



Florida

Department of Highway Safety and Motor Vehicles

Division of Motorist Services

PROCEDURE RS-01	SUBJECT: OVERVIEW OF MOTOR VEHICLE REGISTRATION REQUIREMENTS AND DOCUMENTS
<p>DESCRIPTION:</p> <p>This procedure provides information and instructions to guide employees and agents of the department for issuing and renewing license plates.</p> <p>PROVISIONS OF LAW:</p> <p>This procedure is governed by:</p> <p>Chapter 320, Florida Statutes Section 119.071(4)(d)1.2a(III)c, Florida Statutes</p> <p>DOCUMENTATION AND SPECIAL INSTRUCTIONS:</p> <p>The procedures listed below are used in the transactions described in this procedure:</p> <p>Procedure RS-08 Public Records, Protection of Home Addresses for Specific Public Officials and Victims of Domestic Abuse Procedure RS-12 Government License Plates Procedure RS-13 Legislative and Press License Plates Procedure RS-14 Transporter License Plates Procedure RS-15 Military Service Related License Plates Procedure RS-16 Paralyzed Veterans of America License Plates Procedure RS-17 Disabled Veteran License Plates Procedure RS-18 Disabled Veteran Wheelchair License Plates Procedure RS-19 Wheelchair Symbol (Suffix) License Plates Procedure RS-21 Amateur Radio License Plates Procedure RS-22 Specialty License Plates Procedure RS-23 Miccosukee and Seminole Indian Tribe License Plates Procedure RS-25 Horseless Carriage (Ancient), Antique (Regular and Permanent) and Authenticated License Plates</p>	
<p>Revision(s) to this procedure: <i>Changed the number of days the owner/registant of any motor vehicle registered in Florida has to notify the department in writing of any change of address from 20 to 30 days on page 5, removed license plate exhibit, and provided links for specialty, disabled veteran, military, and other miscellaneous license plate images, decals, etc.</i></p>	
EFFECTIVE DATE	REVISION DATE
July 1, 2016	6/16/16

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- [Procedure RS-26](#) Dealer and Manufacturer license Plates
- [Procedure RS-27](#) Personalized License Plates
- [Procedure RS-28](#) Street Rod and Custom Vehicle License Plates
- [Procedure RS-29](#) X-Series (Exempt) License Plates
- [Procedure RS-32](#) Front End Emergency Service License Plates
- [Procedure RS-36](#) Insurance Verification
- [Procedure RS-38](#) Disabled Person Parking Permit Placards
- [Procedure RS-40](#) Honorary Consul License Plates
- [Procedure RS-46](#) Motor Vehicle Registration for Wreckers
- [Procedure RS-68](#) Bicycle with a Gas Motor (Defined as a MOPED)

FORMS:

The form listed below is used in the transactions described in this procedure:

Form [HSMV 83140](#) License Plate Rate Chart

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GENERAL INFORMATION:

A. PROOF OF OWNERSHIP:

The Florida Certificate of Title must be in the name of the customer applying for registration, or their application for a Florida Certificate of Title must be submitted with proper proof of ownership.

B. NAME OF OWNER OR REGISTRANT:

The complete first name, full middle/maiden name, and last name for each owner. If the application is in the name(s) of a natural person(s), the Florida driver license or Florida ID card number(s) should be shown for all owners. If the customer is a business, the FEID number is required.

C. ADDRESS OF OWNER OR REGISTRANT:

1. RESIDENCE ADDRESS REQUIRED:

[Section 320.02\(2\)\(a\), Florida Statutes](#), requires the application for registration must include the street address of the owner's (registrant's) permanent residence or the address of his or her permanent place of business and be accompanied by personal or business identification information. An individual customer must provide a valid driver license or identification card issued by this state or another state or a valid passport. A business customer must provide a federal employer identification number, if applicable, or verification that the business is authorized to conduct business in the state, or a Florida municipal or county business license or number.

If the owner/registant does not have a permanent residence or permanent place of business, or if the owner's permanent residence or permanent place of business cannot be identified by a street address, the application must include additional information.

a. If the vehicle is registered to a business, the name and street address of the permanent residence of an owner of the business, an officer of the corporation, or an employee who is in a supervisory position.

or,

b. If the vehicle is registered to an individual, the name and street address of the permanent residence of a close relative or friend who is a resident of this state.

