

Document Manager API Guide V2.03

Consuming Application Instructions



Version
2.03
03/15/2022
Confidential

I. Introduction

Document Manager API is a web based HTTP service that allows consuming applications (“CAs”) to get documents that are required for filing vehicle title information with the state DMVs. The documents are mapped by state, county and city within ATC data store, and the rules are used extensively to provide the right set of documents for any vehicle. The documents are provided as hyperlinks within the returned message.

This document describes the API methods that are available for pulling document related information. The salient features of the API are:

- a) REST based architecture that leverages Microsoft Web API 4.0 framework.
- b) Data is retrieved in XML format.
- c) Parametric information is posted as JSON objects.
- d) All methods require use of basic authentication in the header element, where user name and password are Base64 encoded.

II. Technical Information

The endpoint for this API is:

<https://docsvc.autotitling.com/api/Process/{MethodName}/{OptionalParameter}>

The main operational contract available to CAs is RetrieveVehicleDocuments. This contract requires a customer security token to be passed in the header of each incoming request. The API will authorize the customer token, and set authorization rules accordingly. For a developer unit testing in a tool such as Telerik Fiddler, the header elements would appear as:

Method: http post

User-Agent: Fiddler

Authorization: Basic dGVzdHVzZXI6dGVzdHBhc3N3b3Jk

Host Name: <https://docsvc.autotitling.com>

In the above transaction, the security token value is ‘dGVzdHVzZXI6dGVzdHBhc3N3b3Jk’

Retrieve Vehicle Documents (Token Based)

The method name is: RetrieveVehicleDocumentsByToken. This http post method accepts detailed VIN information from the CA, and returns a list of documents (as hyperlinks) within an XML response message.

CA will pass the vehicle information in the body of the contract, and as a JSON object. The JSON object is represented by the following VINModel class and has the following structure:

```
class VINModel
{
    public string UserId { get; set; } public
    string DealerId { get; set; } public
    string AcceptComplex { get; set; } public
    string State { get; set; }
    public string County { get; set; }
    public string City { get; set; }
    public string Zipcode { get; set; }
    public string VehicleType { get; set; }
    public string PlateType { get; set; }
    public string TransType { get; set; }
    public string TransferringPlates { get; set; }
    public string Number { get; set; }
    public string Expiration { get; set; }
    public string FBFirstName { get; set; }
    public string FBMiddleName { get; set; }
    public string FBLastName { get; set; }
    public string FBCompany { get; set; }
    public string FBAddress { get; set; }
    public string FBAddress2 { get; set; }
    public string FBDOB { get; set; }
    public string FBCity { get; set; }
    public string FBState { get; set; }
    public string FBZIP { get; set; }
    public string FBSSN { get; set; }
    public string FBDLNumber { get; set; }
    public string FBDLState { get; set; }
    public string FBRelationship { get; set; }
    public string SBFirstName { get; set; }
    public string SBMiddleName { get; set; }
    public string SBLastName { get; set; }
    public string SBDOB { get; set; }
    public string SBAddress1 { get; set; }
    public string SBAddress2 { get; set; }
    public string SBCity { get; set; }
    public string SBState { get; set; }
    public string SBZip { get; set; }
    public string SBSSN { get; set; }
    public string SBANDOR { get; set; }
    public string DocumentFees { get; set; }
    public string WarrantyFees { get; set; }
```

```
public string Lien { get; set; } public
string Titled { get; set; } public
string TitledState { get; set; } public
string VIN { get; set; }
public string Odometer { get; set; }
public string NewUsed { get; set; }
public string VYear { get; set; }
public string Make { get; set; }
public string Model { get; set; }
public string Weight { get; set; }
public string Color { get; set; }
public string GVW { get; set; }
public string Cylinders { get; set; }
public string HP { get; set; }
public string MSRP { get; set; }
public string Purchaseprice { get; set; }
public string PurchaseDate { get; set; }
public string TradeIn { get; set; }
public string TradeInState { get; set; }
public string TradeAmt { get; set; }
public string TotalPrice { get; set; }
public string LienholderCompany { get; set; }
public string LienholderAddress { get; set; }
public string LienholderAddress2 { get; set; }
public string LienholderFederalTaxId { get; set; }
public string LienholderStateTaxID { get; set; }
public string LHCity { get; set; }
public string LHState { get; set; }
public string LHZIP { get; set; }
public string LienDate { get; set; }
public string MaturityDate { get; set; }
public string Amount { get; set; }
public string InsuranceCompany { get; set; }
public string InsuranceDate { get; set; }
public string InsuranceExpiryDate { get; set; }
public string InsuranceNumber { get; set; }
public string LeaseCompanyName { get; set; }
public string LeaseAddress { get; set; }
public string LeaseAddress2 { get; set; }
public string LeaseFederalTaxId { get; set; }
public string LeaseStateTaxId { get; set; }
public string LeaseCity { get; set; }
public string LeaseState { get; set; }
public string LeaseZIP { get; set; }
public string DownPayment { get; set; }
```

```

public string MonthlyPayment { get; set; }
public string MonthsInTerm { get; set; }
public string FSFirstName { get; set; }
public string FSMiddleName { get; set; }
public string FSLastName { get; set; }
public string FSCompany { get; set; }
public string FSAddress { get; set; }
public string FSCity { get; set; }
public string FSState { get; set; }
public string FSZIP { get; set; }
public string SSFirstName { get; set; }
public string SSMiddleName { get; set; }
public string SSLastName { get; set; }
public string deletemode { get; set; }
public string CustAddress2 { get; set; }
public string TransDt { get; set; }
public string strUser { get; set; }
public string uploadeddate { get; set; }
public string usertype { get; set; }
public string dl { get; set; }
public string SBDriverLicenseNum { get; set; }
public string SBDriverLicenseState { get; set; }
public string VehicleBodyStyle { get; set; }
public string VehicleGVWPounds { get; set; }
public string VehicleFuelType { get; set; }
public string FEID { get; set; }
public string SellerDealerNumber { get; set; }
}

