8	21,001 - 26,000	405.00/33.75	135.00/11.25
9	26,001 - 30,000	472.50/39.38	157.50/13.13
10	30,001 - 33,000	567.00/47.25	189.00/15.75
11	33,001 - 36,000	621.00/51.75	207.00/17.25
12	36,001 - 40,000	657.00/54.75	219.00/18.25
13	40,001 - 44,000	697.50/58.13	232.50/19.38
14	44,001 - 48,000	751.50/62.63	250.50/20.88
15	48,001 - 52,000	828.00/69.00	276.00/23.00
16	52,001 - 56,000	882.00/73.50	294.00/24.50
17	56,001 - 60,000	999.00/83.25	333.00/27.75
18	60,001 - 64,000	1111.50/92.63	370.50/30.88
19	64,001 - 68,000	1165.50/97.13	388.50/32.38
20	68,001 - 73,280	1251.00/104.25	417.00/34.75
21	73,281 - 76,000	1597.50/133.13	532.50/44.38
22	76,001 - 78,000	1633.50/136.13	544.50/45.38
23	78,001 - 78,500	1651.50/137.63	550.50/45.88
24	78,501 - 79,000	1669.50/139.13	556.50/46.38
25	79,001 - 80,000	1687.50/140.63	562.50/46.88

**TRAILER AND SEMI-TRAILER (No change to annual fee)**

Gross Weight In Lbs.	Annual Fee	Fee Per Mo.	Opt. 5 Year Fee	Optional Permanent
3,000 lbs. or less	6.00	.50	30.00	N/A
3,001 lbs. to 10,000	12.00	1.00	60.00	N/A
10,001 or more	27.00	2.25	N/A	135.00

Trailers 10,000 lbs. or less may be registered for periods of one year or five years.

**MOTOR HOME**

Registered Gross Weight	Annual Fee	Fee Per Mo.
* 8,000 lbs. or less	45.00	3.75
* 8,001 lbs. to 11,000	63.00	5.25
11,001 or more	81.00	6.75

**BUS/LIMOUSINE**

Seating Capacity	Annual Fee	Fee Per Month
6	54.00	4.50
7	63.00	5.25
8	72.00	6.00
9	81.00	6.75
10	90.00	7.50
11	99.00	8.25
12	108.00	9.00
13	117.00	9.75
14	126.00	10.50
15	135.00	11.25
16	144.00	12.00
17	153.00	12.75
18	162.00	13.50
19	171.00	14.25
20	180.00	15.00
21	189.00	15.75
22	198.00	16.50
23	207.00	17.25
24	216.00	18.00
25	225.00	18.75
26	234.00	19.50
27	245.25	20.44
28	256.50	21.38
29	267.75	22.31

Seating Capacity	Annual Fee	Fee Per Month
30	279.00	23.25
31	290.25	24.19
32	301.50	25.13
33	312.75	26.06
34	324.00	27.00
35	335.25	27.94
36	346.50	28.88
37	357.75	29.81
38	369.00	30.75
39	380.25	31.69
40	391.50	32.63
41	402.75	33.56
42	414.00	34.50
43	425.25	35.44
44	436.50	36.38
45	447.75	37.31
46	459.00	38.25
47	470.25	39.19
48	481.50	40.13
49	492.75	41.06
50	504.00	42.00
51	515.25	42.94
52 or More	540.00	45.00

**OTHER**

Class	Annual Fee	Fee Per Mo.
Antique, Classic or Collectible Registration (Permanent Fee)	75.00	N/A
* Passenger	36.00	3.00
* Motorcycle	18.00	1.50
Motor-driven Cycle	9.00	.75
Motorized Pedalcycle	9.00	.75
Ambulances and Hearses	54.00	4.50
Taxi (8 Passengers or Less excluding the driver)	54.00	4.50
School Bus/School Vehicle	24.00	2.00
Implements of Husbandry	18.00	1.50
Special Mobile Equipment	36.00	3.00

\* Qualifies for the reduced Retired Status fee of \$10.00 - Total income must not exceed \$19,200 per year. (Forms MV-371 or MV-140 required.)

