

PENN DOT CONTRACT APPROVAL PROCESS TO BECOME A ISSUING AGENT

1. On letterhead a list of the following:
 - a. Dealership name with d/b/a if applicable
 - b. Address
 - c. Telephone number
 - d. Fax Number
 - e. Federal EIN number
 - f. DIN number (if din number has not been assigned at this time then put in "pending")
 - g. E mail address
2. On Letterhead list the following:
 - a. Officer names and titles
 - b. Senior support staff with titles and responsibilities (this is any employee who witnesses titles and/or processes PennDot forms including notaries)
3. On letterhead the following statement:
 - a. "Applicant or any employees listed are not (or are) under any sanctions or investigations by the Department of Transportation for violations of the Vehicle Code 75 PA C.S."
 - b. Letter must be signed by the owners, notarized and dated
4. Signed and dated letter from a bank or financial institution stating the dealership has a current account and conducts business in a satisfactory manner
5. Three signed and dated letters of reference from business associates on their business stationary, attesting to the character for each owner/officer listed.
6. On plain sheet of paper:
 - a. Notary (s) signature who is employed by the dealer
 - b. Notary stamp of this employee
 - c. Signature and Date of notary
 - d. Print notary name and home address
 - e. Copy of notary commission license
7. On letterhead, a statement that "no monies are due or owing to the Commonwealth by the business or owners" This must be signed by the owner (s), dated and notarized
8. Supply the following pictures:
 - a. Interior and/or exterior display area for vehicles
 - b. Entrance way showing wheel chair access
 - c. Desk, Telephone, Locking filing cabinet and/or safe

- d. State mandated schedule of fees poster with dealer fees completed in the lower right hand corner (You can order this at www.paadps.com if you do not have one)
9. Current (within six months) PA criminal records on every individual listed on this application including support staff listed
10. Signed, dated statement on the type of security you have at your location , i.e. safes, locked filing cabinet, offices that hold inventory, alarm system
11. Copy of executed \$30,000 surety bond
12. Copy of \$60.00 recovery fund payment for a signed letter of when this was paid

Items #11 and #12 PAA will supply if this contract is being processed with a dealer license application.

A \$100 service fee is required to PAA if the contract is sent thru our association for processing.

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