Motor Vehicle Online Manual

Revised 4/16/2019

Georgia Department of Revenue
Motor Vehicle Division

P. O. Box 740381
Atlanta, Georgia 30374-0381
Phone # (855) 406-5221
www.dor.ga.gov

INTRODUCTION

In partnership with County Tax Commissioners, the Department of Revenue-Motor Vehicle Division (MVD) is charged with the responsibility of issuing certificates of title, disabled persons' parking permits (placards), certificates of registration and license plates to vehicles owned or leased and operated in the State of Georgia, while safeguarding the interests of lienholders and security interest holders. A title is a legal document that should be kept in a safe place with other important legal documents.

MVD is committed to providing prompt, efficient service. We welcome comments and suggestions that will enhance business operations and customer service. Unless otherwise noted, all references to titles, registrations, disabled persons' parking permits/placards and license plates, laws, rules and regulations refer to the State of Georgia and have no bearing on the laws or business rules of other states. This manual is designed to be used online including links to sections within the manual and on the MVD website. If there are any questions after reviewing this manual, please contact your County Tag Office or MVD.

All vehicle owners who are required by law to have their vehicle registered in Georgia must also apply for a title when the vehicle requires a title. All County Tax Commissioners in this state are authorized agents of the Commissioner of the Department of Revenue and have the authority to accept title applications and the associated fees/taxes from county residents. Customers can apply for the vehicle's title and license plates/registration at the County Tag Office where the buyer/owner resides. Disabled persons may apply for disabled persons' parking permits/placards, decals and license plates at the County Tag Office where they reside.

Many MVD forms require that a notary public witness signatures. In addition to signing, the notary public must enter the date (day, month and year) the witnesses sign the form, affix their notary seal or stamp and enter the date (month, day and year) their notary commission expires. The notary's name, stamp, and dates must be clearly legible to be accepted.

Valuable license plate, title and insurance information, including the capability to complete and print most motor vehicle registration and title forms, is located at the following web site: http://dor.georgia.gov/motor-vehicles. The telephone number for MVD is (855) 406-5221.

County contact information, including county web site addresses and telephone numbers are located at the following web site: https://mvd.dor.ga.gov/motor/tagoffices/SelectTagOffice.aspx.

The Georgia Department of Revenue (the "Department") and the County Tax Commissioners reserve the right to deny any request.

Mission Statement

"In partnership with all counties, we work to protect the interests of our customers by issuing vehicle registrations and titles accurately and in a timely manner."

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Section A – General Information on Title and Registration

1. Titles

A title is a legal document issued by the Department that reflects the name and address of all owners and any recorded lienholders or security interest holders. This document also reflects legends and brands, indicating:

- the status of the title (i.e., replacement);
- the condition of the vehicle (i.e., salvage, rebuilt, water damage, stolen unrecovered, etc.); and
- when required, the odometer reading.

When a title is issued, it is mailed or an electronic notification is sent to the first lienholder or security interest holder. If there are no lienholders or security interest holders, the title is mailed to the vehicle owner.

Spaces are provided on the face of the title for the release of any recorded liens or security interests. However, a new title must be applied for and issued to remove the lien or security interest from the state's record.

A. Sample: Georgia Certificate of Title (Front - Shown smaller than actual size)

Georgia Certificate of Title

DISCLAIMER: DO NOT ACCEPT THIS TITLE WITHOUT THE SECURITY THREAD LOCATED APPROXIMATELY TWO INCHES FROM LEFT EDGE.

VEHICLE IDENTIFICATION NUMBER	MAKE	YEAR	TYPE OF BODY	MODEL	CYL	DATE ISSUED
LPDPP100000000000	CHEVROLET	2009	4 DOOR	IMPALA	8	09/18/2009

DATE VEHICLE PUR	FUEL	NEW OR USED	ODOMETER*	PREVIOUS TITLE NBR/STATE OF ISSUE	NBR OF LIENS	COLOR	CURRENT TITLE NUMBER
09/01/2009	GASOLINE	NEW	000259	1222222 NC	1	BLU	606662092615907

OWNER

STORMIE KNIGHT
1200 TRADEPORT BLVD
HAPEVILLE GA 30354-3724

1ST LIEN OR SECURITY INTEREST

JOHN DOE NATIONAL BANK
PO BOX 11111
HOPE NV 00001-0000

2ND LIEN OR SECURITY INTEREST

3RD LIEN OR SECURITY INTEREST

VOID

RELEASE OF LIEN OR SECURITY INTEREST

	DATE OF RELEASE	SECURITY INTEREST HOLDER	AUTHORIZED AGENT
1ST LIEN		BY	
2ND LIEN		BY	
3RD LIEN		BY	

* ODOMETER READING IS ACTUAL MILEAGE OF THE VEHICLE UNLESS OTHERWISE INDICATED BELOW.

MAIL TO:

