



ALABAMA DEPARTMENT OF REVENUE  
 MOTOR VEHICLE DIVISION  
 P.O. BOX 327630 • Montgomery, AL 36132-7630 • (334) 242-9087 or 242-9090

MV 40-12-250C  
 9/04

# Application For License Plate(s) for Vehicle(s) on Loan From the U.S. Government

**INSTRUCTIONS ON REVERSE SIDE**

I hereby certify that the U.S. government loaned motor vehicle(s) described below is (are) to be registered to: \_\_\_\_\_  
 STATE, COUNTY, MUNICIPALITY, OR PUBLIC AGENCY

TELEPHONE NUMBER (Include Area Code)  
 ( )

FAX  
 ( )

EMAIL

STREET ADDRESS

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

CITY STATE ZIP

**ADDITIONS**

	MAKE	YEAR	BODY TYPE <sup>1</sup>	COLOR	VEHICLE IDENTIFICATION NUMBER	LICENSE PLATE AVAILABLE FOR TRANSFER <sup>2</sup>	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 <sup>1</sup>	COLOR	VEHICLE IDENTIFICATION NUMBER	CURRENT U.S. GOVT. OWNED LICENSE PLATE NO.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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

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

<sup>2</sup> If a license plate is not available for transfer, leave this space blank.

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

Signed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 NOTARY PUBLIC My commission expires on \_\_\_\_\_, \_\_\_\_\_.

**Submit a G.S.A. Standard Form 22 which lists the agency the vehicle is shipped to or consigned to.**

**NOTE: Submit with this application the fee of \$12.75 for the issuance or \$2.85 for the transfer of each license plate requested. 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 U.S. government loaned vehicle license plate that will no longer be used is being returned or surrendered.

If your department or agency has no U.S. government loaned vehicle license plate available for transfer, you do not have to complete the “Deletions” section of this form.

If there is a U.S. government loaned vehicle license plate 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 along with completing the “Additions” section for the new registration. When completing the “Additions” section, write the number of the license plate to be transferred under “License Plate Available for Transfer” column.

**A copy of the General Services Administration Standard Form 122 (Transfer Order of Excess Personal Property) must be provided for each vehicle registration.**

If your department or agency is deleting the registration of a vehicle and the vehicle will not immediately be replaced, the U.S. government loaned vehicle 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 license plate 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 U.S. Government Loaned Vehicle License Plate(s) and/or Registration Receipt(s), Form MV 40-12-250D. Forms can be obtained by contacting the Department of Revenue at the number listed on the top-front of this form.