

# GET IN THE DRIVER'S SEAT

A Guide on How to Obtain, Maintain & Restore Driving Privileges in Pennsylvania



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## Preface

One of the most significant barriers to employment faced by many jobseekers in our region is the lack of reliable transportation and, specifically, the lack of a valid driver’s license. This problem particularly affects those who are first-time job seekers, or those who have been out of the labor market for long periods of time. Often, this includes special populations who are served by local workforce development programs or youth employment programs. In addition, while public transportation systems have been able to accommodate some transportation needs, many entry level job opportunities are available in suburban or rural areas that are not served by public transportation.

Obtaining employment means overcoming obstacles, including child care, job-readiness, lack of specific job skills, and transportation problems. Often, people who have been away from the workforce for a long time have had their driver’s license suspended due to any number of reasons that have nothing to do with unsafe driving. Suspensions can be imposed by the courts or by the Pennsylvania Department of Motor Vehicles. There can be multiple suspensions imposed at the same time, for various reasons including financial reasons. A driver’s license can also be suspended even if you never obtained one.

In 2006, NLSA established an Employment Law Practice to help low-income job seekers address certain employment related legal problems. These problems include the loss of a driver’s license. In recent years, NLSA has received numerous requests from social service agencies, local workforce development programs, training providers, the foundation community, employers, and unemployed workers for information regarding driver’s licensing issues and restoration requirements. In response to these requests, NLSA has developed this guide as a means to provide workforce development staff, caseworkers, educators, and other client advocates with the information needed to appropriately assist clients in obtaining a driver’s license, maintain driving privileges, and/or reinstating their driver’s license. With the availability of this comprehensive guidance tool, you will have the information needed to help remove this employment barrier. Further information, as well as a copy of the manual itself, may be found on NLSA’s website ([www.nlsa.us](http://www.nlsa.us)) or on [www.palawhelp.org](http://www.palawhelp.org) under the employment tab.



## WORD OF CAUTION:



**This manual contains general information about the law and does not contain specific advice about a particular legal problem. This manual cannot serve as a substitute for seeing a lawyer. If you are in doubt as to whether you need a lawyer, please talk to one.**

The information presented here is correct at the time of printing. Some laws, regulations, procedures and/or forms may be different by the time you read this manual. You should always check to be sure that any law or document referred to is current. Laws and regulations change and forms are often updated.

The sample forms, letters and information sheets contained in this manual are from the Pennsylvania Department of Transportation (PennDOT). They are only examples and cannot be used for conducting business with PennDOT. If you need to submit a form to PennDOT, you should obtain a blank form from PennDOT and complete it according to the instructions. Forms and detailed information can be found on PennDOT's website at <http://www.dmv.state.pa.us/> or by going to your local driver's license center.

If you are income eligible, and reside in Allegheny, Beaver, Butler or Lawrence counties, you may qualify for free civil legal help from Neighborhood Legal Services Association (NLSA). Please call 1-866-761-6572 to see if you qualify for our services. Pennsylvanians living in other counties seeking legal aid can locate the appropriate legal services program by accessing [www.palawhelp.org](http://www.palawhelp.org) and clicking on the "Legal Aid Providers" tab.

For help in locating a lawyer, please call the Pennsylvania Bar Association at (800) 692-7375 or your local county's bar association's Lawyer Referral Service.

- Allegheny: (412) 261-5555
- Beaver: (724) 728-4888
- Berks: (610) 375-4591
- Blair: (814) 693-3090
- Bucks: (215) 348-9413
- Butler: (724) 841-0130
- Chester: (610) 429-1500
- Cumberland: (717) 249-3166
- Dauphin: (717) 232-7536
- Delaware: (610) 566-6625
- Erie: (814) 459-4411
- Lackawanna: (570) 969-9600
- Lancaster: (717) 393-0737
- Lawrence: (724) 656-2136
- Lehigh County: (610) 433-7094
- Luzerne: (570) 822-6029
- Mercer: (724) 342-3111
- Monroe: (570) 424-7288
- Montgomery: (610) 279-9660
- Northampton: (610) 258-6333
- Philadelphia: (215) 238-1701
- Washington: (724) 225-6710
- Westmoreland: (724) 834-8490
- York: (717) 854-8755

## Introduction

**Driving is a privilege, not a right.** It is a privilege most of us take for granted and one that affects many in the community. We are expected to maintain a level of accurate knowledge regarding the law and our responsibilities to it. Throughout this manual, we hope to provide you with timely information that will allow you to use your driving privileges to the fullest extent possible.

First, this guide describes some of your legal responsibilities when driving. You should have a basic understanding of the Pennsylvania Driver's License Manual and the laws it contains. There is a list of PennDOT locations and other places you can go in order to get more information or fulfill a motor vehicle related need. Next, some of the causes of license suspension are discussed, as well as how you can get your license back if you lose it (the restoration process). **Please keep in mind that this resource manual is not the final say: it is a guide to help you.** PennDOT has the final say in all driving related matters. Finally, you will find information and directions on how to apply for different types of driver's licenses. These licenses include non-commercial, commercial, motorcycle and limited licenses. The appendix contains fact sheets, frequently asked questions, directions and samples of the forms needed for each type of license. The appendix will be of great benefit to you, but again, these are samples and you will need to go to <http://www.dmv.state.pa.us/> for the most accurate and up-to-date versions.

## What is the purpose of this manual?

- To explain basic Pennsylvania laws and regulations that you are expected to know or that may affect driving privileges
- To provide reasons for license suspension so they can be dealt with or avoided in the future
- To provide examples of PennDOT's driver's license letters, forms, and information on how to locate the most up-to-date documents
- To give information on all types of licenses (non-commercial, commercial, motorcycle, limited licenses) and how to obtain them
- To explain the license restoration process

## Who will benefit from reading this manual?

- Workforce development professionals and case managers assisting clients with driver's license issues
- New drivers who have never before obtained a Pennsylvania driver's license
- People currently under a driver's license suspension and who have taken no action
- People who want to know their license status
- People who have served a driver's license suspension and want to restore their driving privileges
- People for whom license problems prevent employment
- People interested in obtaining non-traditional driver's licenses
- People who are involved with programs that help others get/restore their driver's licenses



## I. Legal Responsibilities of Driving in Pennsylvania

Every driver has certain legal responsibilities. These include reading the driver's license manual and knowing certain laws.

### A. Reading the Pennsylvania Driver's Manual

- The Driver's Manual is a guide to Pennsylvania driving laws and regulations and prepares new drivers for the driver's examination. The information contained in the chapters include everyday driving skills, driving record information and specific laws.
  - You may obtain a PA Driver's Manual at any PennDOT Driver License Center or download one online at [www.dmv.state.pa.us](http://www.dmv.state.pa.us).
  - For a list of Driver License Centers in the surrounding counties, refer to [Appendix A](#). You can call PennDOT's Customer Call Center at 1-800-932-4600 or search online at the above web address under "Locations Info Center".
  - [Appendix B](#) contains a listing of On-Line Messengers (OLM) these are private businesses contracted to provide driver licensing and vehicle registration services for customers through an online connection with PennDOT. They generally charge an extra fee (in addition to the state fees) for their services, but in most cases, the product you are seeking will be issued to you that day.
    - Some services provided by OLM:  
Driver's License Renewal/Duplicate/Replacement/Address Change, Restoration Requirements, Driving Records, Posting of Restoration Fee, Proof of Insurance for Driver's License Suspensions and Motor Vehicle Services.



### B. Knowing the Law

- Pennsylvania laws governing traffic, parking, and driver's licensing procedures form the Pennsylvania Vehicle Code. Some important laws include:
  - **License Requirements:** You must have a valid learner's permit or driver's license to operate a vehicle in Pennsylvania.
  - **Vehicle Requirements:** You must carry valid registration and insurance for your vehicle.
  - **Seat Belt Laws:** All drivers and front seat passengers in vehicles must wear their seatbelts. Children under 4 must be buckled in using a child safety seat. Children 4 – 8 must be buckled in using a booster seat. Children 8 -18 must wear their seatbelts regardless of their riding location in the vehicle.
  - **Safety and Emissions Inspections:** You must complete a vehicle safety inspection at an authorized inspection center every 12 months. Many counties also require an emissions inspection as part of the overall safety inspection. Allegheny, Beaver, Westmoreland and Washington Counties all require emission inspection.

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- For more information on these inspections, call the Emissions Customer Hotline at 1-800-265-0921 or visit [www.drivecleanpa.state.pa.us](http://www.drivecleanpa.state.pa.us)
  - PennDOT must check the **National Driver Registry** before issuing any driver's license product (i.e. learner's permit, driver's license, etc.). If the registry shows you have an outstanding driver sanction in another state, you cannot get or renew a Pennsylvania driver's license or learner's permit until you resolve the sanction in the other state.
    - Such sanctions might include driving while under the influence of alcohol or drugs or if you have been convicted of a serious traffic violation.
  - If you commit an offense listed in the **Driver License Compact** ([Appendix C](#)) in any Compact member state, you will receive the same driver sanction in Pennsylvania as you would if the offense had occurred in Pennsylvania. The Driver License Compact is an agreement between 46 states to forward suspensions and traffic violations information of an out-of-state resident to the resident's home state (state where resident is licensed).
    - Such crimes may include driving while under the influence of alcohol or drugs, homicide by vehicle, reckless driving, fleeing or attempting to elude a police officer, driving while under suspension.