JOHN DOE NATIONAL BANK
PO BOX 11111
HOPE NV 00001-0000

VOID

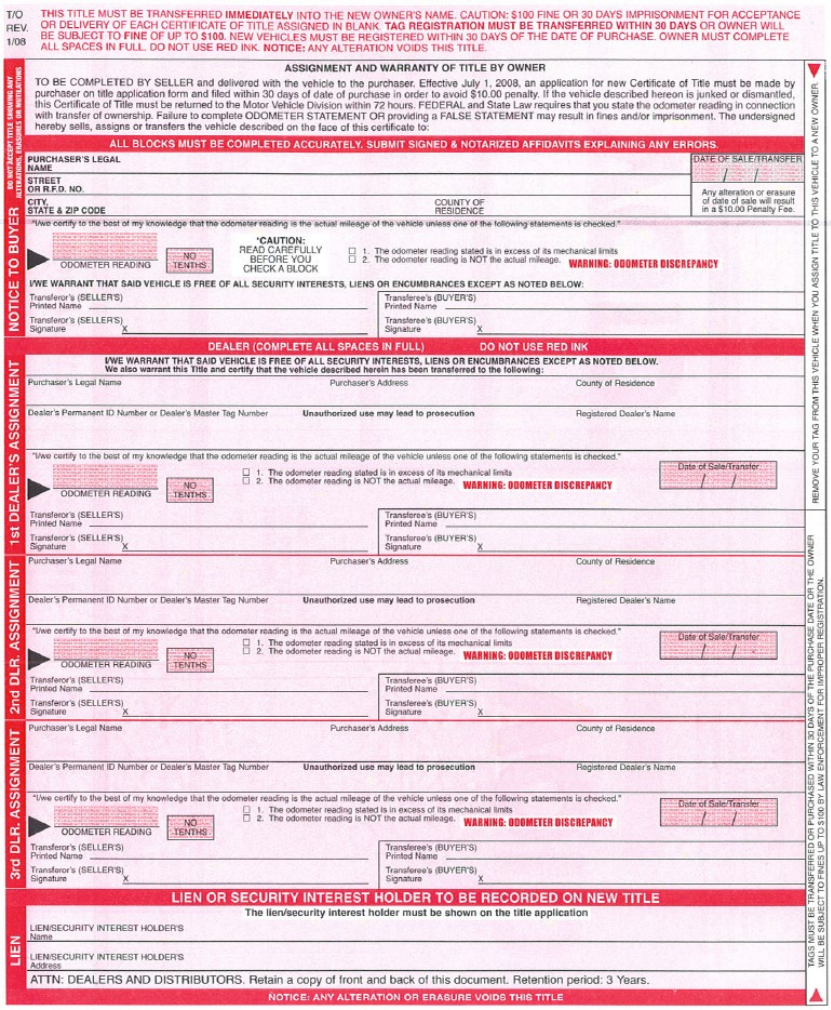
The Georgia Department of Revenue issued this title pursuant to the Motor Vehicle Certificate of Title Act and this title is subject to its provisions. The Department certifies that on application duly made, the person named herein is registered as the lawful owner of the vehicle described subject to any liens or security interests set forth and such liens or security interests as may subsequently be filed with the Commissioner.

00000159

STATE REVENUE COMMISSIONER

Spaces are provided on the reverse side of the title for transfer of ownership. These spaces are referred to as assignments and must be completed by the *current* owner (seller) before delivery to the *new* owner (buyer). The title should be given to the buyer at the time the vehicle is delivered. The buyer should promptly apply for a title and registration/license plate in their name, by completing Form MV-1 Title and Tag Application, and submitting it with all required documents, fees, and taxes to the County Tag Office where the buyer resides or, if the buyer is a business, where the business is located.

B. Sample: Georgia Certificate of Title (Back – Shown smaller than actual size)



T/O REV. 1/08

THIS TITLE MUST BE TRANSFERRED **IMMEDIATELY** INTO THE NEW OWNER'S NAME. CAUTION: $100 FINE OR 30 DAYS IMPRISONMENT FOR ACCEPTANCE OR DELIVERY OF EACH CERTIFICATE OF TITLE ASSIGNED IN BLANK. **TAG REGISTRATION MUST BE TRANSFERRED WITHIN 30 DAYS** OR OWNER WILL BE SUBJECT TO **FINE** OF UP TO **$100**. NEW VEHICLES MUST BE REGISTERED WITHIN 30 DAYS OF THE DATE OF PURCHASE. OWNER MUST COMPLETE ALL SPACES IN FULL. DO NOT USE RED INK. **NOTICE:** ANY ALTERATION VOIDS THIS TITLE.

ASSIGNMENT AND WARRANTY OF TITLE BY OWNER

TO BE COMPLETED BY SELLER and delivered with the vehicle to the purchaser. Effective July 1, 2008, an application for new Certificate of Title must be made by purchaser on title application form and filed within 30 days of date of purchase in order to avoid $10.00 penalty. If the vehicle described hereon is junked or dismantled, this Certificate of Title must be returned to the Motor Vehicle Division within 72 hours. FEDERAL and State Law requires that you state the odometer reading in connection with transfer of ownership. Failure to complete ODOMETER STATEMENT OR providing a FALSE STATEMENT may result in fines and/or imprisonment. The undersigned hereby sells, assigns or transfers the vehicle described on the face of this certificate to:

ALL BLOCKS MUST BE COMPLETED ACCURATELY. SUBMIT SIGNED & NOTARIZED AFFIDAVITS EXPLAINING ANY ERRORS.

DO NOT ACCEPT TITLE OWNING ANY ERRORS OR ALTERATIONS

NOTICE TO BUYER

PURCHASER'S LEGAL NAME

STREET OR R.F.D. NO.

CITY, STATE & ZIP CODE

COUNTY OF RESIDENCE

DATE OF SALE/TRANSFER / /

Any alteration or erasure of date of sale will result in a $10.00 Penalty Fee.

"I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked."

ODOMETER READING — NO TENTHS

*CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK

☐ 1. The odometer reading stated is in excess of its mechanical limits
☐ 2. The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY**

I/WE WARRANT THAT SAID VEHICLE IS FREE OF ALL SECURITY INTERESTS, LIENS OR ENCUMBRANCES EXCEPT AS NOTED BELOW:

Transferor's (SELLER'S) Printed Name

Transferor's (SELLER'S) Signature X

Transferee's (BUYER'S) Printed Name

Transferee's (BUYER'S) Signature X

DEALER (COMPLETE ALL SPACES IN FULL) DO NOT USE RED INK

I/WE WARRANT THAT SAID VEHICLE IS FREE OF ALL SECURITY INTERESTS, LIENS OR ENCUMBRANCES EXCEPT AS NOTED BELOW. We also warrant this Title and certify that the vehicle described herein has been transferred to the following:

1st DEALER'S ASSIGNMENT

Purchaser's Legal Name — Purchaser's Address — County of Residence

Dealer's Permanent ID Number or Dealer's Master Tag Number — **Unauthorized use may lead to prosecution** — Registered Dealer's Name

"I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked."

ODOMETER READING — NO TENTHS

☐ 1. The odometer reading stated is in excess of its mechanical limits
☐ 2. The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY**

Date of Sale/Transfer / /

Transferor's (SELLER'S) Printed Name

Transferor's (SELLER'S) Signature X

Transferee's (BUYER'S) Printed Name

Transferee's (BUYER'S) Signature X

2nd DLR. ASSIGNMENT

Purchaser's Legal Name — Purchaser's Address — County of Residence

Dealer's Permanent ID Number or Dealer's Master Tag Number — **Unauthorized use may lead to prosecution** — Registered Dealer's Name

"I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked."

