

# State of Alabama Department of Revenue

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

March 14, 2017

## <u>MEMORANDUM</u>

2017-005

JOE W. GARRETT, JR. Deputy Commissioner

CURTIS E. STEWART Deputy Commissioner BRENDA R. COONE

Deputy Commissioner

MICHAEL D. GAMBLE

Deputy Commissioner

- TO: License Plate Issuing Officials
- FROM: Sherry Helms, Assistant Director Motor Vehicle Division

SUBJECT: New Temporary Tag Material

The Motor Vehicle Division will begin supplying license plate issuing officials new temporary tag material for issuance beginning April 1, 2017. The new temporary tag material will replace both the yellow (60-day) and blue (20-day) temporary tags.

Licensing officials will continue to use the Plate Reservation and Ordering System (PROS) to issue 60-day temporary tags, and will begin using PROS to issue 20-day temporary tags. PROS will create a PDF image to be printed on the temporary tag material using existing laser printers. In order to maintain control of temporary tag inventory, a range of inventory control numbers will be assigned to each licensing office and will be printed on the temporary tags by PROS when issued. Licensing officials should maintain strict control of temporary tags. Temporary tag reports are available from PROS for accounting purposes. The reports will include the licensing office, clerk, control number, plate number, registrant and vehicle information. Copies of temporary tag receipts are not required to be maintained by the licensing official. Temporary tags may be reprinted up to 24 hours after initially issued.

On April 1, 2017, please remove all yellow 60-day and blue 20-day temporary tags from your shelves and retain them for audit purposes. The tag numbering scheme for the 60-day and 20-day temporary tags may be found on the Motor Vehicle Division website under "Reference & Statistics" then "Registration File Information". Additional information regarding the new temporary tags is available in the attachment document and memo 2016-023. An updated PROS manual is also available inside the PROS application.

An initial supply of temporary tag material will be provided to licensing offices. Additional inventory may be ordered through the Inventory Management System (AIMS) as needed. If you have any questions regarding this matter, please contact the Motor Vehicle Division.

Attachment

### Alabama Temporary Tag Changes

Effective April 1, 2017, a new temporary tag design will be issued by county license plate issuing officials.

The new temporary tag design will replace the yellow 60-day Temporary Tag design issued by licensing officials to allow Alabama residents to operate their vehicles until a distinctive and/or personalized metal license is manufactured. The new temporary tag design will also replace the blue 20-day Temporary Tag design issued by licensing officials and designated agents (i.e. automobile dealers) of the Department to allow a vehicle to be operated without a registration or operator permit (i.e. Alabama title application). The old temporary tag designs should continue to be accepted until existing temporary tag inventories are exhausted.

The new temporary tag design includes the following:

- a. 8 ½ x 11 white laser printed material.
- b. Combination temporary tag and receipt form with a perforation so that the receipt can be removed and carried in the vehicle.
- c. Weather resistant material so that the temporary tag can be attached to the license plate bolt holes on the rear of the vehicle.
- d. Issued to both passenger vehicles and motorcycles (see samples attached).
- e. Tag numbering schemes:
  - i. Passenger TPAAAAAA (6 alphanumeric characters)
  - ii. Motorcycle TMAAAAA (5 alphanumeric characters)

All registration records, including both the 60-day and 20-day temporary tag registration records, should be available on the State registration database within 24 hours of issuance.

#### New Passenger Temporary Tag



### New Motorcycle Temporary Tag

