

# *Steffy's Garage Inc.*

## MV1i process

PennDOT requires an assignment of a title or MSO to issue a title or issue and cancel a title. When a title or MSO is not available for the purpose of titling or cancelling a title, documentation may be submitted for review.

The documentation required by PennDOT is as follows:

1. A written explanation detailing why a certificate of title is unavailable, including the previous owner's name (if current owner is not the original owner) and address, date of sale, purchase price, VIN or serial number, make, and model year (if known).
2. Certified copies of all documents related to sale of the vehicle such as a bill of sale, invoice, receipt, cancelled check, etc.
3. A letter of release or satisfactory evidence that any lien against the vehicle has been satisfied.
4. Evidence that an effort to contact the previous owner has been made in the form of a returned registered letter sent to the previous owner's last known address or a returned receipt of such mailing, and an affidavit indicating no reply was received within the previous 60 days.

PennDOT will review the information you provide to determine if ownership can be established without a title or MSO. If the information is sufficient to establish ownership, instructions will be provided regarding application forms and fees. If PennDOT cannot establish ownership based on this information, it will be necessary to obtain a court order, identifying the vehicle by serial number/VIN and naming the owner, prior to submitting an application for title or cancellation of title.

**\*\*Send:**

- 1) This document
- 2) All 4 of above required documents (the more info, the better)
- 3) Contact Name, Daytime Phone Number, Address

**\*\*To:**

**Pennsylvania Department of Transportation**

1101 S. Front Street

Harrisburg, PA 17104

Attention: Joshua Kline, Research and Support Team  
Operations Communications Manager

**-or-**

Return to: **Steffy's Garage Inc.** and we will submit online to PennDOT for processing