



ALABAMA DEPARTMENT OF REVENUE MOTOR VEHICLE DIVISION

MV 40-12-250
9/04

P.O. BOX 327630 • Montgomery, AL 36132-7630 • (334) 242-9087 or 242-9090

Application For State Government License Plates

INSTRUCTIONS ON REVERSE SIDE

I hereby certify that the motor vehicle(s) described below are owned by: _____

TELEPHONE NUMBER (Include Area Code)

()

STREET ADDRESS

CITY STATE ZIP

STATE OF ALABAMA DEPARTMENT OR AGENCY

FAX

()

EMAIL

**YOU MUST FURNISH A PHYSICAL LOCATION
IN THE ADDRESS BLOCK, U.P.S. WILL NOT
DELIVER TO A P.O. BOX.**

ADDITIONS

	MAKE	YEAR	BODY TYPE ¹	VEHICLE IDENTIFICATION NUMBER	TAG FOR TRANSFER ²	NAME OF VEHICLE ASSIGNEE (Optional)	OFFICE USE ONLY
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

DELETIONS (If Applicable)

	MAKE	YEAR	BODY TYPE ¹	VEHICLE IDENTIFICATION NUMBER	CURRENT STATE TAG NUMBER
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

All state government license plates no longer used must be returned for destruction to the Alabama Department of Revenue, Motor Vehicle Division, at the address listed above.

¹ Example: Cars – Four Door (4DR) or Two Door (2DR), VAN, Pickup Truck (PU), Motorcycle (MC), BUS, Truck (TK), etc.

² If a tag is not available for transfer, leave this space blank.

I understand that the government tag(s) issued or reassigned to the motor vehicle(s) identified above cannot be used on any other vehicle. The government tag must be removed from the vehicle when it is sold or otherwise permanently taken out of service by the agency to which the tag is assigned.

Signed by: _____ Title: _____ Date: _____

Sworn to and subscribed before me this _____ day of _____, _____.

My commission expires on _____, _____.

NOTARY PUBLIC

NOTE: Submit with this application the fee of \$12.75 for the issuance or \$2.85 for the transfer of each license plate requested and submit a copy of the Application For Certificate of Title, Form MVT 5-1C, for each 1975 or subsequent model year. Make checks payable to the Alabama Department of Revenue and mail to the address above.

IMPORTANT INFORMATION

Section 40-12-250, *Code of Alabama 1975*, states, in part, that “Any person who operates a motor vehicle owned or used by the state or any county or municipality thereof with an improper tag or without a proper tag thereon shall be guilty of a misdemeanor and, upon conviction, shall be punished as prescribed by law.”

Section 40-12-260(b)(1), *Code of Alabama 1975*, has been amended and requires, effective January 1, 1998, a copy of a self-propelled vehicle’s registration to be kept in the vehicle.

All motor vehicles, including trailers, semi-trailers and utility trailers are required to display license plates.

INSTRUCTIONS

This form should be used when your state department or agency is registering a vehicle for the first time or when a state government license plate is being returned that will no longer be used.

If your department or agency has no state tag available for transfer, you do not have to complete the “Deletions” section of this form.

If there is a state tag available for transfer to a new registration, complete the “Deletions” section of this form for the vehicle from which the tag will be removed along with completing the “Additions” section for the new registration. When completing the “Additions” section, write the number of the tag to be transferred under “Tag for Transfer” column.

A copy of the Title or Application for Title (MVT 5-1C) must be provided for each first-time vehicle registration. Do not submit the vehicle’s original Title or Application for Title. An endorsed Title or Manufacturers Statement (or Certificate) of Origin will not be accepted.

If the vehicle to be registered is leased, a copy of the lease agreement must be provided. Only leased vehicles that have a purchase option available are eligible to display state government license plates.

If your department or agency is deleting the registration of a vehicle and the vehicle will not immediately be replaced, the state license plate should be returned to the Department of Revenue at the address on the top-front of this form along with the completed “Deletions” section of this form.

If a replacement tag or registration receipt is needed for one of your agency’s existing vehicle registrations, a different form must be completed. The form needed is Application for Lost or Damaged Government Tag(s) and/or Registration Receipt(s), Form MV 40-12-250A. Forms can be obtained by contacting the Department of Revenue at the number listed on the top-front of this form.