```

The information passed as part of this structure is used while generating and filling certain document fields as mapped internally by ATC. Response message is returned immediately to the CA. The following acronyms are used in the naming of the fields in the class above.

FB – First Buyer

SB – Second Buyer

FS – First Seller

SS – Second Seller

LH – Lien Holder

dl – Driver License

Required Fields

The following fields are required in the JSON object that is posted on RetrieveVehicleDocuments.

- ✓ UserID – API Client Name should be acceptable
- ✓ VIN – Vehicle Identification Number
- ✓ uploadeddate – documents requested date
- ✓ State
- ✓ County
- ✓ City
- ✓ VehicleType (enumerations included below with abbreviations embedded, please pass the abbreviations)

Passenger Vehicle (PV) Pick-up

Truck (LT) Motorcycle (M)

Recreational Vehicle (RV) SUV

(SUV)

5th Wheel (T) Other (O)

Cab & Chasis (CC)

Delivery Vehicles (DV)

- ✓ TransType (enumerations included below)

Lease

Purchase

Title-Only

Gift

State Transfer

Duplicate

Refinance

Private Purchase

Lease Buyout

- Lien (enumerations included below along with the values to be passed in the JSON)

Lien/No Lien

Lien

No Lien

- NewUsed (enumerations included below)

New

Used

- Titled(enumerations included below)

Title/MSO

MSO

Title

- TradeIn (enumerations included below)

No

Yes

- TransferringPlates (enumerations included below)

No

Yes

All other fields are optional. Documents will be filled with field values where applicable. Additional description on these fields is given in the table below. All fields will be accepted as text with a length limitation of 50 characters. Date fields are recommended to be passed in mm/dd/yyyy format.

