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**STATE OF DELAWARE**  
**DEPARTMENT OF TRANSPORTATION**  
**DIVISION OF MOTOR VEHICLES**

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**NICOLE MAJESKI**  
SECRETARY

**AMY ANTHONY**  
DIRECTOR

**Power Of Attorney Requirements**

Those obtaining the authority to sign for another can be notated as an Attorney in Fact, Power of Attorney, or Agent. For this document, all will simply be referred to as POA.

1. The POA must sign & print the applicant's name.
2. The POA must sign their name along with the type of authorization such as Agent, POA, or Attorney in Fact.  
*John Smith by Shannon L. McDonald POA*  
John Smith by Shannon L. McDonald
3. The POA cannot be assigned to a company, it must indicate the full name of a person.
4. The POA document may assign authority with language that reads "see below" as long as a list of all authorized persons for a company is present on page one of the document. "See attached" is not permitted.
  - a. In place of "see below", the word "amendment" can be used if page two is used for a longer list of company employees. BUT both pages must be signed, notarized, and include page numbers.
  - b. If the POA is assigned to a person whose name is not on the company list; a Limited Power of Attorney granting the individual authority must be submitted.
5. A Limited Power of Attorney should indicate the POA is for a specific vehicle AND for motor vehicle processing, only.
6. The POA must be all handwritten or all typed.
  - a. The named authority cannot be handwritten on a typed document unless initialed by the person granting authority (i.e., the customer).
7. The POA must be completed in full to include full names, complete vehicle information, the act that can be performed with the POA, the date of all signatures, and a notary.
8. Modifications to the POA must be initialed by the person granting authority (i.e., the customer) accepting the change.
9. A Power of Attorney is only valid for 365 days.
10. 21 Del.C. §3201, et.seq., and in particular, §3208(b)(5) a POA specific for performing DMV paperwork expires after one (1) year from the date signed.
11. 29 Del.C. §4317(b) A notarial officer may not perform a notarial act with respect to a record to which the officer or the officer's spouse is a party or in which either of them has a direct beneficial interest; or perform a notarial act for themselves.
12. A notarial officer may certify that a tangible copy of an electronic record is an accurate copy of the electronic record. The POA is required to have a notary regardless if signature is electronic or wet. All pages must be signed and notarized.
  - a. Electronic notary signature & seal is acceptable for electronic signature.
  - b. Electronic notary signature & seal is not acceptable for wet signature.