## ADDITIONAL FEE INFORMATION

	<u>Fee</u>
Motorcycle Dealer Plate .....	\$18.00
Motor-driven Cycle or Moped Dealer Plate .....	9.00
Any Other Dealer Plate .....	36.00
Temporary Registration Plate (Cost to Dealer or Agent) .....	5.00
Transfer of Registration .....	6.00
Replacement of Registration Plate or Sticker .....	7.50
Duplicate Registration Card (at time of original registration, transfer of registration plate, replacement of registration plate or renewal of registration) .....	1.50
Duplicate Registration Card (at any time other than identified above) .....	4.50
Farm Truck 2 Year Certificate of Exemption	
<b>Type A</b> - A vehicle with a gross vehicle weight or combination weight or weight rating of 17,000 lbs. or less. Requires no inspection (daylight operation only) .....	24.00
<b>Type B</b> - A vehicle with a gross vehicle weight or combination weight or weight rating of 17,001 lbs. or greater. Requires no inspection (daylight operation only) .....	50.00
<b>Type C</b> - A vehicle with a gross vehicle weight or combination weight or weight rating of 17,001 lbs. or greater. Requires an annual inspection (no time restriction for operation) .....	100.00
Certificate of Title .....	22.50
Duplicate Title (lost, destroyed, etc.) .....	22.50
Recording Security Interest (Listing of lien or liens on title). The fee is \$5 per lien in addition to the title fee .....	5.00
Dealer's Notification .....	3.00
Copies of Records .....	5.00
Certified Copies of Records .....	10.00
Annual Inspection Sticker .....	2.00
Semiannual Inspection Sticker .....	1.00
Emission Inspection Sticker .....	No Fee
◆ Legislative Plate .....	20.00
◆ Personal Plate .....	20.00
★ Street Rod Plate .....	20.00
★ Special Organization Plate .....	20.00
★ Steelworker Plate .....	20.00
■ Drug Abuse Resistance Education Plate (D.A.R.E.) .....	35.00
■ Preserve Our Heritage Plate .....	35.00
■ Wild Resource Conservation Fund Plate .....	35.00
■ Zoological Plate .....	35.00

◆ The replacement fee for these special plates is \$20.00.

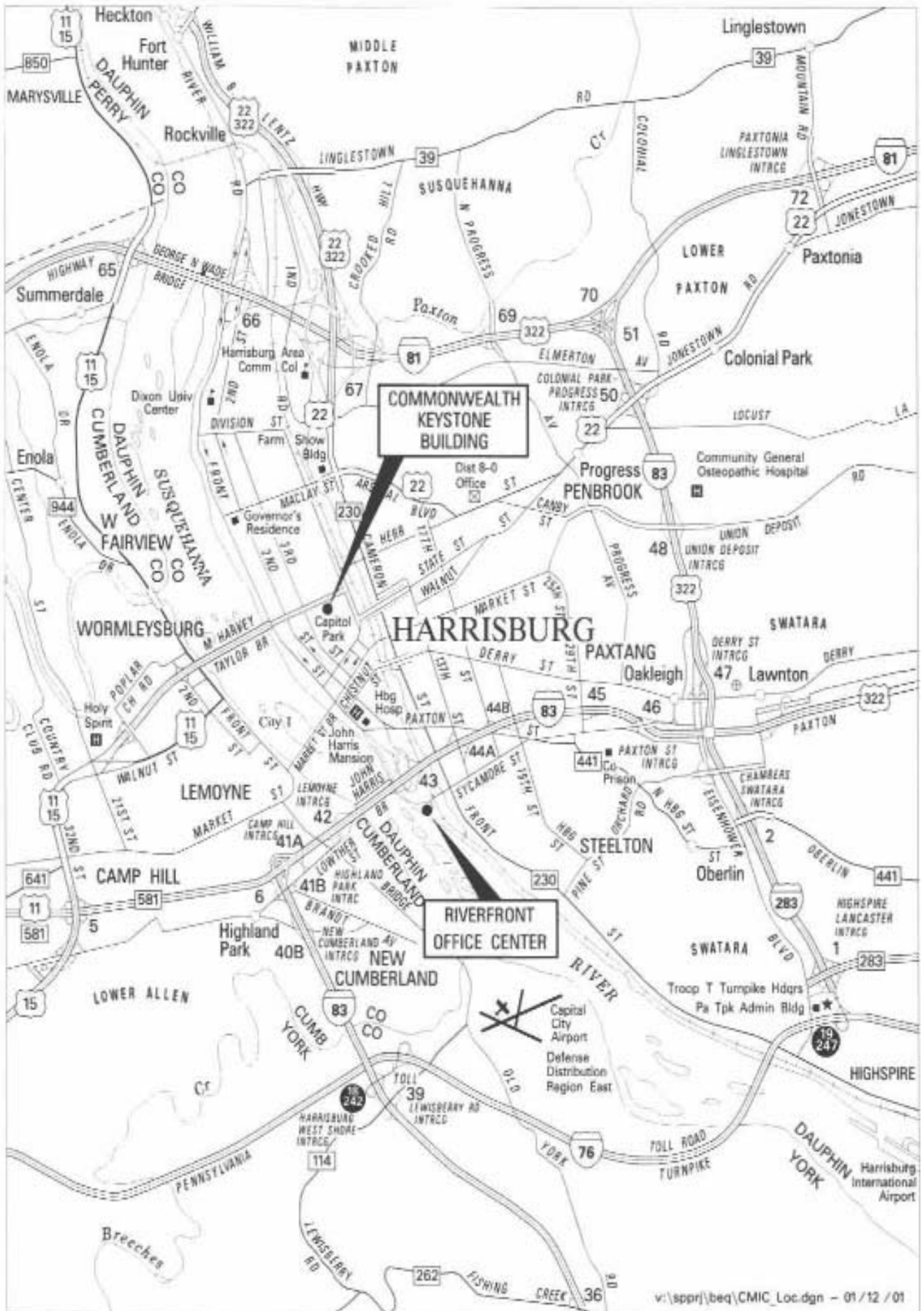
★ The \$20.00 is an issuance fee payable in addition to a regular annual fee. The replacement fee for any of these special plates is \$7.50.