Name	Description	Mandatory	Sample Value	Restrictions
UserId	Same as Subscriber User	Yes	APIClientName	N/A

DealerId	N/A	No	N/A	N/A
AcceptComplex	N/A	No	N/A	N/A
State	US State	Yes	CO	N/A
County	US County	Yes	Adams	N/A
City	US City	Yes	Seattle	N/A
Zipcode	US Postal Code	Yes	90001	N/A
VehicleType	See enumerations above	Yes	Passenger Vehicle	Enumerations
PlateType	Plate Type Enumeration	No	Regular	Regular Plates Special Vanity All Plates
TransType	See enumerations above	Yes	Lease	Enumerations
TransferringPlates	Transferring Plates	No	Yes	N/A
Number	Vehicle Plate Number	No	CCA111	N/A
Expiration	Expiration Date	No	10/10/2016	N/A
FBFirstName	First Buyer First Name	No	Joe	N/A
FBMiddleName	First Buyer Middle Name	No	R	N/A
FBLastName	First Buyer Last Name	No	Smith	N/A
FBCompany	First Buyer Company	No	ABC Co	N/A
FBAddress	First Buyer Address	No	1200 Main St	N/A
FBAddress2	First Buyer Address2	No	Apt 101	N/A
FBDob	First Buyer Date of Birth	No	10/10/1990	N/A
FBCity	First Buyer US City	No	Seattle	N/A
FBState	First Buyer US State	No	CO	N/A
FBZIP	First Buyer Postal Code	No	80011	N/A
FBSSN	First Buyer SSN	No	XXX-XX-XXXX	N/A
FBDLNumber	First Buyer Driver License	No	0123466CA	N/A
FBDLState	First Buyer Driver License US State	No	CA	N/A
FBRelationship	First Buyer Relationship	No	Spouse	N/A
SBFirstName	Second Buyer First Name	No	Jill	N/A
SBMiddleName	Second Buyer Middle Name	No	R	N/A
SBLastName	Second Buyer Last Name	No	Smith	N/A
SBDob	Second Buyer Date of Birth	No	10/10/1990	N/A
SBAAddress1	Second Buyer Address	No	1200 Main St	N/A
SBAAddress2	Second Buyer Address2	No	Apt 101	N/A
SBCity	Second Buyer US City	No	Seattle	N/A
SBState	Second Buyer US State	No	CO	N/A
SBZip	Second Buyer Postal Code	No	80011	N/A
SBSSN	Second Buyer SSN	No	XXX-XX-XXXX	N/A
SBANDOR	N/A	No	N/A	N/A

DocumentFees	N/A	No	N/A	N/A
WarrantyFees	N/A	No	N/A	N/A
Lien	See enumerations above	Yes	Lien	Enumeration
TitledState	Title US State	No	CO	N/A
Titled	Enumeration	No	N/A	MSO/Title MSO Title
VIN	Vehicle Identification Number	Yes		
Odometer	Odometer Reading	No	55011	N/A
NewUsed	See enumerations above	Yes	New	Enumeration
VYear	Vehicle Year	No	1990	N/A
Make	Vehicle Make	No	Nissan	N/A
Model	Vehicle Model	No	Pickup	N/A
Weight	Vehicle Weight (lbs)	No	4000	N/A
Color	Vehicle Color	No	Steel Gray	N/A
GVW	Gross Vehicle Weight (lbs)	No	4500	N/A
Cylinders	Cylinders	No	8	N/A
HP	Horsepower	No	200	N/A
MSRP	Manufactured Suggested Retail Price (\$)	No	35500	N/A
Purchaseprice	Vehicle Purchase Price (\$)	No	32000	N/A
PurchaseDate	Purchase Date	No	10/1/2015	N/A
TradeIn	Trade In Yes No	No	Yes	N/A
TradeInState	Trade In US State	No	CA	N/A
TradeAmt	Trade Amount (\$)	No	24000	N/A
TotalPrice	Total Price (\$)	No	13000	N/A
LienholderCompany	Lien Holder Company Name	No	ABC Lien	N/A
LienholderAddress	Lien Holder Address	No	1000 Main	N/A
LienholderAddress2	Lien Holder Address 2	No	#100	N/A
LienholderFederalTaxId	Lien Holder Federal Tax ID	No	XX-XXXXXXX	N/A
LienholderStateTaxID	Lien Holder State Tax ID	No	XX-XXX	N/A
LHCity	Lien Holder US City	No	Seattle	N/A
LHState	Lien Holder US State	No	WA	N/A
LHZIP	Lien Holder Postal Code	No	80001	N/A
LienDate	Lien Date	No	1/1/2017	N/A
MaturityDate	Maturity Date	No	1/1/2017	N/A
Amount	Amount(\$)	No	22000	N/A
InsuranceCompany	Insurance Company Name	No	ABC Insurance	N/A
InsuranceDate	Insurance Date	No	10/1/2009	N/A
InsuranceExpiryDate	Expiration Date	No	10/1/2017	N/A
InsuranceNumber	Insurance Number	No	ABC100	N/A
LeaseCompanyName	Lease Company Name	No	ABC Leasing	N/A

