



ALABAMA DEPARTMENT OF REVENUE MOTOR VEHICLE DIVISION

MV 40-12-250B
9/04

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

Application For The Registration of a County, Municipality, or PUD Owned Vehicle(s)

INSTRUCTIONS ON REVERSE SIDE

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

COUNTY, MUNICIPALITY, OR PUD _____

DEPARTMENT, AGENCY, OR BRANCH _____

TELEPHONE NUMBER (Include Area Code)

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FAX

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EMAIL _____

STREET ADDRESS _____

CITY _____

STATE _____

ZIP _____

**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	“✓” IF PUD TAG NEEDED	VEHICLE IDENTIFICATION NUMBER	TAG FOR TRANSFER ²	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 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 is to be used when an agency or department of a county, municipality, or municipal corporation or board (PUD), is registering a vehicle for the first time or when a government license plate that will no longer be used is being returned to the Alabama Department of Revenue.

“PUD” tags are to be used only on vehicles that are owned by a municipal corporation or board. All other municipal vehicles should display regular municipal (MU) tags.

If your department or agency is registering a vehicle for the first time and no government tag is available for transfer, ignore the “Deletions” portion of this form.

If a governmental tag is available for transfer to a new registration, complete the “Deletions” section of this form for the vehicle from which the license plate will be removed and complete 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.”

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 government license plates.

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

If a replacement tag or registration receipt is needed for one of your agency’s existing vehicle registrations, you must use the form “Application for Lost or Damaged Government Tag(s) and/or Registration Receipt(s) (MV 40-12-250A).” These forms may be obtained by calling the telephone number listed at the top-front of this form.