ODOMETER READING — NO TENTHS

☐ 1. The odometer reading stated is in excess of its mechanical limits
☐ 2. The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY**

Date of Sale/Transfer / /

Transferor's (SELLER'S) Printed Name

Transferor's (SELLER'S) Signature X

Transferee's (BUYER'S) Printed Name

Transferee's (BUYER'S) Signature X

3rd DLR. ASSIGNMENT

Purchaser's Legal Name — Purchaser's Address — County of Residence

Dealer's Permanent ID Number or Dealer's Master Tag Number — **Unauthorized use may lead to prosecution** — Registered Dealer's Name

"I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked."

ODOMETER READING — NO TENTHS

☐ 1. The odometer reading stated is in excess of its mechanical limits
☐ 2. The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY**

Date of Sale/Transfer / /

Transferor's (SELLER'S) Printed Name

Transferor's (SELLER'S) Signature X

Transferee's (BUYER'S) Printed Name

Transferee's (BUYER'S) Signature X

LIEN

LIEN OR SECURITY INTEREST HOLDER TO BE RECORDED ON NEW TITLE

The lien/security interest holder must be shown on the title application

LIEN/SECURITY INTEREST HOLDER'S Name

LIEN/SECURITY INTEREST HOLDER'S Address

ATTN: DEALERS AND DISTRIBUTORS. Retain a copy of front and back of this document. Retention period: 3 Years.

NOTICE: ANY ALTERATION OR ERASURE VOIDS THIS TITLE

REMOVE YOUR TAG FROM THIS VEHICLE WHEN YOU ASSIGN TITLE TO THIS VEHICLE TO A NEW OWNER

TAGS MUST BE TRANSFERRED OR PURCHASED WITHIN 30 DAYS OF THE PURCHASE DATE OR THE OWNER WILL BE SUBJECT TO FINES UP TO $100 BY LAW ENFORCEMENT FOR IMPROPER REGISTRATION.

When moving to Georgia, vehicle owners have 30 days from the date of the move to apply for or transfer title and registration.

Name and address changes must be made on Georgia Driver's License or ID card with the Georgia Department of Driver Services before changing on the vehicle registration at the County Tag Office where the owner resides.

C. Title Not Required or Optional

Titles Not Required

A vehicle title is **not** required **or** issued by the Department of Revenue for the following vehicles:

- 1962 or older year model vehicles;
- Agricultural, horticultural, or livestock raising equipment or vehicles that are **not** required to be registered;
- Airplanes or aircraft;
- All terrain and off-road vehicles;
- Boat trailers;
- Boats or watercraft (Contact Department of Natural Resources for more information);
- Buses owned and operated by an urban transit system;
- Cable cars and trolleys;
- Cranes (special equipment, not a truck with a crane attachment);
- Driver education vehicles used in public or private schools;
- Fifth wheels;
- Golf carts;
- Homemade and manufactured car-tow dollies (weighing 2,000 pounds or less);
- Homemade trailers;
- Trailers weighing 2,000 pounds or less;
- Invalid tricycles;
- Mopeds;
- Motorcycles/Scooters less than 50 cc;
- Nonresidents' vehicles (owned by people that do **not** have a Georgia address);
- Pole trailers;
- Self-propelled wheelchairs; or
- Vehicles not manufactured for highway use.

Note: A title may be issued to an out-of-state resident in cases of inheritance or repossession when the vehicle is currently titled in Georgia. Also, if you moved out of state and your Georgia title is lost, stolen or mutilated, a replacement title can be issued and mailed to you at your out-of-state address.

Titles Optional

Note: A title will **not** be issued for a 1963-1985-year model vehicle if the vehicle has been registered in someone else's names other than the owners shown on the face of the title.

You can title a 1963-1985 year model vehicle if:

- You have a title issued in your name;
- The owner on the front of the title has assigned the title to you; or
- The owner on the front of the title has assigned the title to a dealer and the dealer has assigned the title to you.

Titles Required

A Georgia title is required for the following:

- 1986 and newer year model motor vehicles, motorcycles, campers, travel trailers, and car/tow dollies weighing 2,001 pounds or more,
- 1963 or newer year model mobile/manufactured homes.

D. Research Requests

Information on research and fees can be found under the Fees, Fines, and Penalties Section of this manual. Mail research request to the Department of Revenue at:

Georgia Department of Revenue
Motor Vehicle Division
Attn: Research Title Processing
P. O. Box 740381
Atlanta, Georgia 30374-0381

Motor Vehicle Division mails titles via *regular mail* to vehicle owners, security interest holders, lienholders or to persons named in power of attorney.

When submitting title applications by mail to be processed through the *expedited* title process, mail the title application, supporting documents, and fees/taxes due (check or money order for the application fee, the $10.00 special handling fee payable, and any other fees or taxes due) to the Department of Revenue at:

Georgia Department of Revenue

Motor Vehicle Division
Attn: Expedited Titles
Title Processing
P. O. Box 740381
Atlanta, Georgia 30374-0381

E. Transfer a Georgia Title

To apply for a title for a vehicle currently titled in Georgia, the following documents and fees must be submitted to the County Tag Office where the owner resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Title Document** - Current, original Georgia title properly assigned to the new vehicle owners using their full legal names showing their current Georgia address. All vehicle owners, other than licensed dealers, must obtain titles in their names **before** transferring vehicle ownership to another person, dealer or business.

Failure to apply for a title within 30 days of the purchase date or the date the ownership was transferred will result in a $10.00 title penalty. If the title application is rejected, compliance with the rejection notice must be made within 60 days of the date shown on the rejection notice to avoid being charged an additional $10.00 title penalty. All fees and penalties must be remitted at the time of application.

A $10.00 title penalty is assessed when the purchase date has been changed or altered on the back of the title to the point that you cannot verify the original purchase date. To verify the purchase date, the owner may provide a copy of the cancelled check (front and back) from the buyer to the seller or a Bill of Sale from a dealership. If the purchase date has been lined through and is verifiable and is within 30 days of the purchase or transfer of the vehicle the penalty will not apply.

> **Example:** An application submitted on 9/25/16 with the original purchase date of 9/12/16. This date has been lined through (you can clearly verify this date), and the newly recorded date is 9/20/16. A $10.00 title penalty fee will **not** be assessed in this example.
>
> 9/25/16 – date received
> 9/20/16 – correct date placed above the incorrect date
> ~~9/12/16~~ – incorrect date that has been lined through in the title assignment
>
> This lined-through date is legible and is less than 30 days from the date (9/25/16) of application for title.

