

How to fill out a Pennsylvania title

sellmycarhub.com

the Pennsylvania Certificate of Title and Form MV-4ST · 6 of 10 boxes are the seller's · rules as of 2026-08-23

/forms/pennsylvania/certificate-of-title/

This sheet is not the title. It is the checklist to keep beside one. When Sections A and D are signed and notarized, the title has been transferred. Until then it has not been, whatever has changed hands. PennDOT's sequence is fixed: the seller lists the purchaser's name and address, signs and prints, and discloses the odometer reading, in the presence of an authorized agent - and only then does the purchaser sign and print in the spaces provided.

Who has to sign

The seller, in Section A on the reverse	Purchaser's name and address in your handwriting, the odometer reading, then your signature and your printed name - all of it witnessed.
The buyer, in Section A as well	The purchaser signs and prints in the spaces provided, acknowledging the mileage you disclosed.
The buyer again, in Section D on the front	Section D on the front of the title must be completed by the purchaser, and it is where a new lender goes if the car is being financed.
The notary, or a dealer-licensed agent	Either notarises or verifies. A verifier must be an issuing agent licensed as a dealer and authorised to issue temporary plates, and must write the date, their signature, their printed name, the dealership name and its DIN.
Two owners on the title	Both have to be present for signature and notarization or verification of signature - PennDOT's MV-1 instructions say it in those words.
Nobody, by stamp	The verifier's signature may not be stamped or reproduced, but must be written legibly. Falsely verifying one is a summary offence with a \$300 fine.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
0	YOU	Before any box: book the appointment	PennDOT's first instruction to a Pennsylvania seller is not a form. The buyer and seller should meet at a notary, tag service, or motor vehicle dealer to ensure the title application is completed correctly. Watch out: Turn up with a blank assignment. A seller who has helpfully filled in Section A at home has produced a signature nobody witnessed, and the agent will send them for a duplicate title rather than accept it.
1	YOU	Section A, reverse - the purchaser's name and address	You write the buyer's name and address into the assignment block yourself. It is your handwriting, not theirs. Watch out: Leaving it blank makes an open title, and Section 1119(b) forbids it outright: the name of the transferee must be placed on the assignment simultaneously with the name of the transferor and duly notarized.
2	YOU	Section A - the odometer disclosure	Whole miles, no tenths, plus two boxes: mileage in excess of mechanical limits, and not the actual mileage with an odometer discrepancy warning. Watch out: Once written it cannot be tidied. PennDOT's defaced-titles guidance treats correcting the mileage as unacceptable and sends the parties for a duplicate title instead.
3	YOU	Section A - sign and hand-print	Your signature and your printed name, both, in front of the notary or the dealer-licensed agent doing the verification. Watch out: Hand-print means hand-print. PennDOT's sentence is that the seller must sign and handprint their name on the proof of ownership document.
4	BUYER	Section A - the buyer signs too	The purchaser must sign and print their name in the spaces provided, acknowledging the mileage figure you just disclosed. Watch out: Two owners on the title means two signatures, and PennDOT requires both people physically present for the notarisation.
5	BUYER	Section D, front - the purchaser's block	Section D on the front of the title is completed by the purchaser, and any new lien goes there, with the lender's Financial Institution Number if they are in the Electronic Lien and Title programme. Watch out: This is the block that finishes the job: when Sections A and D are signed and notarized, the title has been transferred.
6	BUYER	The MV-4ST the agent prepares	Sections A to I, filled in by the agent from your certificate: vehicle, seller, purchaser, county code, registration, tax and fees, and the buyer's certification. Watch out: Watch the county code. It is a two-digit number from PennDOT's own list - 02 for Allegheny, 51 for Philadelphia - and it is what decides whether the tax rate is 6, 7 or 8 per cent.
7	BUYER	The three copies	White to PennDOT, yellow retained by the agent for at least three years, pink kept by whoever the title is being issued to. Watch out: The buyer should leave with the pink copy in hand. It is their only evidence that an application exists until the certificate arrives from Harrisburg.
8	YOU	Take the plate off the car	Remove the registration plate before the buyer drives away. The agent issues them a temporary plate valid for 90 days. Watch out: The registration plate should never be given to the purchaser - PennDOT's own emphasis. It is yours to transfer or to surrender, and it is never theirs.

