



## INSTRUCTIONS

1. REGISTRANT INFORMATION – complete the registrant information. The street address block should contain the physical address of the department.
2. TYPE OF PLATE REQUESTED – check the appropriate box. PUD license plates may be used only on vehicles that are owned by a municipal corporation or board. All other municipal vehicles should display municipal license plates.
3. ADDITIONS – complete vehicle information for new registrations.
  - a. BODY TYPE. Example: Cars – Four Door (4DR) or Two Door (2DR), Van (VAN), Pickup Truck (PU), Motorcycle (MC), Bus (BUS), Truck (TK), Trailer (TL), Utility Trailer (UT), etc.
  - b. TAG FOR TRANSFER. If a tag is not available for transfer, leave this space blank. If a tag is available for transfer, enter the number of the tag to be transferred in this space, and complete the “Deletions” section of this form for the vehicle from which the tag will be removed.
4. DELETIONS – complete vehicle information for registrations to be deleted.
  - a. BODY TYPE. Example: Cars – Four Door (4DR) or Two Door (2DR), Van (VAN), Pickup Truck (PU), Motorcycle (MC), Bus (BUS), Truck (TK), Trailer (TL), Utility Trailer (UT), etc.
  - b. If your department is deleting the registration of a vehicle and the vehicle will not immediately be replaced, complete this section and return the license plate to the Department of Revenue at the address listed on the top of the form. If the vehicle will be immediately replaced, complete this section, along with the “Additions” section of this form for the vehicle the tag will be transferred to.
5. If a replacement tag or registration receipt is needed for an existing vehicle registration, an Application for Replacement License Plates and Registration Receipts (Form MV 40-12-250A), must be completed. The form is available on the Department of Revenue website at [www.revenue.alabama.gov](http://www.revenue.alabama.gov).
6. Submit **\$24.25** for each new license plate requested. If you already have a license plate and need to transfer it to a new vehicle, submit **\$1.25** per license plate transfer. A copy of the Alabama title or the Application for Certificate of Title (Form MVT 5-1C) is also required. The department or agency’s name must appear on the title as the owner or operator. An endorsed title or manufacturer’s statement of origin will not be accepted. If the vehicle to be registered is leased, a copy of the lease agreement must also be provided. The lease must include an option to buy in order to be eligible for a government license plate. For U.S. Government Loaned plates, submit a Transfer Order of Excess Personal Property (G.S.A. Standard Form 122) instead of a title. The form should list the agency the vehicle is shipped or consigned to.

Checks should be made payable to the Alabama Department of Revenue and mailed to the address below. State agencies may submit forms via fax or email.

Alabama Department of Revenue  
Motor Vehicle Division  
Registration Section  
P.O. Box 327630  
Montgomery, AL 36132-7630

Telephone: (334) 242-9006  
Fax: (334) 353-7846  
Email: [tags@revenue.alabama.gov](mailto:tags@revenue.alabama.gov)