LeaseAddress	Lease Address	No	1000 Main	N/A
LeaseAddress2	Lease Address 2	No	#100	N/A
LeaseFederalTaxId	Lease Federal Tax ID	No	XX-XXXXXXX	N/A
LeaseStateTaxId	Lease State Tax ID	No	XX-XXX	N/A
LeaseCity	Lease US City	No	Seattle	N/A
LeaseState	Lease US State	No	WA	N/A
LeaseZIP	Lease Postal Code	No	80001	N/A
DownPayment	Down Payment (\$)	No	3400	N/A
MonthlyPayment	Monthly Payment (\$)	No	500	N/A
MonthsInTerm	Months In Term	No	13	N/A
FSFirstName	First Seller First Name	No	Joe	N/A
FSMiddleName	First Seller Middle Name	No	R	N/A
FSLastName	First Seller Last Name	No	Smith	N/A
FSCompany	First Seller Company	No	ABC Co	N/A
FSAddress	First Seller Address	No	100 Main	N/A
FSCity	First Seller US City	No	Los Angeles	N/A
FSState	First Seller US State	No	CA	N/A
FSZIP	First Seller US Postal Code	No	90091	N/A
SSFirstName	Second Seller First Name	No	Jill	N/A
SSMiddleName	Second Seller Middle Name	No	R	N/A
SSLastName	Second Seller Last Name	No	Smith	N/A
deletemode	N/A	No	N/A	N/A
CustAddress2	N/A	No	N/A	N/A
TransDt	Transaction Date	Yes	10/1/2016	Date Only
strUser	N/A	No	N/A	N/A
uploadeddate	Request Date	Yes	10/1/2016	Date Only
usertype	N/A	No	N/A	N/A
dl	Driver License	Yes	00011234CA	N/A
SBDriverLicenseNum	Second Buyer Driver License	No	00011234CA	N/A
SBDriverLicenseState	Second Buyer US State	No	CA	N/A
VehicleBodyStyle	Vehicle Body Style	No	SUV	N/A
VehicleGVWPounds	Vehicle Gross Vehicle Weight (lbs)	No	4000	N/A
VehicleFuelType	Vehicle Fuel Type	No	Gas	Gas, Diesel Electric, Hybrid
FEID	FEID	No	N/A	N/A
SellerDealerNumber	Seller Dealer Number	No	N/A	N/A

Retrieve All Vehicle Documents (Token Based)

The method name is: RetrieveAllVehicleDocumentsByToken. This http post method accepts detailed VIN information from the CA, and returns a list of documents (as hyperlinks) within an XML response message. This method combines financial (populated documents) and check list instructions (instructions and blank documents) in a single method.

This method can be used by CA in the same manner as the previous method. CA will pass the vehicle information in the body of the contract, and as a JSON object as mentioned above.