If a vehicle requires a title, the owner will not be able to register or purchase/transfer a license plate to the vehicle during the 30-day period required unless one of the following applies:

- The owner already has a Georgia title issued in their name, for that particular vehicle
- The owner makes application for a title in their name at the time of application for the license plate.

F. Completing the Title Assignment

When the owner is transferring the ownership of their vehicle, all owners on the face of the title must complete the first assignment on the back of the title to the buyer. This requires the entry of the buyer's full legal name, current address, date of purchase/transfer, and the odometer reading, when required.

Title Assignment – The seller must print their name and sign in the assignment. If the vehicle is jointly owned, **each** owner must print their own personal name and sign. The printed names and signatures should be the same as the names as they appear on the face of the title. If the vehicle is currently titled in a company name, the printed name of the company is required in addition to the printed name and signature of the company's authorized agent.

Odometer - For vehicles requiring an odometer reading declaration, the buyer must acknowledge the odometer declaration made by the seller by printing and signing their name in the assignment. If the vehicle is jointly purchased, **each** buyer must print and sign their name to acknowledge the odometer declaration. If the vehicle is purchased by a company and the vehicle is subject to the odometer declaration requirements, the printed name of the company is required in addition to the printed name and signature of the company's authorized agent. The Department accepts documents that have been stamped with a signature stamp by an agent/representative authorized by the dealership.

A licensed dealer is the only entity allowed to transfer ownership utilizing the assignments/*Secure Dealer Reassignment Supplement Form* **without** first having to obtain a title in the licensed dealer's name. It is acceptable for a dealership to use a *Secure Dealer Reassignment Supplement Form* when there are still title assignments available. Subsequent dealers may then go back to the title and use the available assignments.

In order to perfect a lien or security interest in a vehicle, the lienholder or security interest holder's name and address must be recorded on the application in the space provided.

Security Interest/Lien Releases and Recordings - All liens or security interests printed on the face of a title must be released before vehicle ownership is transferred. All liens or security interests recorded on the back of a title in a title assignment or on a *Secure Dealer Reassignment Supplement Form* must be released even if recorded in error. If a lien or security interest has not been satisfied, the lien or security interest holder's name and address must be printed on the title application in the spaces provided.

Fees - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:

- $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
- $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
- If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
- Any penalty fees due for late registration renewal or late application for title.

Taxes – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

Title Applications for Vehicles Registered under the International Registration Plan (IRP)

Title applications must be processed at the County Tag Office where the owner resides or the business

is located for vehicles registered under IRP using Form T-146 Georgia IRP Exemption to State and Local Ad Valorem/Title Ad Valorem Tax Fee Application.

"X" as a Signature

When a person is unable to sign their name, they are to use an "X" as a signature. Two other individuals must witness an "X" as a signature on any documents or forms submitted to the County Tag Office or Motor Vehicle Division.

2. Registration

The application for Georgia license plate and title should be made together, when a vehicle requires a Georgia title and the owner does not already have a Georgia title issued in their name for the vehicle. An application for the license plate and title should be made to the County Tag Office where the primary vehicle owner or the primary lessee resides within seven days of the date of purchase. The primary vehicle owner or the primary lessee is the vehicle owner or lessee whose name is shown first on the vehicle title or registration certificate. Owners operating vehicles used primarily in connection with an incorporated business located in a different county must make application to the County Tag Office where the business is located.

You have seven business days from the date of purchase or transfer to register and obtain a license plate or to transfer your existing Georgia license plate from a vehicle you no longer own. To be able to transfer a license plate, both vehicles (the previously owned vehicle and the newly acquired vehicle) must require the same category license plate. See O.C.G.A. § 40-2-29.

Dealer, distributor, manufacturer, and transporter registrations must be submitted to the Motor Vehicle Division, Business Registration Unit.

International Registration Plan (IRP) registration/license plates and International Fuel Tax Agreement (IFTA) permits for commercial vehicles that travel in Georgia as well as other states/jurisdictions must be done/applied for online on the Georgia Trucking Portal website. Complete IRP instructions and videos, as well as IFTA instructions and videos are available on the website. Email questions to the Motor Vehicle Division, Commercial Vehicle Registration Unit.

3. Taxes

A. Title Ad Valorem Tax (TAVT)

Any motor vehicle title that requires a title is exempt from sales and use taxes and is subject to Title Ad Valorem Tax (TAVT). TAVT is based on the fair market value of the vehicle and can be calculated online using the Title Ad Valorem Tax Calculator. TAVT is paid at the County Tag Office where the buyer resides, at the time of title and registration application.

An owner has seven days from the date of purchase or transfer to apply for a title. If application is not completed within the 30-day period, the owner will be charged a 10% penalty based on TAVT liability, with an additional 1% penalty every 30 days thereafter.

Dealer sales will be assessed a penalty of 5% of the TAVT liability for any application and/or TAVT that is not submitted to the County Tag Office where the buyer resides or submitted electronically through the Department of Revenue Electronic Title and Registration (ETR) system within 30 days from the date of purchase. An additional 5% penalty is assessed every subsequent month that the application for title and/or TAVT is late.

B. Annual Ad Valorem Tax

When you are applying for a title and vehicle registration at the same time for a vehicle that is exempt from Title Ad Valorem Tax (TAVT), you must pay any Annual Ad Valorem Tax due at the time of application. This tax is based on the vehicle's value and the financial needs of various levying authorities in your county and depends on the vehicle owner's registration period. If you did **not** receive a pre-printed bill to renew your vehicle's registration, please contact your County Tag Office to see if this tax is due and, if due, the amount.

C. Sales and Use Tax

Vehicles that do not meet the statutory definition of motor vehicles are exempt from Title Ad Valorem Tax and are subject to sales and use tax and annual ad valorem taxes. Some examples of these vehicles include:

- Trailers
- Pull behind Campers
- Mobile/Manufactured Homes
- Vehicles that are not titled in Georgia
- Vehicles not required to be titled in Georgia

Nonresident military members who purchase a vehicle in Georgia may be exempt from TAVT but are still responsible for paying sales tax.

Georgia sales and use tax must be paid at the time of application when applying for a Georgia title and license plate for a vehicle:

- that requires a title in Georgia,
- was purchased from a dealer or business, and
- is exempt from Title Ad Valorem Tax (i.e., IRP vehicles, vehicles of nonresident service members)

Georgia sales and use tax as well as TAVT are not required when the applications are made for the following: salvage/rebuilt owner retained currently under TAVT, stolen unrecovered/recovered, and repossessions.

