



GEORGIA DEPARTMENT OF REVENUE

▪ MOTOR VEHICLE DIVISION ▪

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NOTICE TO FIRE DEPARTMENT CHIEFS

House Bill 453 (2021) provides that the chiefs of fire departments (Chiefs) in Georgia will provide the Department of Revenue (Department) with a list of the certified firefighters and volunteer firefighters of their fire departments who reside in Georgia. The law also provides that Chiefs will update such lists, as necessary. This list will be used by County Tag Agents to determine which firefighters are eligible for the certified firefighters license plate (tag). This notice provides details on how Chiefs should provide and update this list.

How should Chiefs provide the required list?

Chiefs should provide the Department with a list of all their active and retired firefighters who reside in Georgia by sending a completed spreadsheet to MVD.responder@dor.ga.gov. The spreadsheet should be formatted to match the template spreadsheet on the Department's website: [List of Active and Retired Firefighters -- HB 453](#).

How should Chiefs update the list?

Chiefs should determine a regular schedule for updating the list of eligible firefighters based on their departments' hiring and retirements. If you have not updated the list for a specific firefighter, it may delay the firefighter's ability to obtain a valid plate and require the firefighter to make multiple trips to the County Tag Office.

You can update the Department's list for newly hired and retired firefighters at any time by e-mailing a complete list of eligible firefighters using the template spreadsheet.

How can an eligible firefighter obtain a certified firefighter plate if the firefighter is not on the updated list?

The law states that County Tag Offices should refer to the Department's list to determine who is eligible for the certified firefighter plate. However, to assist an eligible firefighter that is not on the list, a Chief may also provide a letter to the County Tag Office certifying a firefighter as eligible for the plate. The letter should only be used once to either issue or renew a plate, and the Department's list should be updated to ensure that each firefighter with a plate can timely renew the plate during the next registration period.



For more information, please visit the Motor Vehicle Division website at dor.georgia.gov/motor-vehicles or scan the QR code.