3. Implementation Details

All communication with the document manager API is required to be undertaken as https requests. Additionally, authentication credentials are to be passed in the header element after Base64 encoding. Credentials consist of {User Name}:{Password} combinations. RetrieveVehicleDocuments contract is used to post the required vehicle information, and obtain relevant list of documents (as hyperlinks).

User Credentials

Please obtain your user credentials by contacting ATC. Please allow 24 hours for your user credentials to be registered, before using the API.

Sample C# Implementation

A sample code snippet in C# test client is shown below. JSON is posted in the body using a VIN Model class as described previously.

Developer resources are recommended to follow a similar pattern when using other programming frameworks.

```
var DocServiceRequest = {  
    "UserId": "APIClientFinancial",  
    "DealerId": "01",  
    "AcceptComplex": null,  
    "State": "CA",  
    "County": "Philadelphia",  
    "City": "Philadelphia",  
    "Zipcode": "95404",  
    "VehicleType": "SUV",
```

```
"PlateType":null,  
"TransType":"Purchase",  
"TransferringPlates":"1",  
"Number":"15643534534",  
"Expiration":null,  
"FBFirstName":"","  
"FBMiddleName":null,  
"FBLastName":"","  
"FBCompany":null,  
"FBAddress":"","  
"FBAddress2":"","  
"FBDOB":null,  
"FBCity":"","  
"FBState":"CA",  
"FBZIP":"95404",  
"FBSSN":null,  
"FBDLNumber":"A123456",  
"FBDLState":"TX",  
"FBRelationship":null,  
"SBFirstName":"","  
"SBMiddleName":null,  
"SBLastName":"","  
"SBDOB":null,  
"SBAddress1":null,  
"SBAddress2":"","  
"SBCity":"","  
"SBState":"","  
"SBZip":"","  
"SBSSN":null,  
"SBANDOR":null,  
"DocumentFees":null,  
"WarrantyFees":null,  
"Lien":"Lien",  
"Titled":"MSO",  
"TitledState":null,
```

"VIN": "ABC1234567890",
"Odometer": "7500",
"NewUsed": "Used",
"VYear": "2013",
"Make": "Tesla",
"Model": "",
"Weight": "",
"Color": "White",
"GVW": "",
"Cylinders": null,
"HP": null,
"MSRP": null,
"Purchaseprice": "0.0",
"PurchaseDate": null,
"Tradeln": null, "TradeInState": null,
"TradeAmt": null, "TotalPrice": null,
"LienholderCompany": "",
"LienholderAddress": "",
"LienholderAddress2": "",
"LienholderFederalTaxId": null,
"LienholderStateTaxID": null,
"LHCity": null,
"LHState": null,
"LHZIP": null,
"LienDate": null,
"MaturityDate": null,
"Amount": null,
"InsuranceCompany": null,
"InsuranceDate": null,
"InsuranceExpiryDate": null,
"InsuranceNumber": null,
"LeaseCompanyName": null,
"LeaseAddress": null,
"LeaseAddress2": null,
"LeaseFederalTaxId": null,

```
"LeaseStateTaxId":null,

"LeaseCity":null,

"LeaseState":null,

"LeaseZIP":null,

"DownPayment":null,

"MonthlyPayment":null,

"MonthsInTerm":null,

"FSFirstName":"Joe",

"FSMiddleName":null,

"FSLastName":"Smith",

"FSCompany":"","

"FSAddress":"","

"FSCity":"","

"FSState":"","

"FSZIP":"","

"SSFirstName":"","

"SSMiddleName":null,

"SSLastName":"","

"deletemode":null,

"CustAddress2":null,

"TransDt":"04/20/2021",

"strUser":null,

"uploadeddate":"04/20/2021",

"usertype":null,

"dl":null,

"SBDriverLicenseNum":null,

"SBDriverLicenseState":null,

"VehicleBodyStyle":null,

"VehicleGVWPounds":null,

"VehicleFuelType":"Electric",

"FEID":null

}

string svcURL =
https://docsvc.autotitling.com/api/Process/RetrieveVehicleDocumentsByToken HttpWebRequest

request = (HttpWebRequest)WebRequest.Create(svcURL); request.Method = "POST";
```

```

request.ContentType = "application/JSON";

request.ContentLength = DocServiceRequest.Length;

var bytesCredentials = Encoding.UTF8.GetBytes(string.Format("{0}", "{Token}"));

NameValueCollection headerValues = new NameValueCollection();

headerValues.Add("Authorization", string.Format("Basic {0}",
bytesCredentials));

request.Headers.Add(headerValues);

//encode data

byte[] data = Encoding.ASCII.GetBytes(DocServiceRequest); Stream input
= request.GetRequestStream(); input.Write(data, 0, data.Length);

input.Close();

//check response

HttpWebResponse nsResponse = (HttpWebResponse)request.GetResponse();

Stream streamResponse = nsResponse.GetResponseStream();

StreamReader streamRead = new StreamReader(streamResponse);

return streamRead.ReadToEnd();