If the vehicle is registered to an active duty member of the Armed Forces of the United States who is a Florida resident, the active duty member is exempt from the requirement to provide the street address of a permanent residence.

2. MAILING ADDRESS REQUIRED:

If the owner/registant has a mailing address that is different from the address of their permanent residence, the mailing address is required to be used for mailing purposes. If a Florida resident is using a Post Office Box as a mailing address, the residential address must also be provided. This does not apply to an active duty member of the Armed Forces of the United States who is a Florida resident.

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3. ADDRESS CHANGE:

The owner/registrant of any motor vehicle registered in the state shall notify the department in writing of any change of address within **30** days of such change. The notification shall include the registration license plate number, vehicle identification number, or title certificate number, the year and make of the vehicle, and the owner's full name, including their driver license or FEID number.

4. EXEMPTIONS:

[Section 119.071, Florida Statutes](#), allows active and former judges, firefighters, law enforcement officers, and various others to exercise the exemption to use their home address. For additional information, refer to [Procedure RS-08](#).

[Section 320.02\(2\)\(a\), Florida Statutes](#), allows an active duty member of the Armed Forces of the United States who is a Florida resident exemption from the requirement to provide the street address of a permanent residence.

D. VEHICLE INFORMATION:

A complete description of the motor vehicle including the make, year, model, body, color, weight, length, bhp/cc, GVW/loc, and identification number for vehicle makes manufactured in 1955 or later. Use the motor number for all vehicle makes manufactured through 1954.

The person requesting registration declares the maximum gross vehicle weight for trucks (over 5000 lbs.), truck-tractors and buses. The length in feet for mobile homes.

E. OWNER/REGISTRANT'S SEX AND DATE OF BIRTH OR ANNUAL REGISTRATION PERIOD:

1. The owner/registrant's sex must be identified as follows:

- a. "F" for female.
- b. "M" for male.

2. The owner/registrant's date of birth must be identified in numeric characters using two digits each for the month, day and year as follows:

- a. An individual with a birth date of July 3, 1947, would be recorded as 07/03/47.
- b. An entity with the assigned annual registration expiration date of October 31, 2000, would be recorded as 10/31/00.

F. PROOF OF INSURANCE:

Proof of Florida insurance is required. Refer to [Procedure RS-36](#) for additional insurance requirements.

1. Proof of insurance is not required on any self-propelled vehicle with less than four wheels, trailer, mobile home, motorcycle, or **government owned vehicles**.
2. The use of a vehicle or the name in which it is registered has no effect on the insurance requirement.
3. If an individual has a pending Financial Responsibility suspension, they must contact the nearest Driver License Examining Office or the Bureau of Financial Responsibility for instructions on how to clear the suspension.

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4. Registration must be refused if the owner does not submit proof of insurance or if proof cannot be obtained.
5. Insurers shall furnish uniform proof-of-purchase cards in a paper or electronic format in a form prescribed by the department and shall include the name of the insured's insurance company, the coverage identification number, and the make, year, and vehicle identification number of the vehicle insured.

G. FIVE-DIGIT INSURANCE CODE:

All acceptable forms of insurance verification should have the five-digit company code to accurately identify the company. If that code is not shown, use the following steps to determine if the company is approved to do business in Florida:

1. Enter the insurance company's name to find out if it is on the insurance table as an approved company.
2. If the insurance company's name is not found in the insurance table, contact the insurance agent to get the code. The website link to check an insurance company through the Florida Department of Financial Services is:
<http://www.floir.com/CompanySearch/>

A military member and their spouse, who is a Florida resident stationed out of this state, and is the owner or co-owner of a vehicle, may be exempt from proof of Florida insurance. This includes any member of the uniformed services serving on active duty with the Public Health Service and the National Oceanic and Atmospheric Administration Officers. Refer to special requirements and instructions in [Procedure RS-36](#).