The home state then treats the crime as if it occurred at home and applies the appropriate home state's laws regarding the appropriate sanction or penalty to apply to your driving privileges.



## II. How to Obtain a Driver's License, Commercial Driver's License and/or Motorcycle License

### A. Non-Commercial Learner's Permit and License

- An initial Learner's Permit may be issued to any individual, 16 years of age or older, who has never been licensed, OR a new resident who has never been licensed OR a new resident who has been licensed in another state, but whose license has been expired for longer than 6 months.
- [Appendix D](#) contains PennDOT's Identification and Residency Requirements for U.S. Citizens and Non-citizens. Please review this to ensure you bring the correct documentation with you.
- To obtain a learner's permit, you must bring the following items to a PennDOT Driver License Center:
  - Completed Form DL-180 ([Appendix E](#)), which includes both your personal information as well as a medical certification which must be completed by a medical provider.
  - As described in Form DL-180 ([Appendix E](#)), you must provide TWO forms of identity:
    - (1) your Social Security card and
    - (2) one of the following: birth certificate with raised seal, certificate of U.S. Citizenship, Certificate of Naturalization or a valid passport.
  - As described in Form DL-180 ([Appendix E](#)), you must provide TWO forms of residency: current utility bills (cellular/mobile or page bills are not acceptable), W-2 form, tax records, a current weapons permit, lease agreements, or mortgage documents.
    - Note: Proof of residency is NOT required if you are 16 or 17. If you are 18+ and reside with someone and have no bills in your name, you will still need to provide two proofs of residency. One way is to bring the person with whom you reside along with their driver's license or photo ID to the Driver License Center. You will also need to provide a second proof of residency such as official mail (bank statement, tax notice, magazine, etc.) that has your name and address on it. The address must match that of the person with whom you reside.
  - A check or money order payable to PennDOT for the appropriate fees (see [Appendix E](#)).
  - If under 18, a completed Form DL-180TD ([Appendix F](#)).
- After submitting the application, passing an eye screening and passing a knowledge test, you will receive a learner's permit that is valid for one year. The knowledge test is based on the PA Driver's Manual.
- To obtain a driver's license, you must pass a road test. If you are under 18, you must wait 6 months after receiving your learner's permit and log 50 hours of driving before you can take the test.
  - To schedule a test, visit PennDOT online at [www.dmv.state.pa.us](http://www.dmv.state.pa.us) or call 1-800-423-5542.

## Common Questions about Non-Commercial Learner's Permit and License



- **Where can I find study materials for the knowledge test?**

You can get a Driver's Manual at any PennDOT Driver License Center or download one online at [www.dmv.state.pa.us](http://www.dmv.state.pa.us).

- **Can I drive by myself with a learner's permit?**

Yes, unless you are under the age of 18. In that case, a licensed driver who is at least 21 OR a licensed spouse, parent or guardian who is at least 18 must ride in the front seat of your vehicle every time you drive with your learner's permit.

- **What must I know for the road test?**

The road test examiner will test how well you operate vehicle controls, parallel park, obey traffic signs and signals, and/or control your vehicle.

- **How many tries do I have to pass the road test?**

If you do not pass the road test in 3 tries or your learner's permit expires before you pass the road test, you must ask PennDOT to extend your learner's permit by using Form DL-31 ([Appendix G](#)).

- **How many hours do I have to have behind the wheel before taking the test?**

If you are under 18 years of age, you must log 50 hours and practice for six months before you can take the road test.

## B. Commercial Driver's License Permit and License (CDL)

- If you are 18 years of age or older, you may apply for a CDL Learner's Permit regardless of whether you have a non-commercial driver's license.
- To submit an application, you must bring the following items to a PennDOT Driver License Center:
  - A completed Form DL-31CD ([Appendix H](#)).
  - A valid Pennsylvania driver's license (if you have one)
  - As described in [Appendix D](#), proof of identity and residency
  - A check or money order payable to PennDOT for the appropriate fees (see [Appendix H](#)).
- PennDOT will then issue a Knowledge Test Authorization (KTA). This looks similar to a learner's permit but the KTA itself CANNOT be used like a learner's permit to operate a vehicle. Its only purpose is to indicate the CDL classes, endorsements and restriction removals requested by an applicant, and provide the applicant the opportunity to take their knowledge test(s) at a Driver License Center.



- You must present the KTA at a Driver License Center to take a CDL knowledge test. **Only** upon passing the knowledge test will you receive a CDL learner's permit so you can practice driving.
- The KTA and permit together are valid for one year from the date of issuance.
- If your requested commercial driving privileges require a CDL skills test, you must wait at least 15 days after



obtaining your CDL Learner's Permit before taking the skills test. However, you are permitted to schedule the test as soon as you receive the permit so long as the test is scheduled for 15 days beyond the date of the CDL learner's permit. Please refer to [Appendix I](#) to determine whether the CDL you are applying for requires a skills test.

- To schedule a CDL road test, visit PennDOT online at [www.dmv.state.pa.us](http://www.dmv.state.pa.us) or call 1-800-423-5542.
- Please refer to [Appendix I](#) for more facts and information about CDLs.

## Common Questions about Commercial Permits and Driver's Licenses

- **Can I obtain a CDL if I do not have a valid Pennsylvania non-commercial driver's license?**  
Yes. If you do not have or never have had a valid non-commercial driver's license, you can obtain a CDL after passing an eye screening, a physical examination, a CDL driver's examination and a CDL skills test.
- **Where can study materials for a CDL knowledge test be found?**  
You can pick up a Commercial Driver's Manual at any PennDOT Driver License Center or download one online at [www.dmv.state.pa.us](http://www.dmv.state.pa.us). It is also available in Spanish.
- **Can I use my KTA as a permit to begin practicing my driving skills?**  
No. The KTA is not a driving permit. You must obtain a CDL Learner's Permit before you can begin practicing your driving skills.

 For additional information on Commercial Driver's Licenses, refer to [Appendix J](#).

## C. Motorcycle Permit and Driver's License

- If you wish to drive a motorcycle in Pennsylvania, you must first obtain a permit and then pass a skills test in order to receive a motorcycle license.
  - There is a motorcycle manual available on PennDOT's website, <http://www.dmv.state.pa.us> or at any PennDOT Driver License Center.
- In order to obtain the permit, bring the following items with you to a Driver License Center:
  - A completed Form DL-5 ([Appendix K](#)).
  - \$10 fee
- Once you take the items to the Driver License Center, you will take a vision test and have to pass a motorcycle knowledge test. Once you pass, a motorcycle (Class M) learner's permit will be issued. It is valid for one year, and you can schedule to take the skills test at any time thereafter.
- While you have your permit, you are only allowed to operate the vehicle from sunrise to sunset. You cannot carry other passengers with the permit unless they are an instructor with a motorcycle license. If you do not have another type of license (such as a Class C), you can only operate the motorcycle under the instruction and immediate supervision of a licensed motorcycle operator.
- You must then take a skills test to receive a license. You can schedule to take the skills test online or call PennDOT at 1-800-932-4600.



- If you have a motorcycle learner's permit, you can also obtain a motorcycle license through the Pennsylvania Motorcycle Safety Program (PAMSP). If you take and pass the course, you will be issued a motorcycle license at the end.
  - To obtain course schedules or register for training, you can call 1-800-845-9533 from 8:00 am - 12:00 pm, Monday through Friday.
- For more information on Mopeds, Motorcycles and Motor-Driven Cycles, refer to [Appendix L](#).

## Common Questions about Motorcycle Permits and Licenses

### • Where can I find study materials for the knowledge test?

You can pick up a Motorcycle Operator's Manual at any PennDOT Driver License Center or download one online at [www.dmv.state.pa.us](http://www.dmv.state.pa.us).

### • My learner's permit has expired. How do I get an extension?

You must complete the Motorcycle Learner's Permit Application (DL-5), submit the \$10.00 fee, and pass a vision screening and knowledge test. However, you may extend your learner's permit before it expires one time without taking the knowledge test again.

 For additional information on Motorcycle Permits and Licenses, refer to [Appendix M](#).

## KEY POINTS TO REMEMBER



- ✓ Driving is a privilege, not a right.
- ✓ Do not drive without a license or while on suspension, because every citation carries additional suspension time that will be added consecutively, not concurrently.
- ✓ Maintain financial insurance for the vehicle at all times.



### III. Driver's License Suspension

There are various reasons an individual's license can be suspended. These include acquiring too many points, certain criminal convictions, certain traffic/moving violations, or failing to meet certain court obligations.

When you plead guilty or are found guilty of an offense that causes your license to be suspended, your license suspension will begin **ONLY** when you either surrender your license to the court or PennDOT, or if you complete PennDOT Form DL-16LC ([Appendix N](#)) whereby you acknowledge the license suspension.