```

Response XML

The response XML returned by RetrieveVehicleDocuments takes the following form.

The response XML may contain more than one document. Each document and the related path information are enclosed in the "Item" element within the XML.

```

<?xml version="1.0"?>
<AutoTitling><Registration/><Result><RequestId/><Paperwork
DocumentCount="10"><Item><FormNumber/><Name>Original MSO
</Name><FileName/><FileSpec/><Description> <li>Reassigned to the Buyer(s) <li>Must
also include hand printed name of dealer signing off as seller, even if there is no space for
it. <li>Dealership name<b> MUST </b> stay consistent and <b><u>exact</b></u> on all
reassignments <li>Odometer section <b>MUST</b> be completed <li>Lienholder
information MUST be complete. If no lienholder write <b>NONE</b>
</Description><docAlerts/><hideinexternal>0</hideinexternal></Item><Item><FormNumber/>
<Name>Original Odometer Statement</Name><FileName/><FileSpec/><Description>
<li>Carbon copy acceptable <li>Signed by Seller and Buyer <li>Provide the
<b>printed</b> names of <b>ALL</b> individuals who signed the odometer statement
<p>SELLER_____ <p> BUYER_____
</Description><docAlerts/><hideinexternal>0</hideinexternal></Item><Item><FormNumber/>
<Name>VIN Verification

