

**MV-38 O**  
**APPLICATION FOR DUPLICATE CERTIFICATE**  
**OF TITLE BY OWNER**

**USE:** This form is used when an owner(s) of a vehicle requires a duplicate certificate of title.

NOTE: The Vehicle Code permits verification of a person's signature in lieu of notarization on any document required to be submitted with an application for certificate of title. Only issuing agents who are licensed by the State Board of Vehicle Manufacturers, Dealers and Salesperson, or its employees, qualify to do this verification. (85, 86 or 87 DIN)

The issuing agent or the issuing agent's employee must neatly and legibly list the following information in the space provided for notarization:

1. Date of verification. (The date may be listed in the spaces provided for the date in the notarization block.)
2. The signature and printed name of the issuing agent or the issuing agent's employee.
3. The name of the issuing agent/dealership.
4. The issuing agent's dealer identification number (DIN).

NOTE: The signature of the issuing agent or the issuing agent's employee may not be stamped or reproduced, but must be written legibly.

**INSTRUCTIONS:**

- ❖ When this application is processed, the previous title will become void.
- ❖ If your vehicle was financed when purchased, a lien was recorded against the vehicle. Therefore, your title was originally sent to that lienholder. You are not entitled to possession of the certificate of title unit such time as the lien is satisfied. If the lienholder is not in possession of your certificate of title and the lien has been satisfied but not released on Department records, you must have the lienholder complete the appropriate information on the front of this application.
- ❖ If an active lien (recorded less than 6 years prior to the current date or 8 years prior to the current date for a truck tractor or trailer weighing in excess of 10,000 pounds, or 30 years in the case of a mobile home or emergency vehicle) exists on the vehicle record, the owner must contact

the lienholder for completion of the satisfaction of lien and lienholder notarization information on the front of this application. The lienholder's signature must be notarized.

- ❖ If the title was never received due to loss in the mail, no fee is required if this application is filed within 90 days from date of original issue. For verification purposes, list current mailing address.
- ❖ The vehicle owner(s) signature(s) must be notarized.
- ❖ Fee: \$22.50. Do Not Send Cash. Make check or money order payable to the Commonwealth of Pennsylvania.
- ❖ Mail to PA Department of Transportation, Bureau of Motor Vehicles, Harrisburg, PA 17104-2516.

MV-38 O (09-02)

Department of Transportation  
Bureau of Motor Vehicles  
Harrisburg, PA 17104-2516

# APPLICATION FOR DUPLICATE CERTIFICATE OF TITLE BY OWNER

▲ For Department Use Only ▲

See Instructions on Reverse

**FEE: \$22.50**

## VEHICLE INFORMATION

Title Number	Vehicle Identification Number		
Owner Name (exactly as shown on original title)			
CHECK BLOCK IF ADDRESS IS TO BE CHANGED <input type="checkbox"/> <b>NOTE: Complete only if different from address listed on original title.</b>	Street Address		
	City	State	Zip Code

## REASON FOR DUPLICATE TITLE

APPROPRIATE BLOCK MUST BE CHECKED   Lost/Destroyed  Stolen  Defaced (Defaced title must be attached)  Never (Provide your correct Received address above)

## VEHICLE OWNER'S NOTARIZATION

SUBSCRIBED AND SWORN TO BEFORE ME: MO. DAY YEAR		I/We state that I/we have read and signed this application after its completion, and I/we swear or affirm that the statements made herein are true and correct, and that any statement made on or pursuant to this application is subject to the penalties of 18 PA C.S. Section 4903(a)(2) (relating to false swearing), which shall include punishment of a fine not exceeding \$5,000, or to a term of imprisonment of not more than two years, or both.	
SIGNATURE OF PERSON ADMINISTERING OATH			
S E A L	<b>DO NOT NOTARIZE UNLESS SIGNED BY APPLICANT IN PRESENCE OF NOTARY</b>		Signature of Owner or Authorized Person
			Signature of Co-Owner or Title of Authorized Signer
			Telephone Number (Will only be used if there is a problem with your application.) ( )

**NOTE: COMPLETE THE INFORMATION LISTED BELOW ONLY IF A LIEN WAS RECORDED AGAINST THE VEHICLE AND THE LIEN HAS BEEN SATISFIED AND THE TITLE IS NOT ATTACHED.**

## SATISFACTION OF LIEN AND LIENHOLDER NOTARIZATION

Date of Satisfaction	Name of Lienholder (as listed on the title)	Financial Institution Number	
SUBSCRIBED AND SWORN TO BEFORE ME: MO. DAY YEAR		I state that I have read and signed this application after its completion, and I swear or affirm that the statements made herein are true and correct, and that any statement made on or pursuant to this application is subject to the penalties of 18 PA C.S. Section 4903(a)(2) (relating to false swearing), which shall include punishment of a fine not exceeding \$5,000, or to a term of imprisonment of not more than two years, or both.	
SIGNATURE OF PERSON ADMINISTERING OATH			
S E A L	<b>DO NOT NOTARIZE UNLESS SIGNED BY LIENHOLDER IN PRESENCE OF NOTARY</b>		Signature of Lienholder
			Telephone Number ( )
			Title of Authorized Signer
<b>Messenger No.</b>			

**THIS APPLICATION MAY BE PHOTOCOPIED**