## IMPORTANT

**NOTE: It is IMPERATIVE that you surrender your license to the court or PennDOT OR fill out Form DL-16LC and submit it back to PennDOT for your suspension clock to start ticking.**

#### A. Causes of Suspension

- 1. Pennsylvania Point System:** This system involves giving you "points" on your driving record if you are found guilty of certain driving (moving) violations. Different corrective actions are taken depending on how many and how often you get points.
  - [Appendix O](#) contains a complete list of violations and the points attached to each violation. (Example: a citation for failing to stop at a red light carries three points.)
  - Every time your points total six (6) or more, PennDOT takes corrective action. Corrective action could mean that you must take a written point examination, attend a Departmental Hearing, or have your driver's license suspended.
  - PennDOT must suspend your license if:
    - You are under 18 and your points total 6 or more;
    - You fail to pass a written point examination within 30 days of getting 6 or more points for the first time;
    - You fail to attend a Departmental hearing after getting 6 or more points for the second or greater time; or
    - You get 11 or more points
  - Three points are removed from a driving record for every 12 consecutive months in which a person is not under suspension or revocation or has not committed any violation.
- 2. Criminal Conviction:** There are certain criminal offenses whose penalties include license suspensions of varying lengths. Common examples are:
  - Drugs - you will receive a suspension for every conviction under the Controlled Substance, Drug, Device, and Cosmetic Act (i.e. one suspension for possession, one suspension for intent to sell, etc.)
  - Underage Drinking
  - Driving Under the Influence (DUI) – on page 11
  - Hit-and-Run offenses
  - Felonies involving a vehicle
- 3. Failure to Meet Obligations:** PennDOT will suspend your license if you fail to meet certain required court obligations. The suspension will last until you meet your obligations. Some of these obligations are as follows:
  - Failure to pay court ordered child support (see [Appendix P](#))
  - Failure to pay a civil money judgment (result of traffic accidents)
  - Failure to respond to traffic citations
  - Failure to make or follow through with payment arrangements with a court



- 4. Traffic Offenses:** There are certain traffic offenses that include license suspension as part of the penalty. The following are common examples.
- Lack of Vehicle Insurance - license suspension for three months if you operate your vehicle or permit another person to operate your vehicle when the vehicle is not covered by insurance
  - Driving Without a License – you will receive a six month suspension for a second conviction within five years
  - Driving Under Suspension – you will receive a one year suspension added to whatever current suspension you are serving`
  - Failing to Stop for a School Bus



**\*\* NOTE:** If you are or become a habitual offender, you could face license revocation. A habitual offender is a person convicted three times within five years, of any of a list of offenses, including: driving while under the influence of alcohol or drugs, reckless driving, and failure to pay fines. If your license is revoked, you lose driving privileges for five years. You must then start the license process all over again by first obtaining a learner's permit.

## B. How Do You Know If Your License Has Been Suspended?

- If your license is suspended or revoked, PennDOT will send a letter to your last known address that PennDOT has on file. This is why it is important to notify PennDOT of any address change. The letter will explain the penalty and list the date the suspension or revocation begins.
- You are responsible for knowing your license status. A certified driver record shows your license status and driver history. To request a copy of your certified driver record, complete Form DL-503 ([Appendix Q](#)) and mail it with the appropriate fee to the PennDOT location indicated on the form.

## Common Questions regarding License Suspension

- **What are the license sanctions for a Driving Under the Influence (DUI) conviction?**
  - The sanctions for a DUI conviction differ based on your blood alcohol content (BAC) and prior offenses. The only DUI sanction which does not include a license suspension is for a first-time offender with a BAC below .10%.
  - DUIs are split into three different categories based on a person's BAC. They are as follows:
    - **General Impairment** – BAC of .08% -.099% (penalties range from probation up to two years jail time, treatment, license suspension and fines of at least \$300).
    - **High BAC** – BAC of .10% - .159% (penalties range from two days to five years jail time, license suspension, treatment and fines from \$500 - \$10,000).
    - **Highest BAC** – BAC of .16% and higher (penalties range from three days to five years jail time, treatment, license suspension, and fines of at least \$1,000).
  - Pennsylvania is an implied consent state. This means that if you are deemed to be in actual physical control of a vehicle, you are deemed to have given your consent to either a blood, breath, or urine test. If you refuse the test, your license will be suspended for one year even if you are later found not guilty of the DUI.



For more information on DUI sanctions, visit PennDOT online at [www.dmv.state.pa.us/legislation/dui.shtml](http://www.dmv.state.pa.us/legislation/dui.shtml) or contact a lawyer.

- **How can I remove points from my license?**

PennDOT removes 3 points from your driving record for every 12 straight months you drive without a violation while maintaining a valid license. Other ways to remove points are case specific and may include taking a written point examination, completing a special on-road driver's examination, and/or attending a Departmental Hearing.

- **Can filing bankruptcy help me meet my obligations?**

If you have a civil judgment entered against you as a result of a traffic accident, and this is the cause of your license suspension, filing for bankruptcy may be an option for you. A bankruptcy may be able to get rid of the judgment and you will then be eligible to have your license restored. You should speak with an attorney about whether bankruptcy is the best option for you to get your license back.

**It is IMPERATIVE that you surrender your license to the court OR PennDOT OR fill out Form DL-16LC and submit it back to PennDOT for your suspension clock to start ticking.**



## IV. Remedies During License Suspension



### A. Right to Appeal Suspension

- You have the right to appeal a license suspension in your local county's Court of Common Pleas. The appeal must be made within 30 days of the mailing date of your suspension notice from PennDOT. So, if you fail to provide a new address, your mail may delay your receipt of the letter and you may miss your appeal deadline.
  - Some examples of reasons why you should appeal a license suspension from PennDOT include: if you are a victim of criminal identity theft (someone else used your information in a crime or traffic offense that caused you to lose your license), or if you were found not guilty of the crime or citation that would have suspended your license if found guilty.

### B. Occupational Limited License (OLL)

- An Occupational Limited License (OLL) authorizes a person whose license has been suspended to drive only when it is necessary for work, medical treatment, or study.
- If you have a license in Pennsylvania and that license is suspended, you may petition PennDOT for an OLL. To complete a petition, you must mail the following items to the address listed on the form:

- Completed Form DL-15 ([Appendix R](#)).
- Proof of insurance for listed vehicles
- A check or money order payable to PennDOT for the appropriate fees (see [Appendix R](#)).

 **Note:** There are certain traffic citations and crimes that will not allow you to apply for an OLL including: passing a school bus; racing on highways; homicide by vehicle; fleeing a police officer; driving without lights; reckless driving; accidents involving death or injury; leaving the scene of an accident; driving under the influence (there are some possible exceptions); failure to respond to a citation; driving while suspended (possible exceptions); refusal to submit to chemical testing (there are some possible exceptions); failure to maintain financial responsibility (meaning you do not have insurance); ARD ordered suspension for DUI; Controlled Substance, Drug, Device & Cosmetic Act violations; underage alcohol violations (there are some possible exceptions); any serious traffic offense; and any violations relating to accidents and accident reports. For a complete list and additional information, refer to [Appendix R](#).

- PennDOT will evaluate your petition and send you a decision within 20 days. If you qualify, PennDOT will send you an OLL camera card so you can get your picture taken for the license. Once you get the OLL camera card, you must take it to a Driver License Center to have your photograph taken. You must also complete Form DL-15A ([Appendix S](#)), which is part of the OLL application, and carry it with your OLL at all times.
- If you do not qualify, PennDOT will send a denial letter that will include information about your appeal rights (see [Appendix T](#)).



## Common Questions regarding Occupational Limited Licenses

- **Do I have to wait for my suspension to begin before I petition for an OLL?**  
No. You may mail your OLL petition any time after receiving your suspension notice. If PennDOT receives your petition at least 20 days before your suspension start date, PennDOT will notify you before your suspension begins whether your petition has been approved.
- **What should I write in my explanation of need for an OLL?**  
You should make your explanation **VERY** detailed. Explain in detail why you cannot use public transportation or carpool with others. If you need to drive for work, explain the specific job duties that would require you to have an OLL.

 Refer to [Appendix U](#) for additional information.

### C. Probationary Licenses (PL)

- A Probationary License (PL) authorizes anyone whose license has been suspended or revoked for 5 or more years to drive between the hours of 6:00 a.m. and 7:00 p.m.
- Those seeking a PL must complete part of their suspension before qualifying for a PL. The required time period is determined by the number and type of violations that caused the suspension of your driving privilege. Refer to [Appendix V](#) titled Probationary License Fact Sheet for specific examples of violations and how much suspension time you must serve before becoming eligible to apply for a PL.
- In addition to case-specific qualifications, all PL applicants must satisfy outstanding citations, judgments, examinations, or hearings, **and** complete all license restoration requirements before qualifying for a PL. At a minimum, PennDOT will review your petition and driving history to determine eligibility.
- To complete a PL petition, you must mail the following items to the address listed on the form:
  - Completed Form DL-20 ([Appendix W](#))
  - Proof of insurance
  - Check or money order payable to PennDOT for the appropriate fees (see [Appendix W](#)).
- PennDOT will notify you by mail within 30 days of receiving your petition whether you qualify for a PL. If you qualify, you will be scheduled for an interview at a Departmental Review Session. If approved at the interview, you will receive a PL.

## V. License Restoration



**If you lose your license, it is NOT enough that you simply stop driving.** There are specific steps which you must take. Also make sure to keep copies of all correspondence.

