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March 7, 2016

MEMORANDUM

2016-004

TO: License Plate Issuing Officials/
Programmers/System Vendors

FROM: Sherry Helms, Registration Manager *SH*
Motor Vehicle Division

SUBJECT: Updates for MLI, PROS and AIMS

In accordance with Code of Alabama 1975, Section 32-7A-26 and administrative rule 810-5-8-.10 entitled MLI Questionnaire and Notice of Suspension, if an email address is available in the state registration record, the Department will send insurance Questionnaires to registrants via electronic mail, instead of first class mail. Notices of Suspension (NOS) will also be sent to registrants via electronic mail unless the Department determines that the original insurance Questionnaire sent via email was not accessed by the recipient. It is requested that licensing officials verify that available email addresses are being included in the registration record uploads to the Department.

The Plate Reservation & Ordering System (PROS) has been updated to allow One Click Reorder of plate messages. As a reminder, licensing offices may utilize PROS to edit or cancel orders until the order has been sent to the tag manufacturing plant. Counties with multiple offices may now choose which location to ship a plate. The system no longer restricts plate shipments to the main branch.

The Alabama Inventory Management System (AIMS) has been updated to display all plate category descriptions included and the number of plates shipped for each category within an order. This will allow licensing offices to ensure that all license plates ordered have been received by your offices.

If you have questions regarding this memorandum, please contact the Motor Vehicle Division at: mli@revenue.alabama.gov, tags@revenue.alabama.gov, or (334)242-9006.