

# Florida

## Department of Highway Safety and Motor Vehicles

### *Division of Motorist Services*

<b>PROCEDURE</b>	<b>SUBJECT:</b>	
RS-06	REPLACEMENT LICENSE PLATE, VALIDATION DECAL OR PARKING PERMIT	
<b>DESCRIPTION AND USE:</b>		
THIS PROCEDURE PROVIDES INFORMATION AND INSTRUCTIONS TO ASSIST TAX COLLECTOR EMPLOYEES, LICENSE PLATE AGENCY EMPLOYEES, AND THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES WITH THE ISSUANCE OF A REPLACEMENT LICENSE PLATE, VALIDATION DECAL, OR PARKING PERMIT.		
<p><b>I. PROVISIONS OF LAW:</b></p> <p>Section 320.0607, Florida Statutes, provides for the mandatory and voluntary replacement of license plates, mobile home decals or validation decals. When a license plate, mobile home decal, or validation decal has been lost, stolen or destroyed, the owner of the motor vehicle or mobile home for which the license plate or decal was issued shall make application to the department for a replacement. If the applicant has signed the application certifying that the stolen item was reported to a law enforcement agency, the stolen item may be issued at no fee. If the license plate or decal was not reported stolen, the applicant is required to pay a replacement fee plus applicable service charges. The law also provides for the replacement fee to be deposited into the Highway Safety Operating Trust Fund.</p> <p><b>II. GENERAL INFORMATION:</b></p> <p>A. Pride will pick up all defaced, damaged and surrendered license plates from the county license plate agency. (Refer to Technical Advisory R00-09, dated 10/09/2000 and 10/11/2000).</p> <p>B. The next license plate or decal in stock should be issued as the replacement by the county license plate agency.</p> <p>C. Dealer license plates may be replaced whether the original was lost, stolen, damaged or defaced.</p> <p>D. All applications for replacement license plates (including personalized), decals or parking permits must be submitted to a local county license plate agency for processing.</p>		
<b><i>Revision(s) to this procedure: Added information in IV, C on page 4 for defective decals.</i></b>		
<b>EFFECTIVE DATE</b>	<b>REVISION DATE</b>	<b>PAGE #</b>
Immediately	11/18/13	RS-06-01

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**Exception:** Applications for replacement of special license plates, which are not issued in the county license plate agencies, must be submitted to:

Division of Motorist Services  
Attn: **Title and Registration Issuance**  
2900 Apalachee Pkwy, MS 72,  
Tallahassee, FL 32399

III. DOCUMENTATION REQUIRED AND SPECIAL INSTRUCTIONS:

The applicant must submit the following:

- A. Form HSMV 83146, Application for Replacement License Plate, Validation Decal or Parking Permit, accurately completed.

**NOTE:** If the registration is in joint ownership, only one owner has to sign the form.

- B. Fees: Replacement fee, Decal on Demand fee, Service fee (add Branch fee, if applying through a county branch agency), Air Pollution Control fee, Emergency Medical Services, Reflectorization fee, and FRVIS fee. If a replacement license plate is issued, an additional Advancement Replacement fee is required.  
Refer to the Motor Vehicle/Mobile Home Class Code/Fee Chart.

<http://www3.flhsmv.gov/dmv/Proc/Fees/Fees-03.PDF>

IV. VOLUNTARY REPLACEMENT OF LICENSE PLATES, DECALS OR PARKING PERMITS:

- A. DAMAGED:

*A damaged license plate is a license plate that has sustained physical damage.*

**Example:** A boat trailer struck the license plate and dented the letters or numbers, customer has waxed or pressure-washed the letters off of the license plate, etc.

1. License plates, decals or parking permits damaged after issuance:

- a. Form HSMV 83146, Application For Replacement License Plate, Validation Decal or Parking Permit, accurately completed.
- b. Fees: Replacement fees are required. See section III, B, of this procedure.

2. License plates, decals or parking permits damaged after issuance:

If a law enforcement officer issues a citation for a damaged license plate, the owner must turn in the license plate for cancellation to any county license plate agency along with a copy of the citation.

