810-5-1-.226. **Department Requirements for Accurate Registration Information.**

(1) The license plate issuing officials are required to maintain accurate motor vehicle registration records by license plate number, and to make the records available to the Revenue Department in a timely manner in accordance with §40-12-260. The following procedures are hereby adopted to achieve this goal:

(a) In order to ensure that information is available to law enforcement in a timely manner, license plate issuing officials shall submit all motor vehicle registration records to the department by the next business day following the date the registration was issued. The official should review these records to ensure the registration records are accurate and complete in the databases.

(b) All motor vehicle registration receipts and records for license plates shall not include any information in the space provided for current license plate number except the actual numbers and letters which appear on the license plate.

(c) Dashes and other special characters are not allowed in any license plate messages. Related to personalized plate messages, spaces may be included and the letter O will always be replaced with the number zero (0).

(d) Primary and secondary tag types, as well as other information required by the department, should be reflected in the registration records.

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