#	WHO	BOX	WHAT GOES IN IT
9	YOU	Surrender the plate, then cancel the insurance	Form MV-141 with the plate attached, reason block 2, Vehicle Sold. The agent dates it and gives you a copy. Watch out: In that order. Section 1786(g)(2) protects you only if the plate and card were already surrendered when the coverage terminated.

Before you book the tag service

- **Do not sign it at home** — The whole Pennsylvania transfer turns on a witnessed signature. Signing early does not save a step, it wastes the title.
- **Sign and hand-print, both** — PennDOT asks the seller to sign and handprint their name. A signature on its own is half the requirement.
- **No erasures, no white-out, no correction tape** — The defaced-titles guidance names all three, plus folds, creases, tears and staple holes that make the assignment unreadable.
- **Whole miles, and only once** — Mileage cannot be struck through and altered. If it goes down wrong, the fix is a duplicate title.
- **A bill of sale proves nothing here** — Pennsylvania will not accept one as proof of ownership. The certificate is the document; a receipt is just a receipt.
- **Read the declaration above your signature** — Most of these forms carry an unsworn declaration under 18 Pa.C.S. 4904 - a fine of at least \$1,000 and up to two years.

PENNSYLVANIA CERTIFICATE OF TITLE

the front — set in Harrisburg, and one block on it is the buyer's

PRINTED BY THE DEPARTMENT WHEN THE CERTIFICATE WAS ISSUED

VEHICLE IDENTIFICATION	TITLE NUMBER	ISSUE DATE
1 ODOMETER READING Section 1106 requires the reading itself to appear on the certificate — not only on the assignment.	ODOMETER STATUS CODE 1 EXCEEDS MECHANICAL LIMITS · 2 NOT ACTUAL MILEAGE · 3 TAMPERING VERIFIED · 4 EXEMPT One digit, and it follows the car for good.	
2 OWNER — NAME AND ADDRESS As the department holds them. This is the name that has to be signed into the assignment on the back.	USE OR CONDITION POLICE · TAXI · ABANDONED · FLOOD · MODIFIED · RECONSTRUCTED · SPECIALLY CONSTRUCTED · RECOVERED THEFT · NON-US DISTRIBUTION · ALTERED VIN PLATE · LEMON LAW RETURN · HIGHLY AUTOMATED Twelve brands listed in Section 1106(b). Assigning a title without the notice on it is a summary offence carrying a \$200 fine.	
3 LIENS AND ENCUMBRANCES — NAME OF EACH HOLDER FIRST LIENHOLDER · SECOND LIENHOLDER · SATISFACTION AND RELEASE The department's statement of who has an interest in the vehicle. Under Section 1135 a satisfied lien is released by the lienholder with proper evidence of satisfaction and release, or by a corrected certificate — never by the owner writing on it.		
4 SECTION D — TO BE COMPLETED BY THE PURCHASER PURCHASER SIGNATURE · PRINTED NAME · LIEN INFORMATION · FINANCIAL INSTITUTION NUMBER The buyer's block, and it sits on the front rather than the back. It is where a new lender is recorded, with their Financial Institution Number if they take part in the Electronic Lien and Title programme. When Sections A and D are signed and notarised, the title has been transferred.		

THE PRINTED NAME OF THE SECRETARY SHALL CONSTITUTE A SIGNATURE ON THE CERTIFICATE. A CERTIFICATE OF TITLE ISSUED BY THE DEPARTMENT IS PRIMA FACIE EVIDENCE OF THE FACTS APPEARING ON THE CERTIFICATE.

THE BACK OF THE SAME SHEET

one block, and it is the entire Pennsylvania private sale

THE SELLER MUST LIST THE PURCHASER'S NAME AND ADDRESS, SIGN AND PRINT THEIR NAME AND DISCLOSE THE ODOMETER READING IF APPLICABLE, IN THE PRESENCE OF AN AUTHORIZED AGENT.

FEDERAL AND STATE LAW REQUIRE THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.