Proof of payment must be submitted with the title and license plate application showing where this tax was paid, **or** proof that the applicant is exempt from this tax.

See below for additional forms/documents required for applicants exempt from this tax. Acceptable proof of payment is a copy of a sales invoice showing where the Georgia sales and use tax has been paid. The sales invoice must show the following information for calculating taxes: Purchase/selling price, trade-in allowance, and the amount of Georgia sales and use tax paid. A Georgia title and license plate will **not** be issued until all taxes due are paid.

The amount of Georgia sales and use tax due is based on:

- the vehicle's purchase price, less the trade-in allowance, or
- the vehicle's fair market value when a sales invoice is **not** submitted.

The 2017 published sales and use tax rates for counties including the State of Georgia's sales tax rate is available online.

If the buyer is exempt from sales and use tax, the following documents must accompany the title application:

- Sales to Hospitals – Letter of Authorization and Form ST-NH2 Exemption Certificate issued by the state for Non-Profit Nursing Homes, In-Patient Hospices, General and Mental Hospitals *(Code STEH)*
- Leasing companies on leased vehicles – no document required *(Code STLE)*
- Sales to schools used in the education function – Letter of Authorization and Government Purchase Order *(Code STES)*
- Sales to dealers on resale vehicles – completed Form ST-5 Sales Tax Certificate of Exemption with the Georgia Sales Tax identification number on the application *(Code 1ST51)*
- Sales to companies such as Georgia Power, Direct Pay Permit – completed Form ST-5 Sales Tax Certificate of Exemption with the Georgia Sales Tax identification number on the application *(Code 1ST54)*
- Sales to a Government Entity – Completed Form ST-5 Sales Tax Certificate of Exemption and Government Purchase Order *(Code 5ST55)*
- Sales to common carriers in interstate under authority granted by the U.S. government – completed Form ST-5 Sales Tax Certificate of Exemption with the Georgia Sales Tax identification number on the application *(No Code)*
- For casual sales, sales between individuals, no sales tax is due since TAVT is applied
- Vehicles registered under International Registration Plan (IRP) unless exempt under Common Carrier exemption (Sales Tax ID required) – subject to Alternative Ad Valorem Tax

Note: *The sales and use tax exemption codes, as shown on the state's database, should be keyed by the County Tag Agent into the '**Seller/Sales Tax Collection Screen**' in the '**Sales Tax Exemption Code**' field.*

For additional information, please contact the Department of Revenue Regional Office serving your county.

D. Alternative Fuel and Heavy Weight Vehicle Fees

Alternative Fuel Vehicle Licensing Fee

Under Georgia law, certain Alternative Fuel Vehicles are subject to annual licensing fees. These fees must be adjusted each year according to a statutory formula based on the percentage increase or decrease in average motor fuel efficiency as measured by the United States Department of Energy and the Consumer Price Index. The annual Alternative Fuel Vehicle licensing fees must be paid at the time of initial registrations or renewal of all qualifying vehicles.

These fees apply to the following vehicles:

- Vehicles that operate solely on electricity, regardless of whether the owner uses an alternative fuel vehicle license plate.
- Plug-in hybrid electric vehicles and flex fuel vehicles (such as E-85), but only if those vehicles have elected an alternative fuel vehicle license plate.

These fees do **not** apply to the following vehicles:

- Vehicles that operate primarily on compressed natural gas, liquefied natural gas, or liquefied petroleum gas.
- Hybrid-electric vehicles that are not plug-in hybrid-electric vehicles.

Alternative Fuel Vehicle licensing fees are published annually and posted to the Department of Revenue website each year.

Heavy Weight Vehicle Fees

Under Georgia law, certain heavy vehicles are subject to a heavy vehicle highway user impact fee. This fee is $50.00 for any vehicle (commercial or non-commercial) with a gross vehicle weight rating of 15,500 pounds to 26,000 pounds. For vehicles with a gross vehicle weight of 26,001 pounds or higher, the heavy vehicle highway user impact fee is $100.00. The highway user impact fees will not apply to vehicles used as part of interstate commerce, i.e., those vehicles registered under the International Registration Plan (IRP).

The highway user impact fees are due at the time of initial vehicle registration and annually at the time of registration renewal. The law does not provide for any exemptions or exclusions from this fee, including government and farm vehicles.

4. Form MV-1 Title and Tag Application

A. Application Requirements

An application for vehicle title, registration, and a Georgia license plate should be made on Form MV-1 Title and Tag Application.

A valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services is required to register a vehicle in this state unless you are not required to have a Georgia driver's license as provided in O.C.G.A. § 40-5-21. If you are not required to obtain a Georgia driver's license, you must have a valid driver's license or state-issued identification card from another state or country to be able to register and obtain a Georgia license plate for your vehicle in this state. Record your out-of-state or out-of-country driver's license number and the name of the issuing state or country in the spaces provided on the Form MV-1 Title and Tag Application. Contact the Georgia Department of Driver Services for additional information regarding Georgia driver's licenses and Georgia identification cards.

When applying for vehicle registration and license plate issuance, when the vehicle does not require a Georgia certificate of title, the applicant must show proof of ownership, e.g. original out-of-state title; registration from a non-title state or country and any bills of sale needed to show a complete chain of ownership from the registered or titled owner to the applicant for a Georgia license plate. No vehicle shall be registered unless the county tag agent is satisfied that the applicant is entitled to have the vehicle registered in their name in Georgia. Some counties retain photocopies of ownership documents for vehicles not required to be titled. The state images and destroys documents supporting title issuance. Copies of scanned documents supporting title issuance are available no more than five years after the title is issued.

Serial Plate Verification – A completed and signed Form T-22B Certification of Inspection must accompany the MV-1 Title and Tag Application for a vehicle not eligible for a Georgia title:

- A 1985 and older year model vehicle not registered in Georgia
- A 1986 and newer year model vehicle that is supported by a registration certificate from a non-title state or country

Form T-22B Certification of Inspection:

- Is not required when the vehicle is registered in Georgia in the owner's name that sold or transferred the vehicle to the applicant.
- Must be completed by a duly constituted city, county, or state law enforcement officer in Georgia after making a visual inspection of your vehicle's serial plate.
- Must be typed, electronically completed and printed, or hand printed.

Note: Altered or incomplete forms will not be accepted.