### A. Restoration Process (steps must be followed in order)

- **Surrender License:** To begin earning credit for your suspension, you must surrender/return your most recent license, permit and/or camera card to PennDOT. If you have never been licensed in Pennsylvania or do not have one of the above in your possession, you must complete and mail Form DL-16LC ([Appendix N](#)) to the address listed on the form.
- **Request Restoration Requirements Letter:** Every license restoration case is different. PennDOT will tell you what steps they want you to take in order to get your license restored. However, you must request a Restoration Requirements Letter from PennDOT in order to know exactly what PennDOT requires from you to restore your license. To request a letter, call PennDOT's Customer Care Center at 1-800-932-4600.
- **Follow Restoration Requirements:** While specific restoration requirements may differ, every person must pay a restoration fee and provide proof of insurance. Pay attention to any due dates listed for these items.
- **Know Your Status:** The restoration requirements letter lists the date you are eligible to have your driving privileges restored. Once you complete all your restoration requirements and your eligibility date is current, PennDOT will notify you that your driving privileges have been restored and return your license. **You may drive only after receiving this notice and your license.**

### Common Questions Regarding License Restoration

#### • Will my license be restored with points?

Yes. A restored license automatically shows 5 points on the individual's driving record regardless of the number of points on the record before the suspension (except in the case of a 15 day suspension resulting from a hearing for the second accumulation of six points, in which case 2 points will be removed from the drivers license once the suspension has been served).

#### • How can I verify that my suspension credit has begun?

Within 3 weeks of receiving your surrendered license or Form DL-16LC, PennDOT will send a receipt confirming the date your credit began. If you do not receive a receipt, call PennDOT's Customer Care Center at 1-800-932-4600 to verify that credit has begun.

## KEY POINTS TO REMEMBER

- ✓ Keep all documents from the court and PennDOT regarding your driver's license, including envelopes, receipts and the names of people you have talked to.
- ✓ Be sure to immediately turn in/surrender your license or acknowledgment form to start the suspension time.
- ✓ Be sure to obtain a restoration requirements letter so you know all the obligations you must meet to have your license restored.
- ✓ It may be helpful to visit your local state representative's district office for assistance in navigating various services offered by the Commonwealth of Pennsylvania.





## **APPENDIX**

**NOTE: Appendices are for sample purposes only.**

**You must obtain current original forms through PENNDOT.**

[Appendix A, Driver License Centers in Allegheny, Beaver, Butler, and Lawrence Counties](#)

[Appendix B, List of On-Line Messenger \(OLM\) Services](#)

[Appendix C, Driver License Compact](#)

[Appendix D, Identification and Residency Requirements for U.S. Citizens and Non-U.S. Citizens](#)

[Appendix E, PennDOT Form DL-180 – Non-Commercial Driver’s Permit Application](#)

[Appendix F, PennDOT Form DL-180TD – Parent or Guardian Consent Form](#)

[Appendix G, PennDOT Form DL-31 – Application to Extend Non-Commercial Learner’s Permit](#)

[Appendix H, PennDOT Form DL-31CD – Commercial Learner’s Permit](#)

[Appendix I, PennDOT Fact Sheet on Commercial Driver’s Licenses](#)

[Appendix J, PennDOT Commercial Driver’s License Frequently Asked Questions \(FAQ\)](#)

[Appendix K, PennDOT Form DL-5 – Motorcycle Learner’s Permit Application](#)

[Appendix L, PennDOT Fact Sheet on Mopeds, Motor-Driven Cycles, and Motorcycles](#)

[Appendix M, PennDOT Motorcycles and Mopeds FAQ](#)

[Appendix N, PennDOT Form DL-16LC – Acknowledgment of Suspension/Revocation/Disqualification/ Cancellation](#)

[Appendix O, PennDOT Pennsylvania Point System Fact Sheet](#)

[Appendix P, PennDOT’s Dead Beat Parent Law Fact Sheet](#)

[Appendix Q, PennDOT Form DL-503 – Request for Driver Information](#)

[Appendix R, PennDOT Form DL-15 – Occupational Limited License Petition](#)

[Appendix S, PennDOT Form DL-15A – Occupational Limited License Affidavit](#)

[Appendix T, PennDOT Driver Licensing Administrative Hearings Fact Sheet](#)

[Appendix U, PennDOT – Occupational Limited License Fact Sheet](#)

[Appendix V, PennDOT Probationary License Fact Sheet](#)

[Appendix W, PennDOT Form DL-20 – Probationary License Petition](#)

## Driver Licensing Service Centers

### Allegheny County

|                |   |  |
|----------------|---|--|
| Allison Park   | Duncan Manor Shopping Center<br>1701 Duncan Avenue<br>Allison Park, PA 15101            | Monday: Closed<br>Tuesday – Saturday: Generally Open<br>8:30am – 4:15pm                      |
| Bridgeville    | Chartiers Valley Shopping Center<br>1025 Washington Pike RT 50<br>Bridgeville, PA 15017 | Monday: Closed<br>Tuesday – Saturday: Generally Open<br>8:30am – 4:15pm                      |
| New Kensington | 1600 Greensburg Road<br>New Kensington, PA 15068  | Monday: Closed, except Photo Center<br>Tuesday – Saturday: Generally Open<br>8:30am – 4:15pm |
| Penn Hills     | Penn Hills Shopping Center<br>11620 Keleket Drive<br>Pittsburgh, PA 15235               | Monday: Closed, except Photo Center<br>Tuesday – Saturday: Generally Open<br>8:30am – 4:15pm |
| Pittsburgh     | 708 Smithfield Street<br>Pittsburgh, PA 15222   | Monday – Friday: Generally Open<br>8:30am – 4:15pm<br>Saturday: Closed                       |

### Beaver County

|                |  |  |
|----------------|--|--|
| East Rochester | 149 Stewart Avenue<br>East Rochester, PA 15074 | Monday: Closed, except Photo Center<br>Tuesday – Saturday: Generally Open<br>8:30am – 4:15pm |
|----------------|--|--|

### Butler County

|        |   |   |
|--------|---|---|
| Butler | Point Plaza Shopping Center<br>Route 356 and 68<br>Butler, PA 16001 | Monday: Closed<br>Tuesday – Saturday: Generally Open<br>8:30am – 4:15pm |
|--------|---|---|

### Lawrence County

|            |   |   |
|------------|---|---|
| New Castle | 973 Old Youngstown Road<br>New Castle, PA 16101 | Monday & Tuesday: Closed<br>Wednesday – Saturday: Generally<br>Open 8:30am – 4:15pm |
|------------|---|---|

**For a full listing of Pennsylvania Service Centers which includes hours of operation, directions and more specific search results, please click here [Service Center Locator](#)**

**AT OUR ON-LINE LOCATIONS...**

Customers pay an additional fee in addition to the PennDOT fee. These additional fees are set by each individual Messenger Service and may vary.

All On-Line Messenger Service Centers can provide the following services and immediately issue products at their place of business:

| <b>DRIVER LICENSING SERVICES</b>  | <b>PRODUCT</b>         |
|---|------------------------|
| Driver License Renewal (Non-Commercial) . . . . .   | Photo Camera Card      |
| Driver License Duplicate/Replacement . . . . .  | Interim License        |
| Driver License Address Change . . . . .   | Update Card            |
| Photo Identification Card Renewal . . . . .   | Photo Camera Card      |
| Photo ID Address Change . . . . .   | Update Card            |
| Basic Non-Commercial Driving Record . . . . .   | Basic Driving Abstract |
| Three Year Driving Record . . . . .   | Three Year Abstract    |
| Ten Year Driving Record . . . . .   | Ten Year CDL Abstract  |
| Restoration Requirements . . . . .  | Letter                 |
| Posting of Restoration Fees and Proof of Insurance for Driver License Suspensions . . . . . | Restoration Letter     |

| <b>MOTOR VEHICLE SERVICES</b>                         | <b>PRODUCT</b>                                       |
|---|--|
| Vehicle Registration Renewal . . . . .                | Registration Card/Sticker                            |
| Vehicle Registration Duplicate/Replacement . . . . .  | Registration Card/Sticker/Plate/Weight Class Sticker |
| Vehicle Registration Address Change . . . . .         | Registration Card                                    |
| Duplicate Title . . . . .                             | Title mailed next business day from Harrisburg       |
| Transfer Registration . . . . .                       | Registration Card                                    |
| Retired Status Vehicle Registration Renewal . . . . . | Registration Card/Sticker                            |
| Heavy Truck Registration Renewal . . . . .            | Registration Card/Sticker                            |
| Issuance of Special Fund Plates . . . . .             | Wildlife, Zoo, DARE, Heritage Plates                 |
| Request for Vehicle Information . . . . .             | Basic Vehicle Abstract or Basic Encumbrance Abstract |
| Restoration Requirements . . . . .                    | Letter   |
| Insurance Restorations . . . . .                      | Restoration Letter                                   |



**ON-LINE  
MESSENGER  
SERVICE  
CENTER  
LOCATION  
GUIDE AND  
FACT SHEET**

Visit our website at [www.dot.state.pa.us](http://www.dot.state.pa.us)  
click on "driver & vehicle services"



