



# GEORGIA DEPARTMENT OF REVENUE

## ▪ MOTOR VEHICLE DIVISION ▪

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Frank M. O'Connell, State Revenue Commissioner

Robert Worle, Director

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## NOTICE TO FIRE DEPARTMENT CHIEFS

House Bill 453 (2021) provides that each chief of a fire department (Chief) in Georgia will provide the Department of Revenue (Department) with a list of the certified firefighters and volunteer firefighters of his/her fire department who reside in Georgia. The law also provides that each Chief will update such list, as necessary. This list will be used by County Tag Agents to determine which firefighters are eligible for the certified firefighters license plate. This notice provides details on how a Chief should provide and update the list using the Department's new process in DRIVES e-Services.

### How is the new process in DRIVES e-Services different?

The process inside DRIVES e-Services is substantially similar to the current process. Under the current process, the spreadsheet listing the active and retired firefighters who reside in Georgia must be e-mailed to the Department. Under the new process, the spreadsheet must be uploaded within DRIVES e-Services. Alternatively, each firefighter's information may be entered one at a time as separate data entries within DRIVES e-Services.

### How do I get started with the new process?

The Chief or the Chief's representative should register a new account in DRIVES e-Services. During this process, he/she will need to upload a letter from the Chief on the fire department's letterhead granting permission to open a new account. The person opening the account will provide certain identification information and contact information. Once the request is reviewed and approved, an e-mail from the Department will provide further instructions on how to log into the new account.

Instructions for setting up a new account and for uploading the firefighter list is available [here](#).

### Is the new process available now?

Yes. You may register a new account in DRIVES e-Services now and upload your firefighter spreadsheet at any time.

### Can I keep using the old process by e-mailing my firefighter list?

We encourage you to register for a new account in DRIVES e-Services soon. The Department will stop accepting e-mailed spreadsheets October 31, 2024.



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