```

</Name><FileName>DR26981.pdf</FileName><FileSpec>http://docsvc.autotitling.com/TempPDFs/4bca1a01-58fb-44af-a782-8e6ee460d055_DR26981.pdf</FileSpec><Description>
 Completed on the original Colorado VIN form must be done in Colorado
 Completed at CO emissions inspection station - CO car dealerships - CO DMV or by a CO law enforcement officer. Cannot have any cross-outs, write-overs, or white-out NOT NEEDED ON VEHICLES CURRENTLY UNDER TITLE IN COLORADO
 </Description><docAlerts/><hideinexternal>0</hideinexternal></Item><Item><FormNumber/>
 <Name>Joint Tenancy Agreement</Name><FileName>newcoapp1234.PDF</FileName><FileSpec>http://docsvc.autotitling.com/TempPDFs/ff55c028-a3d3-49b1-9857-e93b861324e2_newcoapp1234.PDF</FileSpec><Description> ONLY REQUIRED IF THERE IS MORE THAN ONE OWNER ON THE APPLICATION Please select between Joint Tenancy and Tenancy in Common.
 </Description><docAlerts/><hideinexternal>0</hideinexternal></Item><Item><FormNumber/>
 <Name>DR2842
 </Name><FileName>2842revised1.pdf</FileName><FileSpec>http://docsvc.autotitling.com/TempPDFs/6e2caf9d-8ccb-4ac7-baf4-644e381d664a_2842revised1.pdf</FileSpec><Description>
 A separate form must be filled out and signed by each driver-CANNOT be signed by POA Must be original
 </Description><docAlerts/><hideinexternal>0</hideinexternal></Item><Item><FormNumber/>
 <Name>Bill of Sale</Name><FileName/><FileSpec/><Description/><docAlerts/><hideinexternal>0</hideinexternal></Item><Item><FormNumber/>
 <Name>Proof of Insurance</Name><FileName/><FileSpec/><Description> Copy of ID card or policy page reflecting VIN number of the new vehicle and current effective dates
 </Description><docAlerts/><hideinexternal>0</hideinexternal></Item><Item><FormNumber/>
 <Name>Temporary Tags</Name><FileName/><FileSpec/><Description> Driver can get 60-day temp tags from the DMV Requires notarized "bill of sale", copy of title, and insurance Cost: \$2.00
 </Description><docAlerts/><hideinexternal>0</hideinexternal></Item><Item><FormNumber/>
 <Name>App for Title and/or Registration</Name><FileName>DR23951234.pdf</FileName><FileSpec>http://docsvc.autotitling.com/TempPDFs/e5ab089e-6ddb-4222-be95-2b7e8988290f_DR23951234.pdf</FileSpec><Description/><docAlerts/><hideinexternal>0</hideinexternal></Item><Item><FormNumber/>
 <Name>MAILING INSTRUCTIONS</Name><FileName>Mailing Instructions New 0429145.pdf</FileName><FileSpec>http://docsvc.autotitling.com/TempPDFs/b7534188-c58d-4fdb-9435-2ddb55e04ffe_Mailing Instructions New 0429145.pdf</FileSpec><Description>If customer wants plates/registration delivered to a daytime business address instead of a home address PLEASE INCLUDE THE NAME OF THE BUSINESS
 </Description><docAlerts/><hideinexternal>1</hideinexternal></Item></Page
 rwork></Result></AutoTitling>

Check List Formatted to HTML

Please note that the **Name** and **Description** attributes in the response XML above (which are highlighted), constitute the checklist information. For example the table below has been formatted to take a response XML retrieved in the form shown above, and displayed as a checklist.

Name	Description	View File
Original Title	- Reassigned to the Buyer(s) - Buyer(s) must have a PA address on title - Must be NOTARIZED - Model year vehicles 2009 and newer with less than 7500 miles must be certified by either the California Air Resources Board or certified for sale in all 50 states to be registered in PA - The attached MV-9 form must be completed By the Dealer to certify a vehicle meets the above requirements - Vehicles with over 7500 miles are exempt from the PA Clean Vehicles Program - Lienholder information MUST be complete. If no lienholder write NONE	View File
Odometer Statement	MUST be Notarized - Signed by Buyer and Seller - Carbon copy acceptable	
VIN Verification	Needed with any non-PA Title or a MSO generated by a non-PA Dealer - Completed by an inspection mechanic or notary on the top of the PA application -no notary stamp required, just signature of notary required	View File

	· Pencil rubbing of the actual VIN is acceptable if no PA application is available	
Temporary Tags	· Only a dealership can issue a temp tag in Pennsylvania	
Proof of Insurance	· Copy of the PA ID card reflecting current effective/expiration dates · Verification of insurance and/or an agreement to provide will not be accepted as proof · Must list name of one driver and name & address must match paperwork submitted	
Bill of Sale	· Must be Notarized · If trade in(s), trade vehicle(s) must be listed (year, make and VIN)	
VIN verification	· Needed with any non-PA Title or a MSO generated by a non-PA Dealer. · Completed by an inspection mechanic on the top of the PA application. · Pencil rubbing of the actual VIN is acceptable if no PA application is available. · If vehicle is not in PA, a Dealer Mechanic or Police Officer can complete on Dealer Letterhead	
PA Title and Registration Application		View File
Sales and Use Tax Return	· Must be printed on original multi-ply document obtained from the PA DMV.	View File
MAILING INSTRUCTIONS	· If customer wants plates/registration delivered to a daytime business address instead of a home address PLEASE INCLUDE THE NAME OF THE BUSINESS	View File