**WESTERN REGION**

**CENTRAL REGION**

**EASTERN REGION**

Revised 01/19/2010

APPENDIX B

# EASTERN PENNSYLVANIA

|   |  |                |
|---|--|----------------|
| <b>BERKS COUNTY</b>                       |  |                |
| AAA Reading -Berks                        | 920 Van Reed Road • Wyomissing, PA 19610   | (610) 374-4531 |
| Commonwealth Auto Tags                    | 704 Penn Avenue • West Reading, PA 19611   | (610) 372-9998 |
| Commonwealth Auto Tags                    | 4720 Perkiomen Avenue • Reading, PA 19606  | (610) 779-2111 |
| Erie Auto Tags & Insurance                | 534 E. Lancaster Ave. • Shillington, PA 19607  | (610) 775-6926 |
| John Yurconic Agency's                    | 3657 Penn Avenue • Sinking Spring, PA 19608  | (610) 670-0721 |
| The Notary Shop                           | 835 Hiester Lane • Reading, PA 19605   | (610) 929-8250 |
| <b>BRADFORD COUNTY</b>                    |  |                |
| AAA North Penn                            | RR#6, Box 6041, Suite 3 • Towanda, PA 18848  | (570) 265-6122 |
| <b>BUCKS COUNTY</b>                       |  |                |
| A-A Auto Tag & Title                      | 38 East Bridge Street • Morrisville, PA 19067  | (215) 736-8200 |
| AAA Mid-Atlantic                          | 110 Lincoln Highway • Fairless Hills, PA 19030                                       | (215) 269-2034 |
| AAA Mid-Atlantic                          | 865 Easton Road • Warrington, PA 18976   | (215) 343-2660 |
| Action Auto Tag Service                   | 1029 Bristol Pike • Andalusia, PA 19020  | (215) 638-2624 |
| B & K Auto Tags                           | 134 Veterans Lane • Doylestown, PA 18901   | (215) 345-8865 |
| Commonwealth Auto Tags                    | 5253 New Falls Road • Levittown, PA 19056  | (215) 547-4433 |
| Durham Insurance Network                  | 2625A Durham Road • Bristol, PA 19007  | (215) 945-5460 |
| Edward W. Langel Co.                      | 143 Bustleton Pike • Feasterville, PA 19053  | (215) 322-8900 |
| John's Driving School & Auto Tag Service  | 914 Trenton Road • Fairless Hills, PA 19030  | (215) 295-8003 |
| Liberty Auto Tags                         | 522 S. Oxford Valley • Fairless Hills, PA 19030                                      | (267) 580-0100 |
| Mrs. Butterworth's Auto Tags              | 1111 Easton Road #18, Warrington Pavilion Shopping Center • Warrington, PA 18976     | (215) 343-8247 |
| Nelson's Messenger Service Inc.           | 4201 Neshaminy Blvd., Neshaminy Square Shopping Ctr. Unit 133B, Bensalem, PA 19020   | (215) 354-0900 |
| Quakertown Tag & Notary                   | 570 S. West End Blvd, Rt. 309 • Quakertown, PA 18951                                 | (215) 536-6882 |
| <b>CARBON COUNTY</b>                      |  |                |
| John Yurconic Agency                      | 1241 Blakeslee Blvd., Carbon Plaza Mall • Lehighton, PA 18235                        | (570) 386-2722 |
| <b>CHESTER COUNTY</b>                     |  |                |
| AAA Mid-Atlantic                          | 844 Paoli Pike • West Chester, PA 19380  | (610) 696-8100 |
| Best Auto Tag Service                     | 121 East Lancaster Pike • Paoli, PA 19301  | (610) 647-6600 |
| Exton Auto Tags                           | 322 E. Lincoln Highway • Exton, PA 19341   | (610) 363-1043 |
| Kyle's Auto Tags                          | 529 East Gay Street • West Chester, PA 19380   | (610) 429-1447 |
| Wiggins Auto Tags Inc.                    | 954 East Baltimore Pike • Kennett Square, PA 19348                                   | (610) 388-6995 |
| Wiggins Auto Tags Inc.                    | 4207 East Lincoln Hwy • Thomdale, PA 19372   | (610) 269-1916 |
| Wiggins Auto Tags Inc.                    | 1301 West Chester Pike • West Chester, PA 19382                                      | (610) 692-5641 |
| Wiggins Auto Tags Inc.                    | 207 South Pottstown Pike • Exton, PA 19341   | (610) 363-6538 |
| Wiggins Auto Tags Inc. **                 | 310 Limestone Road • Oxford, PA 19363  | (610) 998-0900 |
| Wiggins Auto Tags Inc.                    | 5277 Horseshoe Pike • Honeybrook, PA 19344   | (610) 273-4333 |
| <b>COLUMBIA COUNTY</b>                    |  |                |
| AAA Mid-Atlantic                          | 460 Central Road • Bloomsburg, PA 17815  | (570) 784-3380 |
| Leonard's Auto Tag Service LLC            | 116 East Third Street • Berwick, PA 18603  | (570) 752-8825 |
| <b>DAUPHIN COUNTY</b>                     |  |                |
| Pennsylvania Automotive Association (PAA) | 1925 N. Front Street • Harrisburg, PA 17102  | (717) 255-8311 |
| Sollenberger's Messenger Service          | 213 State Street, Suite 100 • Harrisburg, PA 17101                                   | (717) 236-6722 |
| <b>DELAWARE COUNTY</b>                    |  |                |
| AAA Mid-Atlantic                          | 394 West Lancaster Avenue • Haverford, PA 19041                                      | (610) 649-9000 |
| AAA Mid-Atlantic                          | Springfield Square North Shopping Center., 1006 Baltimore Pike Springfield, PA 19064 | (610) 605-2114 |
| AAA Mid Atlantic                          | Keystone Plaza, 1810 Wilmington Pike • Glen Mills, PA 19342                          | (610)-808-9000 |
| Aston Auto Tags                           | 3540 Concord Road • Aston, PA 19014  | (610) 494-8598 |
| The Auto Tag Store                        | 3380 Chichester Ave., Willowbrook Shopping Center • Boothwyn, PA 19061               | (610) 494-9060 |
| Best Auto Tag Service                     | 16 Baltimore Pike • Springfield, PA 19064  | (610) 328-7664 |
| Carol's Auto Tags 4U, Inc.                | 313 West Baltimore Avenue • Media, PA 19063  | (610) 565-5565 |
| J.L. Hunter Inc.                          | 2229 McDade Blvd. • Holmes, PA 19043   | (610) 583-1234 |
| Pine Valley Auto Tags                     | 6419 Market Street • Upper Darby, PA 19082   | (610) 352-3040 |
| <b>LACKAWANNA COUNTY</b>                  |  |                |
| AAA North Penn                            | 1035 N. Washington Avenue • Scranton, PA 18509                                       | (570) 348-2511 |
| AAA North Penn                            | 18 South Main Street • Carbondale, PA 18407  | (570) 282-1390 |
| Leonard's Auto Tag Service LLC            | 1500 Main Street • Dickson City, PA 18519  | (570) 489-4777 |
| Leonard's Auto Tag Service LLC            | 635 Luzerne Street • Scranton, PA 18504  | (570) 347-TAGS |