H. ASSIGNED IDENTIFICATION NUMBER:

1. Individual
 - a. Driver license number
 - b. Identification card number
 - c. Customer Number assigned by FRVIS 2000
2. Companies and entities other than a natural person
 - a. Federal Employee Identification Number (FEID) and Suffix
 - b. Customer number assigned by FRVIS 2000

If one of the above assigned identification numbers is not available, the customer must be created, and FRVIS 2000 will generate a customer number to be used for future transactions.

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ISSUANCE OF LICENSE PLATES AND VALIDATION DECALS:

Motor vehicle registration documentation consists of a metal license plate, a Florida vehicle registration certificate, and a validation decal. Certain permanent and special issue license plates do not require a validation decal to be affixed. There are four categories of license plates: regular graphic, special, specialty, and personalized.

When a license plate is issued, a regular validation decal is issued, and the license plate is displayed on the rear of the vehicle. However, when a license plate is issued for a truck tractor, the license plate is displayed on the front of the truck tractor.

For information on the issuance of wrecker license plates, see DMS [Procedure RS-46](#).

A. ALPHA NUMERIC LICENSE PLATES:

1. These license plates are issued on a passenger car, motor home, motor coach, trailer, heavy truck, truck tractor, and bus whether privately owned, for-hire, or motor vehicle dealer.

License plates are issued or transferred interchangeably for certain types of vehicles and class codes.

The expiration date is determined by class code and registration use code.

2. DEALER LICENSE PLATES:

License plates issued to a dealer for use on vehicles in their inventory are imprinted with "Dealer" at the bottom. These are not to be used on wreckers or car carriers. Refer to [Procedure RS-26](#).

The motorcycle dealer license plate does not have "Dealer" imprinted on the bottom. The expiration date is determined by the expiration date of the dealership's dealer license.

3. RESTRICTED LICENSE PLATES:

All vehicles that are issued a Restricted license plate have a restricted use, depending on the specific reason it was issued. See "Vehicle Class Combination" in FRVIS for a list of all restricted license plates.

EXAMPLES: The restrictions for agriculture/horticulture are that the owner must be the grower, own the heavy truck or truck tractor, and haul within a 150-mile radius.

The restriction for a tool (crane, well driller, etc.) is that it may not carry a load or pull a trailer.

4. PERMANENT SEMI-TRAILERS:

Permanent license plates are issued for private or for-hire semi-trailers. The license plate is not transferable and does not expire.

5. MOTORCYCLES:

- a. A MOTORCYCLE is motor driven, has a seat or saddle, and is kick started or electric start. There are two categories: over 50 cubic centimeters displacement engine (over 5 BHP) and up to 50 cubic centimeters displacement engine (below 5 BHP).

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b. A MOPED has pedals to permit propulsion by human power, a seat or saddle, designed to travel on not more than 3 wheels, a motor not in excess of 2 BHP and not capable of propelling the vehicle at a speed greater than 30 MPH on level ground. It also has a power-drive system that functions directly or automatically without clutching or shifting gears by the operator after the drive system is engaged.

c. A motorized DISABILITY ACCESS VEHICLE is designed to be fueled by gasoline or electricity and used primarily for handicapped individuals with normal upper body abilities to drive their wheelchairs up into a motor vehicle. It must travel on not more than 3 wheels with a motor rated not in excess of 2 BHP and not capable of propelling the vehicle at a speed greater than 30 MPH on level ground. The power-driven system shall function directly or automatically without clutching or shifting gears by the operator after the drive system is engaged. Body type is "DA".

MOTORIZED BICYCLE: The 1999 Legislature de-authorized the registration of motorized bicycles. A license plate is no longer issued. However, if the bicycle is motorized with a gas (not electric) motor, see [Procedure RS-68](#) for registration requirements.

B. SPECIAL LICENSE PLATES:

1. These are license plates where the **customer** must meet specific qualifications in order to obtain the license plate.

Refer to the separate procedure when applicable for instructions on the application, issuance, transfer, replacement, and renewal of each of these special category license plates.