B. Instructions on Completing Form MV-1 Title and Tag Application

The MV-1 Title and Tag Application is the first document needed to apply for a title. It must be completed in detail without changes, including pen/ink changes, strikeovers, or the use of correction fluid/tape. Applications must be completed in detail and signed - typed; electronically completed and printed or hand printed using blue or black ink with all required data entered legibly in the spaces provided. Full and accurate completion of the application is important and helps ensure smooth and efficient title processing. All applicable spaces on the application must be completed.

Original forms must be submitted without alterations or corrections. Photocopies or forms containing alterations or corrections will not be accepted. If jointly owned, each individual owner's full legal name, valid Georgia driver's license or Georgia identification card number and signature are required. An individual's full legal name is their complete name as it appears on their valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services.

If an attorney-in-fact signs the application for the vehicle owner, the attorney-in-fact should print and sign their name as well as the owner's name on the application (e.g. John Doe by Mary Smith, attorney-in-fact) and attach the original Form T-8 Limited Power of Attorney authorizing the signing.

If a vehicle is to be titled in the name of a company, an authorized representative of the company must sign the title application. The company name should be shown above the authorized signature and the person signing the application for the company should enter their position or job title with the company beside their signature (e.g. President, Vice-President, Secretary, owner, etc.).

Transactions can be completed *faster* by entering the owner's driver's license number or Georgia identification card number. The MV-1 also allows for the title to be processed for leased vehicles in the leasing company's name and address as well as allowing for the lessee's information to be captured at the time the license plate and registration are issued.

MV-1 Title and Tag Application Detailed Instructions Application must be typed, electronically completed or hand printed.	
Vehicle Section	
Vehicle Identification Number (VIN)	Record all alpha and numeric characters of the vehicle identification number (VIN) as shown on the vehicle and the vehicle title or MSO. Omit spaces and hyphens (-). Note: Customer should verify that the VIN on the title is the same as on the vehicle.
Year	Record the vehicle's year model assigned by the manufacturer, e.g. 1990, 2004, etc.
Make	Enter the manufacturer's name of the vehicle, e.g. Chevrolet, Chrysler, Ford, Toyota, etc.
Body Style	Enter the vehicle's body style, e.g. two door sedan, four door coupe, pick-up truck, etc.
Model	Record the model name or model number, e.g. Accord, F-150, Camry, Mustang, etc.
Color	Record the vehicle's predominant color, e.g. white, black, gray, silver, etc.
Cylinders	Enter the number of cylinders, e.g. 4, 6, 8, etc., or R (Rotary).
New/Used	Enter the status of the vehicle when purchased. Enter "*N*" for *new* or "*U*" for *used*. A vehicle is considered *new* anytime before its first retail sale. Once a vehicle has been titled, it is considered used even if it was titled by a dealer.
Date Purchased (Month, Day & Year)	The complete purchase or ownership transfer date (month, day and year) must be recorded. The purchase date or ownership transfer date must agree with the purchase or ownership transfer date as shown on the supporting document or the title record. A $10.00 title penalty fee must be included in your payment when a title has **not** been applied for within 30 days of the purchase or transfer of ownership date.
Emissions Certificate #	The emissions certificate number should be shown when an emissions inspection is required for the vehicle in the owner's county of residence. Details on county requirements can be found in Appendix A – Emissions Inspection Requirements, Georgia. For information regarding emissions inspection, please contact the Georgia Clean Air Force.
Current Title #	Record the vehicle's current title number and the abbreviation for the issuing state. Enter the *current* title number rather than the *previous* title number of any supporting title. When applying for a replacement title, please enter the Georgia title number of the lost, stolen or mutilated title. If the vehicle is *new* and the application is supported by a Manufacturer's Statement of Origin, enter 'MSO' for manufacturer's statement of origin.
Current Title's State of Issue	Enter the two-digit abbreviation for the state issuing the title.

Georgia County of Residence	When making application in a natural person's name, record the name of the county in Georgia where the person lives. When making application in a business name, record the name of the county in Georgia where the business is located.
District #	Some counties are divided into districts. The district number is needed to calculate motor vehicle title or annual ad valorem tax. When registering or renewing your vehicle registration, the district number where the owner resides in Georgia should be entered. Contact your County Tag Office for this information.
Odometer Reading	Enter the odometer reading at the time of sale or ownership transfer to the applicant. Record in full miles; **do not** include tenths of a mile.
The recorded odometer reading is actual odometer miles on the vehicle unless one of the following boxes is checked: ☐ Exceeds Mechanical Limits of Odometer ☐ Not the Actual Mileage – **Warning: Odometer Discrepancy** The Exempt box should only be checked when the vehicle is exempt from the odometer disclosure requirements. *When this box is checked, no mileage should be entered in the Odometer Reading field.*	If the recorded odometer reading does **not** reflect the total actual miles the vehicle has traveled, check the appropriate box indicating why it does **not** reflect the actual mileage ('*Mileage Exceeds Mechanical Limits of Odometer*' or '*Not the Actual Mileage, **Warning Odometer Discrepancy***'). If the odometer reading shown **is** the actual mileage, **do not** check either box. The odometer information should agree with the information shown on the supporting documents. Odometer readings throughout the chain of ownership should increase in number. For replacement title applications, you must record the odometer reading on the date of application. For vehicles exempt from the odometer declaration requirements, check the box in front of the word, Exempt.
Fuel Type	Record the type of fuel the vehicle uses, e.g. gas, diesel, propane, electric, hybrid, etc.
For Trucks Weighing Over 14,000 Gross Vehicle Weight	
Gross Vehicle Weight & Load	Record the total gross vehicle weight of the vehicle including its load.
Straight Truck?	Check the 'Yes' box if the vehicle is a straight truck; if the vehicle is **not** a straight truck, check the 'No' box
Used for Hire?	If the vehicle is used for hire, check the 'Yes' box; if not, check the 'No' box
Type of Trailer Pulled?	If the vehicle pulls a trailer, record the type of trailer being pulled
Product Hauled?	If the vehicle hauls a product, record the name of the product being hauled
Is This a Farm Vehicle?	If the vehicle is a farm vehicle, check the 'Yes' box; if not, check the 'No' box
Owner Section	
Number of Owners	Record the number of vehicle owners.

