



# ALABAMA DEPARTMENT OF REVENUE MOTOR VEHICLE DIVISION

MV 40-12-250A  
1/13

P.O. Box 327630 • Montgomery, AL 36132-7630 • (334) 242-9006

[www.revenue.alabama.gov/motorvehicle/forms.html](http://www.revenue.alabama.gov/motorvehicle/forms.html)

## Application For Replacement License Plates and Registration Receipts For Government License Plates

INSTRUCTIONS ON REVERSE SIDE

### REGISTRANT INFORMATION

|                           |       |     |  |  |  |
|---------------------------|-------|-----|--|--|--|
| DEPARTMENT OR AGENCY NAME |       |     | TELEPHONE NUMBER (Include Area Code)<br>(    ) |  |  |
| STREET ADDRESS            |       |     | FAX<br>(    )                                  |  |  |
| CITY                      | STATE | ZIP | EMAIL  |  |  |

### VEHICLE INFORMATION

|    | PLATE NUMBER | VEHICLE IDENTIFICATION NUMBER* | REPLACEMENT REQUESTED (CHECK ONE) |                                  | OFFICE USE ONLY |
|----|--------------|--------------------------------|-----------------------------------|----------------------------------|-----------------|
|    |              |                                | LICENSE PLATE<br>(\$2.00 EA.)     | REGISTRATION<br>RECEIPT (NO FEE) |                 |
| 1  |              |                                |                                   |                                  |                 |
| 2  |              |                                |                                   |                                  |                 |
| 3  |              |                                |                                   |                                  |                 |
| 4  |              |                                |                                   |                                  |                 |
| 5  |              |                                |                                   |                                  |                 |
| 6  |              |                                |                                   |                                  |                 |
| 7  |              |                                |                                   |                                  |                 |
| 8  |              |                                |                                   |                                  |                 |
| 9  |              |                                |                                   |                                  |                 |
| 10 |              |                                |                                   |                                  |                 |

### REASON FOR REPLACEMENT

- Stolen     
 Lost     
 Mutilated     
 Incorrect     
 Never Received

I certify that the information above is true to the best of my knowledge and belief.

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

\*All VINs for 1981 and subsequent year model vehicles that conform to federal anti-theft standards are required to have 17 digits/characters.

## INSTRUCTIONS

1. This form should be used to request a replacement government or volunteer fire department license plate and/or a replacement registration receipt.
2. REGISTRANT INFORMATION – complete the registrant information. The street address block should contain the physical address of the department.
3. VEHICLE INFORMATION – complete the vehicle information for which replacement license plates and/or registration receipts are requested.
4. REASON FOR REPLACEMENT – check the appropriate box.
  - a. A replacement license plate will not be issued when the vehicle is stolen.
  - b. It is the responsibility of the department to notify the appropriate law enforcement agency regarding lost or stolen license plates.
  - c. Mutilated government or volunteer fire department license plates must be surrendered to the Motor Vehicle Division, or a notarized statement as to the certification of the destruction of the license plate may be submitted.
  - d. A copy of the original registration receipt reflecting the incorrect information should be submitted with this form.
  - e. License plates that were issued but never received due to being lost in the mail will be reissued at no cost. A notarized statement certifying that the license plate was never received must be submitted with this form.
5. REPLACEMENT REQUESTED – check the appropriate box.
6. 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) 353-2221  
Email: [tags@revenue.alabama.gov](mailto:tags@revenue.alabama.gov)