



ALABAMA DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION

MV 40-12-250D
12/13

P.O. Box 327630 • Montgomery, AL 36132-7630 • (334) 242-9006
www.revenue.alabama.gov/motorvehicle/forms.html

Application For Volunteer Fire Department License Plates

INSTRUCTIONS ON REVERSE SIDE

REGISTRANT INFORMATION

Form with fields for DEPARTMENT NAME, DEPARTMENT FEIN, STREET ADDRESS, TELEPHONE NUMBER, FAX, CITY, STATE, ZIP, and EMAIL.

ADDITIONS

Table with 9 columns: MAKE, MODEL, YEAR, BODY TYPE, COLOR, VEHICLE IDENTIFICATION NUMBER\*, TAG FOR TRANSFER, OFFICE USE ONLY. Rows 1-10.

DELETIONS

Table with 8 columns: MAKE, MODEL, YEAR, BODY TYPE, COLOR, VEHICLE IDENTIFICATION NUMBER\*, CURRENT TAG NUMBER. Rows 1-10.

Total new license plates requested . . . . . X \$24.25 = \$
Total license plates to be transferred . . . . . X \$ 1.25 = \$
Total amount due . . . . . \$

I understand that the Volunteer Fire Department tag(s) issued or reassigned to the motor vehicle(s) identified above cannot be used on any other vehicle. I also understand that this (these) vehicle(s) will not be used for any purpose that is not related to the tasks/functions applicable to the volunteer fire department to which it (they) is (are) registered. The Volunteer Fire Department tag must be removed from the vehicle when it is sold or otherwise permanently taken out of service by the agency to which the tag is assigned. Alabama law requires that a valid registration receipt be carried within the vehicle.

I certify that the information contained hereon is true and correct and that the vehicle(s) described above is (are) insured as required by Alabama law.

Signed by: Title: Date:

## INFORMATION

The type of license plate issued to a vehicle used by a volunteer fire department (VFD) depends on who owns the vehicle.

1. Owned by state, county, or municipal entity – *State, County, or Municipal* government license plate issued by the Department of Revenue. Please complete Form MV 40-12-250.
2. Owned by VFD – VFD may choose:
  - a. *Standard passenger* license plate issued by the county licensing official's office. There is no registration fee due for this license plate; however, a new year validation decal and registration receipt must be obtained for the license plate from the county licensing official's office each year; or
  - b. *Volunteer Fire Department* license plate issued by the Department of Revenue. There is a one-time registration fee for this license plate. The license plate is permanent and no year validation decals are required. Please complete Form MV 40-12-250D.
3. Owned by federal government and loaned to the VFD – *US Government Loaned* license plate issued by the Department of Revenue. Please complete Form MV 40-12-250.
4. Owned by volunteer fire district – *Standard passenger* or *truck* license plate issued by the county licensing official's office based on gross vehicle weight.

## INSTRUCTIONS

1. REGISTRANT INFORMATION – complete the registrant information. The street address block should contain the physical address of the department.
2. 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.
3. 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 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 replaced, complete this section, along with the “Additions” section of this form for the vehicle the tag will be transferred to.
4. Submit the following items with this form:
  - a. a fee of **\$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. Checks should be made payable to the Alabama Department of Revenue and mailed to the address on the front of this form.
  - b. a copy of the Alabama title or the title application. The department's name must appear on the title as the owner or operator. An assigned title or manufacturer's statement of origin will not be accepted. If the vehicle is not subject to titling, a copy of the bill of sale is required.
  - c. a copy of the incorporation or charter papers.
  - d. a copy of the lease agreement if the vehicle to be registered is leased. The lease must include an option to buy in order to be eligible for a Volunteer Fire Department license plate.
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).

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