|                                   |  |                |
|-----------------------------------|--|----------------|
| Northeast Title and Tag           | 93 Brooklyn St., Route 6 Ames Plaza • Carbondale, PA 18407               | (570) 282-2900 |
| Northeast Title and Tag           | 215 South State Street • Clarks Summit, PA 18411                         | (570) 587-2272 |
| Northeast Title and Tag           | 1726 N. Keyser Avenue<br>Keyser Oak Shopping Center • Scranton, PA 18508 | (570) 207-0900 |
| Pennsylvania Tag & Title, Inc.    | 1907 Pittston Avenue • Scranton, PA 18505                                | (570) 558-3824 |
| <b>LANCASTER COUNTY</b>           |  |                |
| Abel Notary & Messenger Service   | 630 Lancaster Avenue • Columbia, PA 17512                                | (717) 684-7273 |
| Apple Auto Sales Inc.             | 5197 Lincoln Highway • Gap, PA 17527                                     | (717) 442-9700 |
| B & E Notary                      | 4225 Oregon Pike • Brownstown, PA 17508                                  | (717) 859-3733 |
| B & E Notary                      | 906 North Reading Road • Ephrata, PA 17522                               | (717) 335-0494 |
| Brimmer License Service, Inc. **  | 1354 Harrisburg Pike • Lancaster, PA 17601                               | (717) 394-9991 |
| Brimmer License Service, Inc.     | 1921 B Lincoln Hwy East • Lancaster, PA 17602                            | (717) 295-1799 |
| Brimmer License Service, Inc.     | 16 South Lime Street • Lancaster, PA 17602                               | (717) 394-6030 |
| Donnie G. Boyer & Co.             | 112 S. Market Street • Elizabethtown, PA 17022                           | (717) 367-1528 |
| Goodville Notary Service          | 1574 Main Street, Route 23, Box 102 • Goodville, PA 17528                | (717) 355-0405 |
| Goodville Notary Service          | 1 Howard Avenue • Lancaster, PA 17602                                    | (717) 299-9411 |
| Goodville Notary Service          | 236 Main Street • Leola PA 17540   | (717) 656-0123 |
| <b>LEBANON COUNTY</b>             |  |                |
| PA Auto License Brokers           | 1111 West Main Street • Annville, PA 17003                               | (717) 867-0100 |
| <b>LEHIGH COUNTY</b>              |  |                |
| A Northstar Insurance Agency Inc. | 127 S. 7th Street • Allentown, PA 18101                                  | (610) 432-4310 |
| EG Notary Service, LLC            | 601 North Street • Emmaus, PA 18049                                      | (610) 967-2289 |
| John Yurconic Agency **           | American Plaza • 5 American Parkway • Allentown, PA 18102                | (610) 434-2500 |
| John Yurconic Agency              | 101 North Cedar Crest Blvd. • Allentown, PA 18104                        | (610) 770-6606 |
| John Yurconic Agency              | 1710 Hoover Avenue • Allentown, PA 18109                                 | (610) 266-6800 |
| John Yurconic Agency              | 5910 Hamilton Blvd. • Wescosville, PA 18106                              | (610) 770-6600 |
| Plaza Auto Tags                   | 3115 Tilghman Street • Allentown, PA 18104                               | (610) 433-7818 |
| Raul's Notary Service             | 121 North 3rd Street • Allentown, PA 18101                               | (610) 433-5261 |
| Tom's Auto Tag and Notary         | 729 East Susquehanna Street • Allentown, PA 18103                        | (610) 791-1260 |
| <b>LUZERNE COUNTY</b>             |  |                |
| AAA Mid-Atlantic                  | 741 Airport Road, 2 Hazleton Market Place • Hazle Township, PA 18202     | (570) 454-6658 |
| AAA Mid-Atlantic                  | 679 Kidder St., Site E Triangle Plaza • Wilkes-Barre, PA 18702           | (570) 819-1920 |
| Kelly's Auto Tag Service          | 1183 Wyoming Avenue • Exeter, PA 18643                                   | (570) 883-1053 |
| Leonard's Auto Tag Service LLC    | 295 Susquehanna Avenue • Wyoming, PA 18644                               | (570) 693-0122 |
| Leonard's Auto Tag Service LLC    | 850 San Souci Highway • Wilkes-Barre, PA 18703                           | (570) 825-1930 |
| Leonard's Auto Tag Service LLC    | 986 N. Sherman Ct, 22nd St. Plaza • Hazleton, PA 18201                   | (570) 450-9933 |
| Leonard's Auto Tag Service LLC    | 222 Wilkes-Barre Township Blvd. • Wilkes-Barre, PA 18702                 | (570) 831-TAGS |
| Northeast Title and Tag           | 326 Memorial Highway • 415 Plaza • Dallas, PA 18612                      | (570) 675-7911 |
| Northeast Title and Tag           | 1064 Wyoming Avenue • Wyoming, PA 18644                                  | (570) 613-1111 |
| <b>MONROE COUNTY</b>              |  |                |
| A & S Katz LLC                    | 2924 Hamilton East • Stroudsburg, PA 18360                               | (570) 424-5710 |
| A & S Katz LLC                    | 2581 Milford Road • East Stroudsburg, PA 18301                           | (570) 223-0677 |
| A & S Katz LLC                    | HCI Box 3, Route 209 • Brodheadsville, PA 18322                          | (570) 402-2929 |
| AAA North Penn                    | RR 14 - Box 7495, Stroudsburg, PA 18360                                  | (570) 421-2500 |
| Northeast Title & Tag             | Route 940, Suite 13, Mt. Pocono Plaza • Mt. Pocono, PA 18344             | (570) 895-1000 |
| Northeast Title & Tag             | 230 Eagle Valley Mall • East Stroudsburg, PA 18301                       | (570) 517-5550 |
| <b>MONTGOMERY COUNTY</b>          |  |                |
| AAA Mid-Atlantic                  | 139 East DeKalb Pike • King of Prussia, PA 19406                         | (610) 337-6800 |
| Ardley Auto Tags Inc.             | 2745 Jenkintown Road • Ardley, PA 19038                                  | (215) 572-1409 |
| Commonwealth Auto Tags            | 2795 Egypt Road • Audubon, PA 19403                                      | (610) 676-0040 |
| Commonwealth Auto Tags            | 2833 Swede Road • Norristown, PA 19401                                   | (610) 292-8888 |
| Commonwealth Auto Tags **         | 978 East High Street • Pottstown, PA 19464                               | (610) 326-3330 |
| Conshohocken Auto Tags            | 3022 Butler Pike • Conshohocken, PA 19428                                | (610) 834-2900 |
| Fazio Tag Servinc Inc.            | 31 East Hancock Street • Lansdale, PA 19446                              | (215) 362-2547 |
| Gibbons Fastag                    | 120 North Lewis RD • Royersford, PA 19468                                | (610) 948-6161 |
| Hendrix Auto Tags & Ins.          | 2040 County Line Road • Huntingdon Valley, PA 19006                      | (215) 396-1400 |
| The Imperial Agency               | 193 West City Avenue • Bala Cynwyd, PA 19004                             | (610) 617-8850 |
| Jacoby's Auto Tags and Ins.       | 138 East Dekalb Pike • King of Prussia, PA 19406                         | (610) 337-9111 |
| Jack Rabbit Auto Tags             | 1720 Sunnyside Pike • P.O. Box 439 • Kulpsville, PA 19443                | (215) 362-0538 |
| Nelson & Campbell LLC             | 909 N. Bethlehem Pike • Springhouse, PA 19477                            | (215) 542-9501 |

**NORTHAMPTON COUNTY**

|                                      |   |                |
|--------------------------------------|---|----------------|
| AAA Northampton County               | 3914 Hecktown Road • Easton, PA 18043                           | (610) 258-2371 |
| Bev's Auto Tags LLC                  | 3024 Easton Avenue • Bethlehem, PA 18017                        | (610) 868-1130 |
| Car Village Title and Notary Service | 323 South New Street • Bethlehem, PA 18015                      | (610) 865-1220 |
| John Yurconic Agency **              | 216 Nazareth Pike • Bethlehem, PA 18017                         | (610) 614-1117 |
| John Yurconic Agency **              | 5 American Parkway • Allentown, PA 18102                        | (610) 614-1117 |
| John Yurconic Agency                 | 25 St. Shopping Cntr., 2423 Nazareth Rt. 248 • Easton, PA 18045 | (610) 438-4500 |
| John Yurconic Agency                 | 2078 Center St. • Northampton, PA 18067                         | (610) 261-3300 |
| Lynn's Notary and Tag Agency         | 3242 Freemansburg Avenue • Easton, PA 18045                     | (610) 252-2053 |
| 412 Auto Tags / Notary               | 1558 Main Street • Hellertown, PA                               | (610) 838-1907 |

**PHILADELPHIA COUNTY**

|                               |  |                |
|-------------------------------|--|----------------|
| AAA Mid-Atlantic              | Ten Penn Center, 1801 Market Street • Philadelphia, PA 19103                 | (215) 399-1180 |
| AAA Mid-Atlantic              | 2260 Oregon Avenue • Philadelphia, PA 19145                                  | (215) 399-1000 |
| AAA Mid-Atlantic              | 9475 Roosevelt Boulevard • Philadelphia, PA 19114                            | (215) 671-1700 |
| Auto Tags by Maverick         | 721 Bristol Pike • Croydon, PA 19021   | (215) 826-9890 |
| Anthony Amen Auto Tags        | 6701 Haverford Avenue • Philadelphia, PA 19151                               | (215) 473-7800 |
| Danny's Auto Tags             | 7184 Ogontz Avenue • Philadelphia, PA 19138                                  | (215) 927-9335 |
| Danny's Auto Tags             | 88 West Sparks Street • Philadelphia, PA 19120                               | (215) 927-0730 |
| DeJesus Auto Tags             | 850 W. Sedgley Avenue • Philadelphia, PA 19140                               | (215) 228-8870 |
| Hendrix Auto Tags & Insurance | 11685 Bustleton Avenue • Philadelphia, PA 19116                              | (215) 671-9009 |
| The Imperial Agency           | 6400 block of Frankford Avenue, Mayfair Shopping Mall Philadelphia, PA 19149 | (215) 624-5220 |

|                                      |   |                |
|--------------------------------------|---|----------------|
| K & A Auto Tags                      | 6181 Ridge Avenue • Philadelphia, PA 19128          | (215) 482-1785 |
| Lennon Auto Tags**                   | 921 Levick Street • Philadelphia, PA 19111          | (215) 831-1147 |
| Nelson's Messenger Service Inc.      | 1632 Columbus Boulevard • Philadelphia, PA 19148    | (215) 755-6600 |
| Nelson's Messenger Service Inc.      | 2501 South 68th Street • Philadelphia, PA 19142     | (215) 365-4008 |
| Nelson's Messenger Service Inc.      | 456 North 8th Street • Philadelphia, PA 19123       | (215) 923-9700 |
| Nickens Agency Inc.                  | 1550 East Wadsworth Avenue • Philadelphia, PA 19150 | (215) 242-4090 |
| Nickens Agency Inc.                  | 6747 Germantown Avenue • Philadelphia, PA 19119     | (215) 848-9633 |
| Norris Square Financial Services     | 139 W. Susquehanna Ave • Philadelphia, PA 19122     | (215) 291-4300 |
| Pak Auto Tag, Insurance & Income Tax | 2222 N. Broad St • Philadelphia, PA 19132           | (215) 235-2744 |
| Pat's Auto Tags                      | 2536 East Allegheny Avenue • Philadelphia, PA 19134 | (215) 427-1820 |
| Pine Valley Auto Tags                | 10804 Bustleton Avenue • Philadelphia, PA 19116     | (215) 969-3303 |
| Renuit Now Inc.                      | 7944 Frankford Avenue • Philadelphia, PA 19136      | (215) 335-1010 |
| Renuit Now Inc.                      | 2401 York, Street • Philadelphia, PA 19125          | (215) 423-4563 |
| Renuit Now Inc.                      | 859 North Broad Street • Philadelphia, PA 19123     | (215) 236-4103 |
| Sidco Auto Tag Service               | 2999 Welsh Road • Philadelphia, PA 19152            | (215) 464-9950 |
| Success Driving School               | 120 North 9th Street • Philadelphia, PA 19107       | (215) 925-8833 |
| Success Driving School               | 2704 East Allegheny Avenue • Philadelphia, PA 19134 | (215) 739-4711 |