Amateur Radio: [Procedure RS-21](#)

These may also be issued on specialty license plate sheeting if the number of characters does not exceed the number authorized for that type of specialty license plate. See

[Procedure RS-22.](#)

Wheelchair Suffix [Procedure RS-19](#) ([Procedure RS-18](#),
[Procedure RS-16](#), and

Front End License Plates

Honorary Consul

Governor House

Speaker

Member of Congress

Member of the Press

Retired Congress

Retired House

Retired Senate

Senate President

State Legislator

State Senator

US Senator

[Procedure RS-38](#))

[Procedure RS-32](#)

[Procedure RS-40](#)

[Procedure RS-13](#)

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	<p>Micosukee Indian Procedure RS-23 Seminole Indian</p> <p>City College County Government Procedure RS-12 State Vol Fire</p> <p>ACS Dept. of Agriculture & Consumer Services DC Dept. of Corrections DDL Division of Driver Licenses DMV Division of Motor Vehicles DEP Dept. of Environmental Protection DNR (Formerly Dept. of Natural Resources) DOT Dept. of Transportation FHP Florida Highway Patrol FMP Florida Marine Patrol FWC Fish and Wildlife Commission (FWC Officer and MyFWC)</p> <p>LES Dept. of Labor & Employment Security NBHD North Broward Hospital District PSC Public Service Commission WMD Water Management Districts FDVA Florida Dept. of Veterans Affairs DFS State Fire Marshall</p> <p>X-Series Procedure RS-29 Foreign Organization Taiwanese Officials must submit their request to: Department of Highway Safety and Motor Vehicles Title and Registration Issuance 2900 Apalachee Parkway, MS-72 Tallahassee, FL 32399 Taiwanese Officials of the Taipei Economic and Cultural Office in Miami No fee required for title, registration, or sales tax.</p> <p>2. These are license plates where the vehicle must meet specific qualifications in order to obtain the license plate.</p> <p>Refer to the separate procedure for instructions on the application, issuance, transfer, replacement, and renewal of each of these special category license plates.</p> <p>Horseless Carriage, Antique and Authenticated Procedure RS-25 Street Rod Procedure RS-28 Custom Vehicle Transporter Procedure RS-14</p>
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C. SPECIAL MILITARY AND DISABLED VETERAN LICENSE PLATES :

These are license plates where the **military customer or family member of the military customer** or **disabled veteran** must meet specific qualifications in order to obtain the license plate.

Refer to [Procedure RS-15](#) for details on all military license plates. Visit the following website to see a list of all special military and disabled veteran plates and view the [Military License Plate Images](#).

D. PERSONALIZED LICENSE PLATES:

Refer to [Procedure RS-27](#) for details on all personalized license plates.

E. SPECIALTY LICENSE PLATES:

Refer to [Procedure RS-22](#) for details on all specialty license plates. Visit the following website to view [Florida's Specialty License Plate Images](#), which include environmental, professional sports, universities, and miscellaneous plates.

F. STANDARD, SPECIALTY, MILITARY, AUTHENTICATED, COMMERCIAL VEHICLE, FRONT END FOR EMERGENCY PERSONNEL, GOVERNMENTAL, HISTORICAL VEHICLE, DIPLOMATIC/LEGISLATIVE, MISCELLANEOUS, MOTORCYCLE, DECALS AND PERMITS:

View the online brochure at the following link to see all [Florida License Plates, Decals, Permits, etc.](#)

G. VALIDATION DECALS:

The validation decal is affixed to the upper right corner of the license plate in the indentation provided. This decal indicates the month and year of expiration, the sequential decal number, the license plate number, and type of vehicle (vehicle, trailer, mobile home, or vessel) which indicates payment of registration taxes paid for that period.

H. MAILING FEES:

Refer to form [HSMV 83140](#), License Plate Rate Chart, for applicable mailing fees.

I. INVENTORY CODES (See Exhibit A):

Each type of license plate has an inventory code. All inventory codes, which end with the letter "R", indicate regular license plates. All inventory codes, which end with the letter "P", indicate personalized license plates. All inventory codes, which end with the letter "A", indicate Amateur Radio license plates.

