



State of Alabama Department of Revenue

(www.revenue.alabama.gov)
50 North Ripley Street
Montgomery, Alabama 36132

CYNTHIA UNDERWOOD
Assistant Commissioner
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Deputy Commissioner

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Renewal Notice Motor Vehicle Regulatory License Applicants

Enclosed is your preprinted renewal application for the 2011/2012 regulatory license year. Please review the enclosed application and make any corrections/changes using ink other than black. FAILURE TO COMPLETE ALL SECTIONS OF THE APPLICATION WILL CAUSE A DELAY IN PROCESSING.

WHAT'S NEW?

- ✓ ***IN AN EFFORT TO BE FAIR TO ALL APPLICANTS DURING THE RENEWAL PROCESS, WE WILL NO LONGER PROCESS APPLICATIONS WHEN THE APPLICANT WALKS INTO THE OFFICE. YOU MAY DROP-OFF YOUR APPLICATION(S) AT THE FRONT DESK ALONG WITH A CHECK OR MONEY ORDER; HOWEVER, NO LICENSES WILL BE ISSUED OVER THE COUNTER. THIS WILL ALLOW APPLICATIONS TO BE PROCESSED IN THE ORDER RECEIVED.***

- ✓ **Per Act 2011-535, as proof of U. S. citizenship, all businesses owned by individuals or general partnerships must provide a copy of a driver's license, birth certificate or a copy of one of the documents shown on the U. S. Citizenship Documents List or the lawfully present alien list for each applicant. Note: An Order issued by Chief United States District Judge Sharon Lovelace Blackburn temporarily enjoins Act 2011-535. This temporary injunction shall remain in effect until September 29, 2011, or until the court enters its ruling, whichever comes first. The Order means that implementation of all aspects of Act 2011-535 are temporarily suspended. *Individuals and general partnerships will not be required to submit documentation proving either citizenship and/or lawful presence while this injunction is in place. A copy of the Order may be viewed on the Department's webpage at <http://www.revenue.alabama.gov/licenses/mvdrf.html>. As additional information becomes available, it will be uploaded to the webpage.***

- ✓ Act 2011-205 requires tags on mini-trucks. If a company is selling these items, the provisions of Act 539 and Section 40-12-51 would apply.

- ✓ Act 2011-554 amends Section 40-12-264, Code of Alabama 1975, to limit the number of dealer plates available for purchase to 25 for new motor vehicle dealers and 10 for used dealers & motorcycle dealers. (Wholesalers will no longer be allowed to purchase dealer plates.) New and used dealers completing more than 1,500 title applications during the

previous license year may purchase an additional 25 dealer plates. The number of dealer transit license plates is limited to 10 for new, used or wholesale dealers. This Act prohibits license renewal when there is an outstanding liability for penalties assessed by the Motor Vehicle Division.

If your account is in good standing with our office, you may submit your renewal regulatory license application online beginning September 19, 2011. Please visit our webpage at <http://www.revenue.alabama.gov/licenses/mvdrl.html> and select ONLINE MOTOR VEHICLE DEALER APPLICATION. Applicant must submit ALL documents electronically. Note: Approved licenses will not be available for print until October 1, 2011.

The following is a list of the documents/information required to renew your regulatory license:

- ✓ Proof of United States citizenship or proof of lawful presence. (See lists for acceptable documents.)
- ✓ Proof of an operable, verifiable land-line telephone (no cellular telephones) at each location in the business name or if an individual, the individual owner's name.
- ✓ An insurance certificate that is dated September 1st or later. The insurance coverage cannot expire less than 75 days from the issue date listed on the certificate.
- ✓ Bond continuation certificate for the period October 1, 2011 through September 30, 2012 or new bond, if applicable. (Original required if renewing via mail.)
- ✓ Picture of the sign & lot for each retail location.
- ✓ Sales tax number (if retail) in the legal business name of the applicant.
- ✓ Paper application must be signed by the owner, all partners, all members of a limited liability company, or a corporate officer that is listed in Part 2. In some cases, one member may be able to sign for a Limited Liability Company (LLC) if a LLC authorization form is completed and returned with the application.
- ✓ Appropriate fee (\$10 per category). Make checks or money orders payable to the Alabama Department of Revenue and attach to the top of the application, if renewing via mail.

We strongly encourage you to mail your application and supporting documents no later than **September 19, 2011**, so that we may attempt to process your application and return your license before the end of October.

Questions concerning the renewal process should be directed to:

Business & License Tax Division
Severance & License Section
P. O. Box 327550
Montgomery, Alabama 36132-7550
(334)353-7827

<http://www.revenue.alabama.gov/licenses/mvdrl.html>

U. S. Citizenship Documents List

Evidence of United States citizenship shall be demonstrated by providing a legible photocopy of one of the following documents:

1. Driver's license or nondriver identification card issued by the Alabama Department of Public Safety. A driver's license or nondriver identification card issued by another jurisdiction will only be acceptable if there is language printed on the license or identification card, by the issuing jurisdiction that indicates that the person has provided satisfactory proof of United States citizenship. (The driver's license or nondriver identification card must be valid which means unexpired.)
2. U.S. birth certificate.
3. Valid or expired passport identifying the applicant and the applicant's passport number.
4. Naturalization documents or the number of the certificate of naturalization (number must be verified with the U.S. Bureau of Citizenship and Immigration Services by the county election officer or the Secretary of State).
5. Proof issued by the federal government pursuant to the Immigration and Nationality Act of 1952.
6. Bureau of Indian Affairs card number, tribal treaty card number or tribal enrollment number.
7. Consular report of birth abroad of a citizen of the U.S.
8. Certificate of citizenship issued by the U.S. Citizenship and Immigration Services.
9. Certification of report of birth issued by the U.S. Department of State.
10. American Indian card, with KIC classification, issued by the U. S. Department of Homeland Security.
11. Final adoption decree showing the applicant's name and U.S. birthplace.
12. Official U.S. military record of service showing the applicant's place of birth in the U.S.
13. An extract from a U.S. hospital record of birth created at the time of the applicant's birth indicating the applicant's place of birth in the U.S.

Lawfully Present Alien Documents List

Evidence of lawful presence shall be demonstrated by providing a legible photocopy of one of the following documents:

1. A valid, unexpired Alabama driver's license.
2. A valid, unexpired Alabama nondriver identification card.
3. A valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier.
4. Any valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, if issued by an entity that requires proof of lawful presence in the U. S. before issuance.
5. A foreign passport with an unexpired U. S. Visa and a corresponding stamp or notation by the U. S. Department of Homeland Security indicating the bearer's admission to the U. S.
6. A foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94 W form by the U. S. Department of Homeland Security indicating the bearer's admission to the U. S.