**PIKE COUNTY**

|                       |                                      |                |
|-----------------------|--------------------------------------|----------------|
| Pike County Licensing | 115 West Harford • Milford, PA 18337 | (570) 296-8574 |
|-----------------------|--------------------------------------|----------------|

**SCHUYLKILL COUNTY**

|  |   |                |
|--|---|----------------|
| A & M Notary                             | 101 N. Lehigh Avenue • Frackville, PA 17931   | (570) 874-0531 |
| All American Driver and Vehicle Services | Route 61 South • Schuylkill Haven, PA 17972   | (570) 385-1078 |
| John Yurconic Agency                     | 892 Gordon Nagle Trail • Pottsville, PA 17901 | (570) 622-5700 |
| Pine Grove Auto Sales                    | 78 Suedberg Road • Pine Grove, PA 17963       | (570) 345-2556 |

**SUSQUEHANNA COUNTY**

|                                |  |                |
|--------------------------------|--|----------------|
| AAA North Penn                 | Ames Plaza, RR3, Box 32 • Montrose, PA 18801                 | (570) 278-1552 |
| Lockhart's Tag & Title Service | Route 29 at Bendix Road • South Montrose, PA 18843           | (570) 278-5338 |
| Northeast Title & Tag          | Lake Montrose Mall, Route 706, Grow Ave • Montrose, PA 18801 | (570) 278-9800 |

**WAYNE COUNTY**

|                       |   |                |
|-----------------------|---|----------------|
| AAA North Penn        | 1126 Main Street • Honesdale, PA 18431                    | (570) 253-0160 |
| Northeast Title & Tag | Route 6 Shopping Mall, 814 Main St. • Honesdale, PA 18431 | (570) 251-7900 |

**WYOMING COUNTY**

|                       |   |                |
|-----------------------|---|----------------|
| AAA North Penn        | 208 West Tioga Street • Tunkhannock, PA 18657 | (570) 836-5104 |
| Northeast Title & Tag | 159 West Tioga Street • Tunkhannock, PA 18657 | (570) 996-8824 |

**CENTRAL PENNSYLVANIA****ADAMS COUNTY**

|               |                                      |                |
|---------------|--------------------------------------|----------------|
| Runkle's Inc. | 1206 High Street • Hanover, PA 17331 | (717) 521-3000 |
|---------------|--------------------------------------|----------------|

**BEDFORD COUNTY**

|                 |   |                |
|-----------------|---|----------------|
| Dunkle Services | 9503 Lincoln Highway, Lincoln Center, Suite 104 • Bedford, PA 15522 | (814) 623-3350 |
|-----------------|---|----------------|

**BLAIR COUNTY**

|                            |  |                |
|----------------------------|--|----------------|
| AAA East Central           | 1634 Valley View Boulevard • Altoona, PA 16603 | (814) 946-1277 |
| Dunkle Services            | 303 Union Avenue • Altoona, PA 16602           | (814) 941-1022 |
| Notary and Copy Stop, Inc. | 401 Sixth Avenue • Altoona, PA 16602           | (814) 946-4114 |

**CENTRE COUNTY**

|                             |   |                |
|-----------------------------|---|----------------|
| Tri County Tag Service Inc. | 253 Benner Pike • Suite B • State College, PA 16801 | (814) 237-2957 |
|-----------------------------|---|----------------|

**CLEARFIELD COUNTY**

|                          |  |                |
|--------------------------|--|----------------|
| Sarvey Notary Services** | 1 DuBois Area Plaza • DuBois, PA 15801 | (814) 371-1300 |
|--------------------------|--|----------------|

**CUMBERLAND COUNTY**

|                                       |   |                |
|---------------------------------------|---|----------------|
| PA Auto License Brokers               | 6483 Carlisle Pike, Suite 104 • Mechanicsburg, PA 17050 | (717) 691-6720 |
| Sollenberger's Messenger Service Inc. | 29 Westminster Drive • Carlisle, PA 17013               | (717) 249-8149 |
| Sollenberger's Messenger Service Inc. | 408 East King Street • Shippensburg, PA 17257           | (717) 532-3764 |

**ELK COUNTY**

|                  |  |                |
|------------------|--|----------------|
| AAA East Central | 1375 Bucktail Village • St. Mary's, PA 15857 | (814) 834-7838 |
|------------------|--|----------------|

**FRANKLIN COUNTY**

|                                       |   |                |
|---------------------------------------|---|----------------|
| Anthony Highway Auto Sales            | 11460 Anthony Highway • Waynesboro, PA 17268  | (717) 765-4949 |
| Sollenberger's Messenger Service Inc. | 520 Lincoln Way East • Chambersburg, PA 17201 | (717) 263-4867 |

**JUNIATA COUNTY**

|                        |   |                |
|------------------------|---|----------------|
| Gray's Speed Equipment | 4095 William Penn Highway • Mifflintown, PA 17059 | (717) 436-9554 |
|------------------------|---|----------------|

**LYCOMING COUNTY**

|                               |  |                |
|-------------------------------|--|----------------|
| AAA North Penn                | One East Sixth Avenue • South Williamsport, PA 17702     | (570) 323-8431 |
| Reighard's Inc.               | 1323 East Third Street, Suite B • Williamsport, PA 17701 | (570) 326-3593 |
| Manevals Notary & Tag Service | 64 N. Main St. • Hughesville, PA 17737                   | (570) 584-6075 |

**MCKEAN COUNTY**

|                  |                                       |                |
|------------------|---------------------------------------|----------------|
| AAA East Central | 587 South Avenue • Bradford, PA 16701 | (814) 368-3113 |
|------------------|---------------------------------------|----------------|

**MIFFLIN COUNTY**

|                         |  |                |
|-------------------------|--|----------------|
| PA Auto License Brokers | 10379 U.S. Highway 522 South • Lewistown, PA 17044 | (717) 242-3377 |
|-------------------------|--|----------------|

**PERRY COUNTY**

|                         |   |                |
|-------------------------|---|----------------|
| PA Auto License Brokers | 7376 Spring Road • New Bloomfield, PA 17068 | (717) 582-2400 |
|-------------------------|---|----------------|

**SNYDER COUNTY**

|                             |   |                |
|-----------------------------|---|----------------|
| Tri County Tag Service Inc. | Park Road & Pennsylvania Avenue, P.O. Box 173 Hummels Wharf, PA 17831 | (570) 743-8455 |
|-----------------------------|---|----------------|

**TIOGA COUNTY**

|                |  |                |
|----------------|--|----------------|
| AAA North Penn | One Queen Street • Wellsboro, PA 16901 | (570) 724-4134 |
| Gee's Notary   | 18778 Rt. 287 • Tioga, PA 16946        | (570) 827-2756 |

**YORK COUNTY**

|                                      |  |                |
|--------------------------------------|--|----------------|
| AAA Southern PA                      | 2840 Eastern Boulevard • York, PA 17402  | (717) 600-8700 |
| AAA Southern PA                      | Shrewsbury Square Shopping Center • 14625 Mt. Airy Road Suite 104 • Shrewsbury, PA 17361 | (717) 235-7883 |
| Abel Notary & Messenger Service      | 250 South Harrison Street • York, PA 17403   | (717) 848-1916 |
| Brimmer License Service Inc          | 2110 S. Queen Street, S. York Value Center • York, PA 17403                              | (717) 699-1060 |
| Dale D. Brenneman Notary & Messenger | 2709 West Market Street • York, PA 17404   | (717) 792-3729 |
| Lester J. Sell Agency                | 18 York Street • Hanover, PA 17331   | (717) 637-1127 |
| Runkle's Inc.                        | 22 East Avenue • Red Lion, PA 17356  | (717) 812-9292 |
| Runkle's Inc. **                     | 1120 Roosevelt Avenue • York, PA 17404   | (717) 812-9292 |

