



**TIM RUSSELL**  
Commissioner

# State of Alabama Department of Revenue

(www.revenue.alabama.gov)  
50 North Ripley Street  
Montgomery, Alabama 36132

October 7, 2008

**CYNTHIA UNDERWOOD**  
Assistant Commissioner

**LEWIS A. EASTERLY**  
Secretary

## **MEMORANDUM**

**2009-2**

TO: All County License Plate Issuing Officials  
All Chief Clerks

FROM: Amy Bright, Supervisor **ab**  
Motor Vehicle Division

SUBJECT: Special Tag Orders on PMRS

The following features are available for counties to use in the Personalized Message Reservation System (PMRS). Please see the instructions below. These features will enable you to serve your customers in a more efficient manner.

If you have any questions regarding this matter, please contact the Registration Section at (334) 242-9006 or [tags@revenue.alabama.gov](mailto:tags@revenue.alabama.gov).

### **New License Plate Designs**

New license plate designs may be ordered by selecting the "New Design/Tag Type" option beside "Type of Order". Please keep this in mind when registrants request their current *Stars Fell on Alabama* personalized license plate be changed to the new standard license plate design (beginning in January 2009).

### **Name/Address Changes**

To change the name or address that a personalized license plate is registered to, select any option beside "Type of Order". In the "Tag Clerk's Comments" box, enter "Name change only" or "Address change only". The information will be updated, and no tag will be ordered.

### **Replacement License Plates**

After selecting the "Replacement" option beside "Type of Order", enter the reason for the replacement order in the "Tag Clerk's Comments" box. Replacement license plates may only be ordered when the original license plate has been surrendered or has expired (refer to County Memo 2008-25).

### **Changing Tag Types**

If a registrant wishes to keep their current plate message but change their tag type, select the "New Design/Tag Type" option beside "Type of Order". Then select the new tag type in the drop-down box beside "Tag Type".

### **Reports**

To see what plates have been requested/ordered by your office, click on "Search for a Specific Tag" or "Special Tags Report" on the main page. The search date is defaulted to the current date, but it can be changed to view previous requests/orders.