DESCRIPTION:

This procedure provides information and instructions to guide employees and agents of the department in issuing and renewing license plates.

PROVISIONS OF LAW:

This procedure is governed by:

- **Chapter 320, Florida Statutes, Motor Vehicle Licenses**
- **Section 119.071(4)(d)1.2a(III)c, Florida Statutes, Public Records**

DOCUMENTATION AND SPECIAL INSTRUCTIONS:

The procedures listed below are used in the transactions described in this procedure:

- **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 & 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

Revision(s) to this procedure: Removed color rotation Blue (2017) and Orange (2018) for the registration periods on MH/Vessel/HOV decals. Added color rotation Orange for the registration period 2022.

EFFECTIVE DATE: Immediately

REVISION DATE: 08/14/19
### OVERVIEW OF MOTOR VEHICLE REGISTRATION REQUIREMENTS AND DOCUMENTS

<table>
<thead>
<tr>
<th>Procedure RS-01</th>
<th>Subject:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OVERVIEW OF MOTOR VEHICLE REGISTRATION REQUIREMENTS AND DOCUMENTS</td>
</tr>
</tbody>
</table>

**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:**

Form **HSMV 83140** (License Plate Rate Chart) is used in the transactions described in this procedure.

**TABLE OF CONTENTS:**

General Information  
Issuance of License Plates and Validation Decals

Exhibit:

A. How to Do an Inquiry on the Following License Plates
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.

Beginning Oct. 1, 2018, when performing a registration, customers will have an opportunity to voluntarily indicate if they are Deaf or Hard of Hearing. The customer must be present to voluntarily make the indication. This information will assist law enforcement in ensuring they use adequate and appropriate communications with deaf or hard of hearing motorists. If the customer responds “yes”, check the box that corresponds with the customer. If the transaction is voided, the indicator flag will have to be manually removed from the Customer Detail Maintenance Form (MTRFM010).

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 may 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/registrant 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
2. MAILING ADDRESS REQUIRED:

If the owner/registrant 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.

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.

Fully autonomous vehicles (AVs) belonging to a fleet or being tested in a pilot program should be titled and registered in the company name with an FEID number. Government entities, such as state agencies, counties, cities and state universities utilizing AVs should title and register these vehicles in the same manner that they do their other vehicles. These vehicles are to be processed in the same manner as any other similar, equal or comparable motor vehicle. If the AV is a bus, process as a standard bus registration and title transaction with the correct corresponding Class Code (See RS-56 and TL-10). For a passenger vehicle, see RS-01 and for a motorcycle, see RS-61.
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 Customer Service Center for instructions on how to clear the suspension.

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: [https://myfloridacfo.com/](https://myfloridacfo.com/).

   A U.S. Armed Forces 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. 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

2. Companies and entities other than a natural person
   a. Federal Employee Identification Number (FEID) and Suffix (if available)
   b. Customer number assigned by FRVIS

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

### 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 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 of the vehicle’s home address.

      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 a kick 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).

      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. Motorized Disability Access Vehicle

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".

### D. Motorized Bicycle

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 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

Refer to Procedure RS-21 for instructions.

#### 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

Refer to Procedure RS-19 (Procedure RS-17, Procedure RS-16 and Procedure RS-38) for instructions.

#### Front End Emergency License Plates

Refer to Procedure RS-32 for instructions.

#### Honorary Consul

Refer to Procedure RS-40 for instructions.

#### Governor

Refer to Procedure RS-13 for instructions.

#### House Speaker

#### Member of Congress

#### Member of the Press

#### Retired Congress

#### Retired House

#### Retired Senate

#### Senate President

#### State Legislator

#### State Senator

#### US Senator

#### Miccosukee Indian

Refer to Procedure RS-23 for instructions.

#### Seminole Indian
<table>
<thead>
<tr>
<th>PROCEDURE:</th>
<th>SUBJECT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>RS-01</td>
<td>OVERVIEW OF MOTOR VEHICLE REGISTRATION REQUIREMENTS AND DOCUMENTS</td>
</tr>
</tbody>
</table>

Government
City
College
County
Sheriff
State
CY Motorcycle
CO Motorcycle
ST Motorcycle
Florida Department of Law Enforcement
Volunteer Fire Department

<table>
<thead>
<tr>
<th>Procedure RS-12</th>
</tr>
</thead>
</table>

AVI
ACS
DC
DDL
DMV
DEP
DNR
DOT
FHP
FMP
FWC
LES
NBHD
PSC
WMD
FDVA
DFS
X-Series

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.

2. Vehicles must meet specific qualifications to obtain these license plates.

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

Horseless Carriage, Antique and Authenticated
Street Rod and Custom Vehicle
Custom Vehicle

Procedure RS-25
Procedure RS-28

RS-01-09
STATE OF FLORIDA
Division of Motorist Services

PROCEDURE: RS-01
SUBJECT: OVERVIEW OF MOTOR VEHICLE REGISTRATION REQUIREMENTS AND DOCUMENTS

C. SPECIAL MILITARY AND DISABLED VETERAN LICENSE PLATES:

The military customer or family member of the military customer or disabled veteran must meet specific qualifications 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.