SECTION A — ASSIGNMENT OF TITLE

5 PURCHASER — NAME, STREET, CITY, STATE, ZIP Written by the seller, in the seller's hand. Section 1119(b) forbids leaving it blank: the name of the transferee must be placed on the assignment simultaneously with the name of the transferor and duly notarized.	YOU
6 ODOMETER READING (NO TENTHS) ◻ REFLECTS THE AMOUNT OF MILEAGE IN EXCESS OF ITS MECHANICAL LIMITS ◻ IS NOT THE ACTUAL MILEAGE. WARNING: ODOMETER DISCREPANCY Whole miles. Both boxes stay empty unless one is true. It cannot be tidied up afterwards — correcting the mileage and striking it through are both listed as unacceptable, and either forces a duplicate title.	YOU
7 SELLER — SIGNATURE AND HAND-PRINTED NAME Both, and in front of the notary or the dealer-licensed agent. This is the signature that sells the car in Pennsylvania. X _____	PURCHASER — SIGNATURE AND PRINTED NAME The buyer signs and prints in the spaces provided, acknowledging the mileage the seller disclosed. Two owners on the title means both present for it.
8 NOTARY PUBLIC — OR VERIFICATION IN LIEU OF NOTARISATION DATE · SIGNATURE · PRINTED NAME · DEALERSHIP NAME · DEALER IDENTIFICATION NUMBER A notary's seal, or the five things a dealer-licensed issuing agent writes in its place. The verifier's signature may not be stamped or reproduced, but must be written legibly, and nobody may verify their own signature.	
REASSIGNMENT — ONLY ON A PRE-1989 CERTIFICATE NOT PRESENT ON AN 11-89 OR NEVER EDITION Pennsylvania allows a reassignment to a second applicant only where the certificate assigned is a pre-1989 one. On the certificate in your glovebox the assignment above is the only one there is — which is why an open or spoiled assignment costs a duplicate title rather than a second try.	

 You write it, in pen  Not yours to fill  The blocks in the order a seller meets them

Block names and printed wording transcribed from 75 Pa.C.S. 1106, 1111, 1119 and 1135 · PennDOT fact sheets *Buying or Selling Your Vehicle in Pennsylvania (Feb 2025)*, *Instructions for Completing Form MV-4ST (Feb 2025)*, *Odometer Information (Feb 2025)*, *Defaced Titles (Apr 2025)* and *Verification of Signature in Lieu of Notarization (Apr 2025)* · *Driver and Vehicle Services Update Bulletin 18-25* · PennDOT publishes no specimen of its certificate, so none of its colour, proportion or security printing is reproduced here



MV-4ST (1-19)



VEHICLE SALES AND USE TAX RETURN/ APPLICATION FOR REGISTRATION Attach PA Title - Type or Print • Make check payable to Commonwealth of PA Bureau of Motor Vehicles ♦ P.O. Box 68593 ♦ Harrisburg, PA 17106-8593

No.