J. CLASS CODES:

Passenger vehicles	class code 01
For-Hire vehicles	class code 09
Non-resident military	class code 14
Light weight trucks (under 5,001 pounds)	class code 31
Buses	class code 36
License tax exempt	class code 37

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Forestry trucks	class code 39
Heavy trucks (over 5,000 pounds)	class code 41
Motor homes and Motor coach	class code 42
Non-resident military mobile home	class code 50
Mobile homes	class code 51
Vehicle trailer (up to 500 pounds)	class code 52
Vehicle trailers (over 500 pounds)	class code 53
For-Hire vehicle trailers	class code 54
Semi-trailer	class code 56
Camp trailer	class code 62
Motorcycles	class code 65
Moped	class code 69
Transporter	class code 70
Dealer	class code 71
Boat Dealer	class code 74
Park trailer	class code 76
Travel trailer (up to 35 feet)	class code 77
Travel trailer (over 35 feet)	class code 78
Antique Motorcycle	class code 80
Horseless Carriage	class code 82
Antique Truck/Military Trailer	class code 91
Restricted	class code 92
Goats	class code 93
Tools	class code 94
Antique vehicles	class code 95
Exempt (X-Series)	class code 96
Exempt (government)	class code 97
Vessels	class code 100
Vessel Dealer	class code 101
Agricultural	class code 102
Permanent Semi-trailer	class code 103

OHV decals are green, and RP decals are black. There is no color rotation.

There is a color rotation for the registration period on Mobile Home/Vessel and HOV decals.

2015	Green
2016	Red
2017	Blue
2018	Orange

EXHIBIT A

HOW TO DO AN INQUIRY ON THE FOLLOWING LICENSE PLATES;

<u>Type of License Plate</u>	<u>When All Numeric</u>	<u>When Alpha/Numeric</u>
Antique	ANTI####	BA0000 – BZ9999
Antique Motorcycle	Q#####	000QA – 999RZ
College	COLLEG####	IA00 – LZ99
County	COUNT##### or COUN#####	TA0000 – UZ9999
County Motorcycle	CO####	F00000 – G99999
City	CITY#####	XA0000 – ZZ9999
City Motorcycle	CY####	J00000 – K99999
Disabled Veteran	DV#####	DV0000A – DV9999Z
Disabled Veteran Motorcycle	####DV	0000DV – 9999DV
Disabled Veteran Wheelchair	WC####	AAA0 – NZZ9
EX-POW	EX#####	PAA0 - ZZZ9
Foreign Organization	FGNORG###	A00 – E99
Honorary Consul	HCON####	AA0 – ZZ9
Horseless Carriage	HC####	FA000 – FZ999
Horseless Carriage Motorcycle	HC###A	HCA00 – HCZ99
Medal of Honor	MEDAL#####	F00 – K99
National Guard	NG####	A00A – L99Z
Paralyzed Veterans of America	PVAM#####	U00A – Z99Z
Paralyzed Veterans of America Motorcycle	PVA#####	A0 – Z9
Pearl Harbor Survivor	PEARL#####	A000 – L999
Purple Heart	HEART#####	QA0AA – QZ9ZZ
State	STATE#####	YA000 – ZZ999
State Motorcycle	ST####	SA0A – SZ9Z
Sheriff	SHERF#####	ZAA00 – ZZZ99
Street Rod	SR#####	Z0000 – Z9999
US Reserve	US#####	UA000 – UZ999
Volunteer Fire	VOLFIR####	AA00 – HZ99
Wheelchair Symbol Suffix	####WT or #####WT	Y0AAA – Z9ZZZ
Motorcycle Symbol Suffix	0001WC – 9999WC	WA0A – ZZ9Z
X-Series	X#####	X0000A – X9999Z

Legislative/Personalized:

Member of Congress
 State Legislator
 State Senator
 US Senator

Enter Characters Below Plus Actual Alpha/Numeric Characters On License Plate

MC
 SLEG
 SSEN
 USS

Miscellaneous Plates
 Seminole Indian Tribe
 Miccosukee Indian Tribe
 Member of PRESS
 PRIDE

Prefix
 SI####
 MI####
 PRES###
 PRIDE#####

When Alpha/Numeric
 SI000G – SI999G
 MI0001 – MI999G
 PRES#### - PRES#####
 PRIDE0001 – PRIDE9999