



**INSTRUCTIONS**  
**How to complete the MV-7 Form**

**COMPLETING this APPLICATION**

This form must be completed in its entirety, legibly printed in blue or black ink or typed.

1. Indicate if a license plate (tag) and/or renewal decal need to be replaced.
2. Check a reason for replacement:
  - **Stolen/Lost** - It is the responsibility of the registrant to notify the appropriate law enforcement agency regarding lost or stolen license plates. A Police Report is required in order to process this type of replacement.
  - **Mutilated/Defective** - Mutilated or damaged license plates must be surrendered to the appropriate license plate issuing official. If the license plate cannot be surrendered, a notarized statement must be submitted certifying the destruction of the license plate.
  - **Never Received in the Mail** - License plates or decals that were issued but never received due to being lost in the mail. Form MV-7 must be notarized prior to submission, certifying that the license plates or decals were not received, in order to be processed.
  - **Other** - Please detail the replacement reason if no other item can be used.
3. Record the vehicle information for which replacement credentials are being requested.
4. Complete the registrant information. The street address block should contain the physical address of the registrant.

**FEE**

A fee of \$8.00 will be charged for a replacement license plate (tag) or decal. This fee may be waived if the original tag or decal was lost in the mail and a replacement request is submitted within ninety (90) days of initial tag/decal issuance date in addition to a T-200 and copy of a police report.

**SUBMITTING this FORM**

This form must be submitted along with all required document(s) and fee(s) to the county tag office in the county where you reside. Please refer to <https://mvd.dor.ga.gov/motor/tagoffices/SelectTagOffice.aspx> to locate the county tag office in your county of residence.

**IMPORTANT INFORMATION**

Should the license plate that is being replaced be recovered or come into your possession, you must immediately surrender it to the appropriate license plate issuing entity. Any person displaying the old license plate or decals on a vehicle will be subject to citation in accordance with Department of Revenue - Motor Vehicle Division laws.

**\*\*\* PERSONALIZED PLATES ONLY \*\*\***

Personalized license plates bearing the same message **may** be replaced in the following situations:

1. The license plate is lost in the mail; or
2. The license plate is surrendered due to damage, mutilation, etc.

In all other situations, a personalized license plate bearing the same message **cannot** be replaced. The following replacement license plate options are available:

1. Request a different personalized message on the same tag type; or
2. Request a pre-numbered license plate on the same tag type; or
3. Request a pre-numbered license plate on a tag type that does not require an annual additional fee.

**Note:** The fee for replacement license plates must be paid if a different tag type is requested.