■ The \$35.00 is an issuance fee payable in addition to a regular annual fee. (\$15.00 goes to the various funds established for each plate). The replacement fee for these special plates is \$7.50.

● **Circus-Carnival Plates** (Trucks or Truck Tractors only) - Valid from April 1 through September 30 of any year. Use the appropriate chart (Trucks/Truck Tractors) to determine the annual registration fee for the proper registered gross weight of the vehicle and divide that fee in half.

● **Commercial Implements of Husbandry** - \$76.50 or one-half of the fee in the Regular Trucks/Truck Tractors column, whichever is greater.

● **Farm Equipment Dealer Plates** - \$243 or one-half of the fee listed in the Regular Trucks/Truck Tractors column, whichever is greater.



v:\sprj\beq\CMIC\_Loc.dgn - 01/12/01



## To reach the Driver and Vehicle Services at the Riverfront Office Center when traveling:

### EAST OR WEST ON THE PA TURNPIKE USING EXIT 247:

- Take Turnpike Exit 247
- Follow 283 North to Harrisburg to I-83 South.
- Travel on I-83 South to EXIT 44A, the 13<sup>th</sup> Street Exit.
- At the stop sign at the end of the ramp, turn right onto 13<sup>th</sup> Street.
- Go to the 2<sup>nd</sup> traffic signal and turn right onto Sycamore Street.
- Go ½ mile on Sycamore, to the traffic signal at Cameron Street.
- Stay on Sycamore; cross over Cameron Street; go ¼ mile and bear left at the end of Sycamore Street to building on right.

### EAST OR WEST ON THE PA TURNPIKE USING EXIT 242:

- Take Turnpike Exit 242 to I-83 NORTH.
- Travel on I-83 NORTH to Harrisburg across the South Bridge to EXIT 44A, 13<sup>th</sup> Street Exit.
- At the traffic signal at the end of the ramp, turn left onto 13<sup>th</sup> Street.
- Go to the next traffic signal and turn right onto Sycamore Street.
- Go ½ mile on Sycamore, to the traffic signal at Cameron Street.
- Stay on Sycamore; cross over Cameron Street; go ¼ mile and bear left at the end of Sycamore Street to building on right.

### NORTH ON INTERSTATE 83:

- Follow I-83 NORTH to Harrisburg across the South Bridge to EXIT 44A, 13<sup>th</sup> Street Exit.
- At the traffic signal at the end of the ramp, turn left onto 13<sup>th</sup> Street.
- Go to the next traffic signal and turn right onto Sycamore Street.
- Go ½ mile on Sycamore, to the traffic signal at Cameron Street.
- Stay on Sycamore; cross over Cameron Street; go ¼ mile and bear left at the end of Sycamore Street to building on right.

### SOUTH ON INTERSTATE 83:

- Follow I-83 SOUTH to Harrisburg.
- Use EXIT 44A, the Harrisburg 13<sup>th</sup> Street Exit.
- At the stop sign at the end of the ramp, turn right onto 13<sup>th</sup> Street.
- Go to the 2<sup>nd</sup> traffic signal and turn right onto Sycamore Street.
- Go ½ mile on Sycamore, to the traffic signal at Cameron Street.
- Stay on Sycamore; cross over Cameron Street; go ¼ mile and bear left at the end of Sycamore Street to building on right.