Leased Vehicle?	If the vehicle is leased, check the 'Yes' box; if not leased, check the 'No' box.
Owner #1 Information	
Owner #1 Georgia Driver's License Number or Georgia ID card #, state of issue	If owner #1 is a natural person, record their Georgia Driver's License number or their Georgia identification card number
State/Country of Issue	Record the name of the state/country issuing the driver's license shown in the previous field.
Owner #1 - Full Legal Name	Enter owner #1's full legal name as it appears on their valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services, (first name, middle name, last name and suffix). If the application is for a replacement title, enter the vehicle owner's full legal name as shown in the state's records. If the owner's name has changed due to marriage, divorce or court order, a certified copy of the license, decree or court order must be submitted with the application. If the owner is a business, the full legal name of the business should be entered under the words 'Name of Business/Leasing Company Name'.
Date of Birth	If owner #1 is a natural person, record their date of birth (month, day and year).
If you purchased this vehicle from an out-of-state dealer or business, did you pick-up the vehicle out-of-state?	If you purchased the vehicle from an out-of-state dealer or business and you picked up the vehicle out-of-state, check the 'Yes' box; if not, check the 'No' box.
Full Legal Name of Business/Leasing Company's Name	If the owner is a business or a leasing company, enter the full legal name of the business or leasing company in this field.
Purchaser's GA Sales Tax # (when applicable)	If the buyer has a Georgia Sales Tax Number, enter the sales tax number in this field.
Owner #2 Information	
Owner #2's License #, if an Individual	If owner #2 is a natural person, enter their Georgia Driver's License number or their Georgia Identification Card number.
State/Country of Issue	If a driver's license number is shown in the previous field, enter the name of the issuing state or country.
Owner #2's Name for Co-Owned Vehicles	If owner #2 is a natural person, enter their complete name as it appears on their valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services. If the application is for a replacement title, enter the co-owner's name as it appears in the Department's records. If the co-owner's name has changed due to marriage, divorce or court order, a copy of the license, decree or court order must be submitted with the application. Their Driver's license should be changed prior to changing the name on the MV record. If the owner is a business, the legal name of the business should be entered under the words 'Name of Business/Leasing Company Name'. The words 'and' or 'or' are no longer used to show joint ownership of a vehicle on a Georgia title.

Full Legal Name of Business/Leasing Company's Name	If owner #2 is a business or a leasing company, enter their full legal name in this field.
Date of Birth	If owner #2 is a natural person, record their date of birth (Month, day & year).
Owner's Address	
Owner's Address	Record the vehicle owner's street address, city, state and zip code.
Mailing Address	If the owner's mailing address is different from their street address, record their mailing address including the city, state and zip code.
Seller Section	
GA Dealer's/Bank's ID#	Enter the Georgia Dealer's or Bank's 12-digit MVD assigned customer number when the vehicle was sold by a Georgia Dealer or Georgia Bank. The 12-digit MVD assigned Georgia Dealer Customer ID is required on the application if it is **not** shown in the title assignment.
Seller's Name & Address	The name and address of seller must be recorded.
GA County Name	If the seller resides in Georgia, the county where the seller is located must be recorded.
Lessee Section	
Lessee's Driver License Number and State of Issue	If the vehicle is leased by a natural person, the Georgia driver's license number or out-of-state/country's driver's license number of the lessee must be recorded along with the name of the issuing state/country. If the lessee is a business, a driver's license number is **not** required. The name and the address of the lessee must also be recorded. The rules are the same for recording an owner's name and address.
Lessee's GA County Location	If the lessee is a Georgia resident, record the county in Georgia where they reside.
Lien or Security Information Section *In order to perfect a lien or security interest in a vehicle, it must be recorded on the title application in the space provided.*	
No. of Lienholders or Security Interest Holders	Enter the number of lienholders or security interest holders.
Security Interest Holder's/ Lienholder's Customer ID#	For **each** Georgia lienholder or security interest holder, enter their 12-digit MVD assigned customer number. If the lienholder or security interest holder does **not** have a customer number, leave this field blank and a customer number will be assigned.
Names & Addresses of Lienholders or Security Interest Holders	For **each** lienholder or security interest holder, record their full legal name and address in the order their lien or security interest was perfected. The name of the lienholders/security interest holders on the application must agree with any lienholder/security interest holder information shown on the supporting documents.
Attorney-in-Fact Section (when applicable)	
Name & Address of Attorney-in-Fact	Record the name and address of the appointed attorney-in-fact. The original power of attorney authorizing the Department to mail

	the title to the attorney-in-fact must accompany the title application, other required supporting documents and fee.
Certification & Signature Section	
Signatures	All title applications must be signed. If a vehicle is co-owned, **each** owner must sign their own full, legal name. If the vehicle is owned by a company, the company's name must be typed or printed above the authorized signature. The person signing for the company should enter their job title or position with the company beside their signature, i.e. owner, president, vice-president, secretary, etc. ***Signed by a representative*** – If the application is signed by a representative, a completed Form T-8 Limited Power of Attorney must be submitted. The full, legal names of the owners, Georgia identification card number or driver's license number and the name of the state/country are required for the first certificate of title. The representative should record 'POA' or 'per power of attorney' beside their signature and submit the *original* power of attorney with the title application. ***Stamped/Electronic signatures*** - The Department accepts documents that have been stamped with a signature stamp or electronic signature by an agent/representative authorized by the dealership. All liens noted on any assignment must either be released or shown on the application.

5. Georgia Title Brands/Legends

A title brand or legend is printed on the face of a title indicating various conditions pertaining to the associated vehicle and title. The following brands/legends are used by the Motor Vehicle Division:

- Assembled
- Bonded
- Court Order
- Fire Damage
- Flood Damage
- Former Military Vehicle
- JTWROS (Joint Tenants with Rights of Survivorship)
- Low Speed Vehicle
- Manufacturer Buyback
- Odometer Discrepancy
- Odometer Exceeds Mechanical Limits
- OOS Salvage (Out-of-State Salvage)
- Rebuilt
- Replacement (Long) – a replacement certificate may be subject to the rights of a person under the original certificate
- Replacement (Short)
- Salvage

- Salvaged-Repaired
- Special Construction
- Stolen/Unrecovered
- Undisclosed Liens

6. Buyer/Owner's Residency

Resident less than 30 days

The buyer is required to obtain a Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services prior to making title application. The **full** legal name as it appears on the Georgia driver's license or Georgia identification card is required on Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. The Georgia driver's license or Georgia identification card number and the name of the issuing county are required on the application.

A. Resident More Than 30 Days Who is Ineligible for a Georgia Driver's License or Georgia ID

Under special circumstances, permission can be granted to apply for a title/registration when the owner does not have a Georgia driver's license. This process requires approval from the Department of Revenue, Legal Affairs and Tax Policy Division (LATP).

