



## INSTRUCTIONS

This form is used to request a replacement license plate, replacement validation decal (month or year) or a current registration receipt issued by the county license plate issuing official or the Motor Vehicle Division (state, county, municipal, PUD, US government loaned, consular official, volunteer fire department, or IRP). This form should not be used to record a change of ownership, change of address, or change of license plate classification.

1. **REGISTRANT INFORMATION** – complete the registrant information. The street address block should contain the physical address of the registrant.
2. **VEHICLE INFORMATION** – complete the vehicle information for which replacement credentials are requested.
3. **REPLACEMENT CREDENTIALS REQUESTED** – check the appropriate box. Replacement license plates and year decals are \$2.00 each.

Should the license plate that is being replaced be recovered or come into your possession, you must immediately surrender it to the appropriate license plate issuing official. Any person displaying the old license plate or validation decal on a vehicle will be subject to citation in accordance with Section 40-12-265, Code of Alabama 1975.

Personalized license plates bearing the same message may be replaced in the following situations:

- a. The license plate is lost in the mail; or
- b. The license plate is surrendered due to damage, mutilation, etc.

In all other situations, a personalized license plate bearing the same message may not be replaced until the registration period has expired. In such situations, the following replacement license plate options are available:

- a. Request a different personalized message on the same tag type; or
- b. Request a pre-numbered license plate on the same tag type; or
- c. Request a pre-numbered license plate on a tag type that does not require an annual additional fee.

Note: The annual additional fee for replacement license plates must be paid if a different tag type is requested.

#### 4. REASON FOR REPLACEMENT

- a. **Stolen/Lost** – It is the responsibility of the registrant to notify the appropriate law enforcement agency regarding lost or stolen license plates.
- b. **Mutilated** – Mutilated or damaged license plates must be surrendered to the appropriate license plate issuing official. If the license plate cannot be surrendered, a notarized statement as to the certification of the destruction of the license plate may be submitted.
- c. **Incorrect** – A copy of the original registration receipt reflecting the incorrect information should be submitted with this form, if available. Do not return the original registration receipt.
- d. **Never Received** – License plates or decals that were issued but never received due to being lost in the mail.

5. **Return this application with payment to the appropriate license plate issuing official.** Application for replacement registration credentials issued by the Motor Vehicle Division and **NOT the county licensing official's office** should be submitted to the following:

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

Government Tags  
Telephone: (334) 242-9006  
Fax: (334) 353-2221  
Email: [tags@revenue.alabama.gov](mailto:tags@revenue.alabama.gov)

International Registration Plan (IRP)  
Telephone: (334) 242-2999  
Fax: (334) 242-9073  
Email: [mcs@revenue.alabama.gov](mailto:mcs@revenue.alabama.gov)