- a. Form HSMV 83146, Application For Replacement License Plate, Validation Decal or Parking Permit, accurately completed.
- b. Fees: No fees are due if a citation is issued (replacement reason "DF").  
If a citation is not issued, replacement fees are required (replacement reason "CR").

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B. DEFACED:

*A defaced license plate is a license plate that has not sustained physical damage but is unreadable for some other reason.*

**Example:** The sun has faded the letters or numbers on the license plate.

1. License plates, decals or parking permits defaced after issuance must be replaced:

If a law enforcement officer issues a citation for a defaced license plate, the owner must turn in the license plate for cancellation to any county license plate agency along with a copy of the citation.

- a. Form HSMV 83146, Application For Replacement License Plate, Validation Decal or Parking Permit, accurately completed.
- b. Fees: No fees are due if a citation is issued (replacement reason "DF"). If no citation is issued, replacement fees are required (replacement reason "CR").

2. License plates or parking permits damaged at the manufacturing plant in shipping or in the tax collector's office prior to issuance must be accounted for.

**Example:** The license plate was received from the plant with the letters or numbers faded or dented on the license plate.

- a. Update status of the inventory item in FRVIS and print the Inventory Used Report #MLOFQ313 showing status as defaced and note the reason for the deface status. Attach only the defaced inventory and mail to:

Division of Motorist Services  
Attn: Revenue Reporting & Distribution  
2900 Apalachee Pkwy, Room B160, MS 24  
Tallahassee, FL 32399-0518

- b. Fees: If a defaced license plate, decal or parking permit is issued to a customer accidentally, it must be replaced at no fee.

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**C.**     **DEFECTIVE (DECAL):**

*A defective decal is a decal that has been issued to a license plate and later shows signs of being imperfect or flawed (i.e., lettering stretches off). The decal will be replaced at no charge.*

**NOTE:** Defective does not apply to a license plate. An agency would discover a defective plate before issuing it to a customer.

**Submit the following for a no fee replacement decal:**

- 1.**     **Form HSMV 83146, Application For Replacement License Plate, Validation Decal or Parking Permit, accurately completed.**

**NOTE:** Check the “replacement reason” of “voluntary” on the form and specify “defective” as the reason.

- 2.**     **Proof the decal is defective (bring it in, have the agency clerk physically go out to the vehicle and verify, etc.).**
- 3.**     **Fees: No fees are due. Choose the reason of defaced (DF) for the replacement of the defective decal.**

**D.**     **LOST (NOT STOLEN):**

1.     Proof of identity (as listed in TL-01) so the registered owner may be verified in FRVIS.
2.     Form HSMV 83146, Application for Replacement License Plate, Validation Decal or Parking Permit, accurately completed.
3.     Fees: See section III, B. of this procedure.

**NOTE:** The processing agency **MUST** retain form HSMV 83146 for one year.

**NOTE:** A lost personalized replacement license plate may be issued with the same characters. Refer to DMS Procedure RS-27 for additional information (replacement reason "LS").

**E.**     **LOST IN TRANSIT:**

1.     Proof of identity (as listed in TL-01) so the registered owner may be verified in FRVIS.
2.     Form HSMV 83146, Application for Replacement License Plate, Validation Decal or Parking Permit, accurately completed.
3.     Fees: If date of issuance is 180 calendar days or less, the replacement license plate or decal will be issued at no fee (replacement reason "LT"). If date of issuance exceeds 180 calendar days, replacement fees are required (replacement\_reason "CR"). See section III, B. of this procedure.

**NOTE:** The processing agency **MUST** retain form HSMV 83146 for one year.

**NOTE:** When there is a change of address, the issuing agency may be contacted to see if the item was returned unclaimed.

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**F.** STOLEN (NOT LOST):

1. Proof of identity (as listed in TL-01) so the registered owner may be verified in FRVIS.
2. Form HSMV 83146, Application for Replacement License Plate, Validation Decal or Parking Permit, accurately completed.
3. Photocopy of the law enforcement card (if customer has a card) with case number and reporting agency so this information can be entered in FRVIS. If the customer does not have a card, enter the case number and the reporting law enforcement agency.
4. When an applicant reports a license plate or decal as stolen to a law enforcement agency and attests that the license plate or decal has been reported as stolen on form HSMV 83146, no fee should be charged for the replacement license plate or decal (replacement reason "SP").