MV-4ST (1-19)				H. TAX/FEE		1ST ASSIGNMENT		2ND ASSIGNMENT		
A. VEHICLE PURCHASER	PA Title Number (as Shown on Attached Title)		Make of Vehicle		Model Year		Purchase Price (See Note on Reverse.)		\$6,100.00	
	88899988899SM		Chevrolet		2004					
B. VEHICLE SELLER	Vehicle Identification Number		Condition		Less Trade-In					
	12345ABCDE67890FG		☒ GOOD ☐ FAIR ☐ POOR							
C. 1ST ASSIGNMENT	Last Name (or Full Business Name)		First Name		Middle Name		Taxable Amount		\$6,100.00	
	Smith		James		Wyatt					
D. 2ND ASSIGNMENT	Co-Seller		First Name		Middle Name		1. Sales Tax Due X 6% (.06), X 7% (.07) OR X 5% (.05) * (See Note on Reverse.)		\$366.00	
	Smith		Ruth		Violet					
E. VEHICLE TRADER	Last Name (or Full Business Name)		First Name		Middle Name		1A. Exemption Reason Code (Must Be a Number From 1 To 23 Or 0)			
	Jones		Amy		Marie					
F. APPLICATION FOR REGISTRATION	Co-Purchaser Last Name		First Name		Middle Name		1B. First Assignment Exemption No.		1B. Second Assignment Exemption No.	
	Jones		John		Jacob					
G. ADDITIONAL TITLE INFORMATION	Street		COUNTY CODE		2. Title Fee		\$ 55.00			
	1535 Any Street		2 2							
H. CERTIFICATION	City		State		Zip Code		3. Lien Fee			
	Anytown		PA		17000					
I. CERTIFICATION	Date Acquired/Purchased		Refer to County Codes Listing on Reverse Side of Yellow Copy		4. Registration or Processing Fee		\$38.00			
	09-01-20XX									
J. CERTIFICATION	Last Name (or Full Business Name)		First Name		Middle Name		5. County Fee ♦ (See Note on Reverse.)			
	Co-Purchaser Last Name		First Name		Middle Name		6. Duplicate Reg. Fee No. of Dup. Reg. Cards			
K. CERTIFICATION	Street		COUNTY CODE		7. Transfer Fee					
	City		State		Zip Code		8. Increase Fee			
L. CERTIFICATION	Date Acquired/Purchased		Refer to County Codes Listing on Reverse Side of Yellow Copy		9. Replacement Fee					
	09-01-20XX									
M. CERTIFICATION	Make of Vehicle		Vehicle Identification Number		Model Year		10. \$459.00		11.	
	Body Type (CP, TK, etc.)		Condition		☒ GOOD ☐ FAIR ☐ POOR					
N. CERTIFICATION	Registration plate to be issued by Department (Proof of insurance must be attached.)		Transfer of Previously Issued Registration Plate		Reason for Replacement		12. Grand Total (Add 10 & 11)		Send One Check In This Amount → \$459.00	
	☐ Exchange registration plate to be issued by Department		☐ Transfer & Renewal of Registration Plate		☐ LOST ☐ DEFACED ☐ STOLEN ☐ NEVER RECEIVED (Lost in Mail)					
O. CERTIFICATION	Registration Plate No.		Expires		Month		Year		20XX	
	ABC-1234		12		20XX					
P. CERTIFICATION	Transferred from Title No.		VIN		ABC98FT589T458762					
	Temp. Registration Plate No.		Signature of person from whom registration plate is being transferred (if other than applicant)		Sign Here		Relationship To Applicant			
Q. CERTIFICATION	Vehicle Purchased Weight (Information if Applicable)		GVWR		Unladen Weight		Reg. Reg. Gross Comb. Wt. (If Applicable)			
	Insurance Company Name		Policy No. (Or Attach Binder)		N04409132		Policy Effective Date		08-01-20XX	
R. CERTIFICATION	ISSUING AGENT INFORMATION		I certify that on month		day		year		20XX	
	09		01		20XX		Issuing Agent (Print Name)		Larry's New Cars Inc.	
S. CERTIFICATION	Issuing Agent Signature		Telephone No.		(717) 555-8888					
	Marion Notary									
T. CERTIFICATION	NOTE: If a co-purchaser other than your spouse is listed and you want the title to be listed as "Joint Tenants with Rights of Survivorship" (on death of one owner, title goes to surviving owner.) (on death of one owner, title goes to surviving owner.) CHECK HERE ☒		NOTE: If the vehicle is to be used as a daily rental or leased vehicle, CHECK HERE ☐ . If block is checked, complete and attach Form MV-1L.							
	I/We certify that I/we have examined and signed this application after its completion. I/We further certify that all statements herein are TRUE and CORRECT and make application for certificate of title for the vehicle described in Section A. If any exemption is claimed, the purchaser further certifies that they are authorized to claim this exemption. I/We acknowledge that I/we may lose my/our operating privilege(s) or vehicle registration for failure to maintain financial responsibility on the currently registered vehicle for the period of registration. I/We acknowledge that I/we may be subject to a fine not exceeding \$5,000 and imprisonment of not more than two years for any false statement that I/we make on this application.									
U. CERTIFICATION	1st ASSIGNMENT		Signature of First Purchaser or Authorized Signer		Signature of Co-Purchaser/Title of Authorized Signer		Telephone No.		(717) 555-1111	
	2nd ASSIGNMENT		Signature of Second Purchaser or Authorized Signer		Signature of Co-Purchaser/Title of Authorized Signer		Telephone No.			

1. BUREAU OF MOTOR VEHICLES

MESSENGER NO.

Every rule here is transcribed from PennDOT fact sheet, Buying or Selling Your Vehicle in Pennsylvania, February 2025 and the Pennsylvania Department of Transportation's own pages. Plain-language help with a form, not legal advice — where our wording and the agency's differ, theirs governs.