## WESTERN PENNSYLVANIA

| ALLEGHENY COUNTY                           |   |                |
|--|---|----------------|
| AAA East Central **                        | 9 Clairton Boulevard • Pittsburgh, PA 15236                                     | (412) 655-6100 |
| AAA East Central **                        | 5900 Baum Boulevard • Pittsburgh, PA 15206                                      | (412) 363-5100 |
| AAA East Central                           | 160 Fort Couch Road • Pittsburgh, PA 15241                                      | (412) 363-5100 |
| AAA East Central                           | 4790 McKnight Road • Pittsburgh, PA 15237                                       | (412) 367-7600 |
| AAA East Central **                        | 2725 Mosside Boulevard • Monroeville, PA 15146                                  | (412) 858-4640 |
| AAA East Central                           | Robinson Town Center, 1760 Park Manor Blvd • Pittsburgh, PA 15205               | (412) 809-2800 |
| AAA East Central                           | 538 Smithfield Street • Pittsburgh, PA 15222                                    | (412) 338-4300 |
| AAA East Central                           | 2001 Lincoln Way #8 • White Oak, PA 15131                                       | (412) 675-3400 |
| Altwater Auto Sales                        | 5299 Steubenville Pike • Pittsburgh, PA 15205                                   | (412) 787-7662 |
| Jack Maggs Agency                          | 1700 Saw Mill Run Boulevard • Pittsburgh, PA 15210                              | (412) 884-5800 |
| Jack Maggs Agency                          | Caste Village Shopping Center, 5301 Grove Road Pittsburgh, PA 15236             | (412) 884-5600 |
| Kennywood Messenger Service                | Great Valley Shopping Center, 355 Lincoln Highway #5 North Versailles, PA 15137 | (412) 823-3610 |
| Messenger Services Inc.                    | 3107 Walnut Street • McKeesport, PA 15132                                       | (412) 672-2221 |
| Messenger Services Inc.                    | 2704 Mosside Boulevard • Monroeville, PA 15146                                  | (412) 856-5890 |
| Messenger Services Inc.                    | 2625 South Park Road • Bethel Park, PA 15102                                    | (412) 833-9600 |
| Messenger Services Inc.                    | 984 Perry Highway • Pittsburgh, PA 15237  | (412) 367-4343 |
| Tags & Title Transfers, LP                 | 1701 Duncan Ave, Duncan Manor Shop. Plaza • Allison Park, PA 15101              | (412) 367-2931 |
| ARMSTRONG COUNTY                           |   |                |
| AAA East Central                           | 11 Franklin Village Mall • Kittanning, PA 16201                                 | (724) 543-1924 |
| Kiebler License Center, Inc.               | Kiebler Complex, 313 Pershing Avenue • Leechburg, PA 15656                      | (724) 845-8636 |
| The Notary Express                         | 156 South Jefferson Street • Kittanning, PA 16201                               | (724) 545-9474 |
| Sherry L. White                            | 508 Bear Street • Worthington, PA 16262   | (724) 297-3750 |
| BEAVER COUNTY                              |   |                |
| AAA East Central                           | 300 Adams Street • Rochester, PA 15074  | (724) 775-8000 |
| Prestige Notary                            | 2436 Brodhead Road • Aliquippa, PA 15001  | (724) 375-7120 |
| BUTLER COUNTY                              |   |                |
| AAA East Central                           | 138 Clearview Circle • Butler, PA 16001   | (724) 287-2713 |
| AAA East Central                           | 20395 Route 19, 3 Landmark N. • Cranberry Twp, PA 16066                         | (724) 722-1122 |
| Notary Express                             | 181 New Castle Road • Butler, PA 16001  | (724) 285-3278 |
| Cranberry Messenger Svc.                   | 20710 Route 19 North • Cranberry Township, PA 16066                             | (724) 772-0480 |
| CAMBRIA COUNTY                             |   |                |
| AAA Southern PA                            | Galleria Mall, 500 Galleria Dr. • Johnstown, PA 15904                           | (814) 269-3641 |
| D & B Quick Notary                         | 982 Bedford Street • Johnstown, PA 15902  | (814) 539-9789 |
| CLARION COUNTY                             |   |                |
| R. James Smathers Agency Inc.              | 400 Main Street • Clarion, PA 16214   | (814) 226-5000 |
| CRAWFORD COUNTY                            |   |                |
| AAA East Central                           | 19023 Park Avenue Plaza • Meadville, PA 16335                                   | (814) 724-2247 |
| Crawford County Notary Service             | 15810 Conneaut Lake Road • Meadville, PA 16335                                  | (814) 337-8448 |
| ERIE COUNTY                                |   |                |
| AAA East Central                           | 6660 Peach Street • Unit 2 • Erie, PA 16509                                     | (814) 866-0246 |
| AAA East Central                           | Harborcreek Office • 4430 Buffalo Road • Erie, PA 16510                         | (814) 897-9508 |
| Ross Notary Service                        | 2670 West 12th Street • Erie, PA 16505  | (814) 833-1684 |
| Sue's Notary and Messenger Service         | 1353 West 38th Street • Erie, PA 16508  | (814) 868-5479 |
| FAYETTE COUNTY                             |   |                |
| AAA East Central                           | 111 West Main Street • Uniontown, PA 15401                                      | (724) 438-8575 |
| Joe Fida's Instant Auto Plate Service Inc. | 1303 Fayette Ave. • Belle Vernon, PA 15012                                      | (724) 929-2411 |
| Joe Fida's Instant Auto Plate Service Inc. | North Pointe Plaza, 160 Pittsburgh St. • Uniontown, PA 15401                    | (724) 437-0777 |

| GREENE COUNTY                              |  |                |
|--|--|----------------|
| AAA East Central                           | 184 Greene Plaza • Waynesburg, PA 15370              | (724) 627-3434 |
| INDIANA COUNTY                             |  |                |
| AAA East Central                           | 1169 Wayne Avenue • Indiana, PA 15701                | (724) 349-4193 |
| JEFFERSON COUNTY                           |  |                |
| AAA East Central                           | 288 Main Street • Brookville, PA 15825               | (814) 849-5381 |
| Sarvey Notary Services                     | 273 Allegheny Boulevard • Brookville, PA 15825       | (814) 849-0000 |
| LAWRENCE COUNTY                            |  |                |
| AAA East Central                           | 40 East Street • New Castle, PA 16101                | (724) 658-8551 |
| Shelenger's Notary & Tags                  | 3032 Mercer Road • New Castle, PA 16105              | (724) 654-1174 |
| Transportation Management Solutions Inc.   | 3219 US 422 • New Castle, PA 16101                   | (724) 924-2022 |
| MERCER COUNTY                              |  |                |
| AAA East Central                           | 1749 East State • Hermitage, PA 16148                | (724) 981-9145 |
| AAA East Central                           | 24 Pine Grove Village Drive • Grove City, PA 16127   | (724) 458-8930 |
| Mercer County Messenger Service            | 1834 East State Street • Hermitage, PA 16148         | (724) 983-0914 |
| SOMERSET COUNTY                            |  |                |
| AAA East Central                           | 110 North Center Avenue • Somerset, PA 15501         | (814) 443-6526 |
| VENANGO COUNTY                             |  |                |
| AAA East Central                           | 102 Sugar Creek Town Center • Franklin, PA 16323     | (814) 432-3960 |
| WARREN COUNTY                              |  |                |
| AAA East Central                           | 2285 Market Street • Warren, PA 16365                | (814) 723-6660 |
| WASHINGTON COUNTY                          |  |                |
| AAA East Central                           | 196 Murtland Avenue • Washington, PA 15301           | (724) 222-3800 |
| Joe Fida's Instant Auto Plate Service Inc. | 328 East Maiden Street • Washington, PA 15301        | (724) 228-5050 |
| Juskowich Notary Service                   | 6187 Route 88 • Finleyville, PA 15332                | (724) 348-7610 |
| McCarrell's Notary Service                 | 947 Allison Avenue • Washington, PA 15301            | (724) 222-3525 |
| WESTMORELAND COUNTY                        |  |                |
| AAA East Central                           | 5142 Route 30, Eastgate Plaza • Greensburg, PA 15601 | (724) 834-8300 |
| AAA East Central                           | 2503 Leechburg Road • Lower Burrell, PA 15068        | (724) 339-4440 |
| The Auto Tag Store Inc.                    | 4457 Route 30 • Latrobe, PA 15650                    | (724) 539-4500 |
| Norwin Messenger Service                   | 550 Route 30 • Irwin, PA 15642                       | (724) 863-7670 |
| Norwin Messenger Service                   | 418 Tremont Avenue • Greensburg, PA 15601            | (724) 600-7233 |
| Norwin Messenger Service                   | 127 Stan Avenue • New Stanton, PA 15672              | (724) 925-6311 |



## Neighborhood Legal Services Association

[www.nlsa.us](http://www.nlsa.us)

**Our Employment Law Practice provides free legal services to low-income individuals who have employment related legal problems involving:**

### **I. Barriers to Employment**

- A. Criminal Records
  - i. Correcting inaccurate records and identify theft
  - ii. Expungements of arrest records
  - iii. Pardons
  - iv. Legal restrictions on ex-offenders
  - v. Employment rights of ex-offenders
- B. Loss of Drivers License
  - i. Suspensions and revocations
  - ii. Occupational limit licenses
  - iii. Payments of motor vehicle judgements

### **II. Job Preservation**

- A. Family and Medical Leave Act
- B. Expungements of unsubstantiated reports of abuse to children and patients

### **III. Getting/Preserving Income & Benefits**

- A. Unemployment Compensation Benefits
- B. Wage Claims
- C. Pensions
- D. Employer Provided Disability

**CALL TOLL FREE: 866.761.6572**

#### **Allegheny County**

928 Penn Avenue  
 Pittsburgh PA 15222-3799  
 Telephone: 412-255-6700  
 M-F 9am-12pm and 1pm-2:30pm  
 Office Hours: Monday-Friday 9am-5pm

#### **Beaver County**

Stone Point Landing, Suite 204A  
 500 Market Street  
 Bridgewater PA 15009  
 Telephone: 724-378-0595  
 Monday-Friday 9am-12pm  
 and 1pm-2:30pm  
 Office Hours:  
 M-F 8:30am-12pm and 1:00 p.m.-4:30 pm

#### **Butler County**

Holly Pointe, Suite 301  
 220 South Main Street  
 Butler PA 16001-5973  
 Telephone: 724-282-3888  
 M-F 9am-12pm and 1pm-2:30pm  
 Office Hours:  
 M-F 8:30am-12pm and 1pm-4:30pm

#### **Lawrence County**

125 East North Street  
 Suite 329 – Temple Building  
 New Castle, PA 16101-3751  
 Telephone: 724-658-2677  
 M-F 9am-12pm and 1pm – 2:30pm  
 Office Hours:  
 M-F 8:30am-12pm and 1pm-4:30pm



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