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:

<table>
<thead>
<tr>
<th>Type of License Plate</th>
<th>Class Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger vehicles</td>
<td>class code 01</td>
</tr>
<tr>
<td>For-Hire vehicles</td>
<td>class code 09</td>
</tr>
<tr>
<td>Non-resident military</td>
<td>class code 14</td>
</tr>
<tr>
<td>Light weight trucks (under 5,001 pounds)</td>
<td>class code 31</td>
</tr>
<tr>
<td>Buses</td>
<td>class code 36</td>
</tr>
<tr>
<td>License tax exempt</td>
<td>class code 37</td>
</tr>
<tr>
<td>Procedure</td>
<td>Subject</td>
</tr>
<tr>
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</tr>
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<td>RS-01</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Year</th>
<th>Decal Color</th>
</tr>
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<tbody>
<tr>
<td>2019</td>
<td>Green</td>
</tr>
<tr>
<td>2020</td>
<td>Red</td>
</tr>
<tr>
<td>2021</td>
<td>Blue</td>
</tr>
<tr>
<td>2022</td>
<td>Orange</td>
</tr>
</tbody>
</table>

Historical Revisions:
10/01/18 Changed Federal Employer ID number from “must” to “may” be required.
10/01/18 Added information about asking customers if they are deaf or hard of hearing. Added information about driverless autonomous vehicles.
04/10/18 Reviewed statutes, added links. Added links to related procedures. Added Historical Revisions.
06/16/16 Changed the number of days the owner/registrant 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.

RS-01-11
## EXHIBIT A

### HOW TO DO AN INQUIRY ON THE FOLLOWING LICENSE PLATES:

<table>
<thead>
<tr>
<th>Type of License Plate</th>
<th>When All Numeric</th>
<th>When Alpha/Numeric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antique</td>
<td>ANTI#####</td>
<td>BA0000 – BZ9999</td>
</tr>
<tr>
<td>Antique Motorcycle</td>
<td>Q⻄####</td>
<td>000QA – 999RZ</td>
</tr>
<tr>
<td>College</td>
<td>COLLEGG####</td>
<td>IA00 – LZ99</td>
</tr>
<tr>
<td>County</td>
<td>COUNT##### or COUN########</td>
<td>TA0000 – UZ9999</td>
</tr>
<tr>
<td>County Motorcycle</td>
<td>CO####</td>
<td>F00000 – G999999</td>
</tr>
<tr>
<td>City</td>
<td>CIY####</td>
<td>XA0000 – ZZ9999</td>
</tr>
<tr>
<td>City Motorcycle</td>
<td>CY####</td>
<td>J00000 – K999999</td>
</tr>
<tr>
<td>Disabled Veteran</td>
<td>DV####</td>
<td>DV0000A – DV99999Z</td>
</tr>
<tr>
<td>Disabled Veteran Motorcycle</td>
<td>###DV</td>
<td>0000DV – 99999DV</td>
</tr>
<tr>
<td>Disabled Veteran Wheelchair</td>
<td>WC####</td>
<td>AAA0 – NZZ9</td>
</tr>
<tr>
<td>EX-POW</td>
<td>EX####</td>
<td>PAA0 – ZZZ9</td>
</tr>
<tr>
<td>Foreign Organization</td>
<td>FGNORG####</td>
<td>A00 – E99</td>
</tr>
<tr>
<td>Honorary Consul</td>
<td>HCON####</td>
<td>AA0 – ZZ9</td>
</tr>
<tr>
<td>Horseless Carriage</td>
<td>HC####</td>
<td>FA000 – FZ9999</td>
</tr>
<tr>
<td>Horseless Carriage Motorcycle</td>
<td>HC###A</td>
<td>HCA00 – HCZ999</td>
</tr>
<tr>
<td>Medal of Honor</td>
<td>MEDAL########</td>
<td>F00 – K99</td>
</tr>
<tr>
<td>National Guard</td>
<td>NG####</td>
<td>A00A – L999Z</td>
</tr>
<tr>
<td>Paralyzed Veterans of America</td>
<td>PVAM########</td>
<td>U00A – Z99Z</td>
</tr>
<tr>
<td>Paralyzed Veterans of America Motorcycle</td>
<td>PVA########</td>
<td>A0 – Z9</td>
</tr>
<tr>
<td>Pearl Harbor Survivor</td>
<td>PEARL########</td>
<td>A000 – L999</td>
</tr>
<tr>
<td>Purple Heart</td>
<td>HEART########</td>
<td>QA0AA – QZ9ZZ</td>
</tr>
<tr>
<td>State</td>
<td>STATE########</td>
<td>YA000 – ZZ999</td>
</tr>
<tr>
<td>State Motorcycle</td>
<td>ST####</td>
<td>SA0A – SZ9Z</td>
</tr>
<tr>
<td>Sheriff</td>
<td>SHERF########</td>
<td>ZAA00 – ZZZ999</td>
</tr>
<tr>
<td>Street Rod</td>
<td>SR####</td>
<td>Z0000 – Z9999</td>
</tr>
<tr>
<td>US Reserve</td>
<td>US####</td>
<td>UA000 – UZ999</td>
</tr>
<tr>
<td>Volunteer Fire</td>
<td>VOLFIR########</td>
<td>AA00 – HZ99</td>
</tr>
<tr>
<td>Wheelchair Symbol Suffix</td>
<td>###WT or ####WT</td>
<td>Y0AAA – Z9ZZZ</td>
</tr>
<tr>
<td>Motorcycle Symbol Suffix</td>
<td>0001WC – 99999WC</td>
<td>WA0A – ZZ9Z</td>
</tr>
<tr>
<td>X-Series</td>
<td>X####</td>
<td>X0000A – X99999Z</td>
</tr>
</tbody>
</table>

### Legislative/Personalized:

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

- **Member of Congress**
  - MC
- **State Legislator**
  - SLEG
- **State Senator**
  - SSEN
- **US Senator**
  - USS

#### Miscellaneous Plates

- **Seminole Indian Tribe**
  - SI####
  - SI000G – SI999G
- **Miccosukee Indian Tribe**
  - MI####
  - MI0001 – MI999G
- **Member of PRESS**
  - PRES####
  - PRES### - PRES####
- **PRIDE**
  - PRIDE####
  - PRIDE0001 – PRIDE9999