### FROM THE NORTH OF HARRISBURG, USING 22/322 EASTBOUND:

- Follow Route 22/322 EAST
- Follow the signs for EAST 22 Harrisburg which turns into Cameron Street (Route 230 EAST).
- Travel on Cameron Street (ROUTE 230 EAST) through 6 traffic signals.
- At the 7<sup>th</sup> traffic signal, which is Sycamore Street, turn right and go ¼ mile and bear left at the end of Sycamore Street to building on right.

### FROM THE EAST OF HARRISBURG, USING 322 WESTBOUND FROM THE HERSHEY AREA:

- Travel on Route 322 WEST and follow signs for I-83 SOUTH to Harrisburg.
- Travel on I-83 South to EXIT 44A, the 13<sup>th</sup> Street Exit.
- At the stop sign at the end of the ramp, turn right onto 13<sup>th</sup> Street.
- Go to the 2<sup>nd</sup> traffic signal and turn right onto Sycamore Street.
- Go ½ mile on Sycamore, to the traffic signal at Cameron Street.
- Stay on Sycamore; cross over Cameron Street; go ¼ mile and bear left at the end of Sycamore Street to building on right.

### SOUTH ON I-81:

- Follow I-81 SOUTH to SOUTH 83/EAST 322 YORK. This exit veers off from the left lane of I-81.
- Follow signs for 83 SOUTH/HARRISBURG. Stay in right lane.
- Take EXIT 44A, the 13<sup>th</sup> Street Exit.
- At the stop sign at the end of the ramp, turn right onto 13<sup>th</sup> Street.
- Go to the 2<sup>nd</sup> traffic signal and turn right onto Sycamore Street.
- Go ½ mile on Sycamore, to the traffic signal at Cameron Street.
- Stay on Sycamore; cross over Cameron Street; go ¼ mile and bear left at the end of Sycamore Street to building on right.

### North on I-81:

- Travel NORTH on I-81 to EXIT 67.
- Take EXIT 67 off I-81, the Cameron Street, (ROUTE 230 EAST) EXIT.
- Travel on Cameron Street (ROUTE 230 EAST) through 6 traffic signals.
- At the 7<sup>th</sup> traffic signal, which is Sycamore Street, turn right and go ¼ mile and bear left at the end of Sycamore Street to building on right.

**FROM NORTH OF HARRISBURG, USING  
11/15 SOUTHBOUND:**

- **Get on I-81 NORTH.**
- Travel NORTH on I-81 to EXIT 67.
- Take EXIT 67 off I-81, the Cameron Street, (ROUTE 230 EAST) EXIT.
- Travel on Cameron Street (ROUTE 230 EAST) through 6 traffic signals.
- At the 7<sup>th</sup> traffic signal, which is Sycamore Street, turn right and go ¼ mile and bear left at the end of Sycamore Street to building on right.

**FROM SOUTH OF HARRISBURG, USING  
ROUTE 15:**

- Follow Route 15 NORTH.
- Travel NORTH on Route 15 and exit onto Route 581 EAST.
- Travel on 581 which turns into I-83 NORTH.
- Travel on I-83 NORTH to Harrisburg across the South Bridge to EXIT 44A, 13<sup>th</sup> Street Exit.
- At the traffic signal at the end of the ramp, turn left onto 13<sup>th</sup> Street.
- Go to the next traffic signal and turn right onto Sycamore Street.
- Go ¼ mile on Sycamore, to the traffic signal at Cameron Street.
- Stay on Sycamore; cross over Cameron Street; go ¼ mile and bear left at the end of Sycamore Street to building on right.

**FROM EAST OF HARRISBURG USING  
ROUTE 283 EAST FROM THE LANCASTER  
AREA:**

- Travel on I-283 East, exiting at Exit 2
- Follow Route 283 NORTH toward Harrisburg to I-83 SOUTH.
- Travel on I-83 South to EXIT 44A, the 13<sup>th</sup> Street Exit.
- At the stop sign at the end of the ramp, turn right onto 13<sup>th</sup> Street.
- Go to the 2<sup>nd</sup> traffic signal and turn right onto Sycamore Street.
- Go ¼ mile on Sycamore, to the traffic signal at Cameron Street.
- Stay on Sycamore; cross over Cameron Street; go ¼ mile and bear left at the end of Sycamore Street to building on right.

**FROM EAST OF HARRISBURG USING  
ROUTE 230:**

- Stay on Route 230 WEST to Harrisburg.
- At Sycamore Street turn left and go ¼ mile and bear left at the end of Sycamore Street to building on right.