**NOTE:** The processing agency **MUST** retain form HSMV 83146 and a copy of the law enforcement card when available or the case number for one year.

**NOTE:** The processing agency **MUST** enter the reporting law enforcement agency and case number in the comments field of FRVIS.

**NOTE:** A personalized replacement license plate may only be issued with the same characters when the law enforcement agency has provided the applicant with a statement that such license plate has been removed from the FCIC and NCIC computer files.

**NOTE:** When the form HSMV 83146 indicates the license plate has been stolen, replacement fees are **NOT** required.

**G.** REQUEST TO CHANGE LICENSE PLATE SHEETING:

*An owner may, at any time during the registration period, replace a license plate, decal or parking permit.*

1. Form HSMV 83146, Application for Replacement License Plate, Validation Decal or Parking Permit, accurately completed.
2. Fees: Replacement fee, Decal on Demand fee, Service fee (add Branch fee, if applying through a county branch agency), Air Pollution Control fee, Emergency Medical Services, Reflectorization fee, and FRVIS fee. If a replacement license plate is issued, an additional Advancement Replacement fee is required.  
Refer to the Motor Vehicle/Mobile Home Class Code/Fee Chart.

<http://www3.flhsmv.gov/dmv/Proc/Fees/Fees-03.PDF>

**NOTE:** If processing a renewal with a forced 10-year replacement, ARF credit will be applied. If the registration is due to be renewed or has expired, the base tax is due.

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V. SURRENDERED OR SEIZED LICENSE PLATES:

A. When an individual's driver license record indicates there is an insurance suspension and the license plate and driver license have been surrendered or seized, follow the appropriate procedure as indicated below:

1. Form HSMV 83146, Application For Replacement License Plate, Validation Decal or Parking Permit, accurately completed. If there is more than one owner, only one signature is required.
2. Fees:
  - a. If the individual can show the driver license office proof that insurance was in effect on the suspension date, the license plate may be replaced at no fee. The local driver license office will generate a letter of clearance. This letter is the only acceptable document for issuing a replacement license plate at no fee (Replacement reason "AD").
  - b. If there was no insurance in effect on the suspension date, the replacement license plate fee is required (see section III, B, of this procedure). The local driver license office will issue a receipt, which verifies clearance of the suspension. (Replacement reason "CR").

B. When a customer has previously surrendered their license plate for cancellation due to canceling their insurance coverage (no suspension on their driver license), the following is required:

1. Form HSMV 83146, Application For Replacement License Plate, Validation Decal or Parking Permit, accurately completed.
2. Fees: Replacement fees are required. See section III, B, of this procedure (Replacement reason "CR").

C. When a regular license plate has been issued to a customer and he/she considers that license plate to be objectionable, type in the comments "Issued at no fee due to rejection by customer as objectionable." The objectionable license plate must be surrendered and a replacement license plate must be issued at no fee (replacement reason "AD").

**NOTE:** If a range (configurations) of regular license plates, assigned to a county agency are found to be objectionable by the tax collector, they may be replaced. The tax collector or license plate manager must write or fax a letter to the Inventory Control Unit stating the configurations are objectionable and request permission to let PRIDE pick up the objectionable license plates. If necessary, place an order in FRVIS to replace the objectionable range.

VI. ISSUANCE OF A TEMPORARY LICENSE PLATE FOR REPLACEMENT LICENSE PLATE:

Refer to DMS Procedure RS-31 for information on the issuance of temporary license plates.

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VII. REPLACEMENT PLATE FOR DE-AUTHORIZED LICENSE PLATE:

When a license plate is de-authorized by the department, a replacement license plate must be issued. However, the ARF credit from the previous license plate will be applied to the new license plate. The registered owner is not required to surrender the de-authorized license plate.

**NOTE:** Due to the fact that a mandatory replacement license plate is required, form HSMV 83146 does not have to be completed.

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