When a vehicle owner is required by law to register and title a vehicle in Georgia by virtue of the fact that the applicant lives here and has owned and operated a vehicle in Georgia for 30 days or more but is **not** eligible for a Georgia driver's license or a Georgia identification card, the following is required:

- Full, legal name
- Driver's license number, name of issuing state/country and a copy of their driver's license
- Proof of residency

The vehicle owner's full legal name is required on the title application. The full legal name is the **complete** name recorded on the out-of-state/country driver's license.

The out-of-state/country driver's license number is required on Form MV-1 Tag and Title Application. The legal requirements for persons eligible for a Georgia driver's license and ID card can be found in O.C.G.A. § 40-5-1(15)(B).

The vehicle owner is required to provide proof of Georgia residency when presenting an out-of-state/country driver's license such as:

- utility or cell phone bill
- lease agreement
- employment verification
- bank statement

B. Owner is a College Student; Nonresident Service Member; or Does Not Operate an Owned Vehicle

A Georgia driver's license is **not** required if the vehicle owner is stationed in Georgia as a nonresident service member, a college student, or a vehicle owner that does **not** operate the vehicle that will be titled and registered.

The *nonresident service member* must provide a copy of the out-of-state/country driver's license. The full legal name is required on Form MV-1 Tag and Title Application. The full legal name is the complete name recorded on the out-of-state/country driver's license. The out-of-state/country driver's license number and the name of the issuing state/country are required on the application. A copy of the out-of-state/country driver's license and Form PT-472NS Nonresident Service Members Affidavit for Title Ad Valorem Tax on Motor Vehicles showing they are stationed in Georgia must be submitted with the title application.

The vehicle owner is required to provide proof of Georgia residency when presenting an out-of-state/country driver's license such as:

- utility or cell phone bill
- lease agreement
- employment verification
- bank statement

Where a motor vehicle will be operated in Georgia, but the vehicle owner will **not** operate the vehicle, the vehicle owner must provide proof of legal name such as a:

- birth certificate
- marriage license
- divorce decree

Proof of residency shall be accepted at the discretion of the Department and the County Tax Commissioner.

C. Owner Who Has Been a Resident of Georgia More Than 30 Days and is Eligible for a Georgia Driver's License/ID

The vehicle owner is required to obtain a Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services prior to making title application. The full legal name is required on Form MV-1 Tag and Title Application. The full legal name is the complete name recorded on the Georgia driver's license or Georgia identification card.

The Georgia driver's license or Georgia identification card number is required on the title application. If the Georgia driver's license number is **not** in the Department's records, the title application may be rejected, and a copy of the applicant's Georgia driver's license or Georgia identification card may be required.

Proof of residency shall be accepted at the discretion of the Department and the County Tax Commissioner.

D. Vehicle is in More Than One Owner's Name and One is an Out-of-State/Country Resident

There are situations in which a vehicle is co-owned and one owner is **not** a Georgia resident; however, the other owner is a resident of Georgia and operates the vehicle in Georgia. The full legal names of **both** owners are required on Form MV-1 Tag and Title Application. The full legal name is the **complete** name recorded on their valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services. All owners must sign the title application and copies of all Georgia driver's license or Georgia identification card are required. The out-of-state/country driver's license number of the person who is **not** a resident and the Georgia driver's license number of the individual who is a resident are required on the title application.

E. Exemptions to Providing a Georgia Driver's License or Identification Number on a Tag/Title Application

The Georgia driver's license or Georgia identification card number is **not** required on Form MV-1 Tag and Title Application as follows:

- Applications for a certificate of title other than the first Georgia certificate of title or registration issued in the same owner's name for the same vehicle
- Applications for a lost or stolen certificate of title made by motor vehicle owners that are no longer residents of Georgia
- Applications for certificates of title or registration completed in the name of a corporation, business or trust
- Applications for a certificate of title in the name of an owner who is **not** a Georgia resident and who has inherited a motor vehicle from a deceased Georgia vehicle owner
- Nonresident, active duty service member stationed in Georgia when the nonresident intends to register and title their motor vehicle in Georgia
- The motor vehicle owner recorded on an application for title that has **not** been a resident of this state for 30 days
- Any motor vehicle owner **not** eligible or required to obtain a Georgia driver's license or Georgia identification card according to the provisions of O.C.G.A. §§ 40-5-21 and 40-5-1(15)(B) or any other law or regulation
- Any motor vehicle owner to whom a title and registration are issued who will **not** operate the motor vehicle

In the absence of a Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services, proof of the owner's legal name and residence in Georgia must be presented with applications for title or registration. Proof of residency shall be accepted at the discretion of the Department and the County Tax Commissioner.

If the motor vehicle owner is exempt from the requirements of providing a Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services, other proof of the owner's full legal name is required and a copy of that proof must be submitted with Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

7. Buyer/Owner is a Company

Signature on the Application and/or Title Assignment when the Vehicle is Owned by a Company and an Individual

If a representative signs on behalf of either owner, Form T-8 Power of Attorney is required, authorizing the representative to sign on the owner's behalf.

Signature in the Title Assignment when Mileage must be declared and acknowledged by an Individual who is the Sole Owner of a Company

Form T-227 One and the Same Affidavit is required if:

- a title is issued in the name of a company;
- there is only **one** owner of the company;
- the title will be assigned to the sole owner of the company; and
- the mileage must be declared by the seller and acknowledged by the buyer.

With Form T-227 One and the Same Affidavit, it is acceptable for the sole owner to sign as both seller and buyer when assigning the title from the company's name to their individual name. It is also acceptable, with Form T-227 One and the Same Affidavit, for the sole owner to sign as both seller and buyer when assigning the title from the sole owner's name to the company's name. The affidavit must be signed by the owner, the owner's signature must be notarized and the affidavit must state that the applicant is the sole owner of the company.

Signature of Agents or Representatives of a Company

Form T-8 Power of Attorney is **not** required when an individual is signing as an agent or representative of a company. The position or job title of the individual with the company should be shown after their signature; however, the County Tag Office will accept Form MV-1 Tag and Title Application and supporting documents if the person's position or job title is **not** shown.

8. Address Change

To change the address on a Georgia title, the following is required:

- Georgia driver's license or identification card must be updated with the Georgia Department of Driver Services.

- Address changes on Georgia title and registration can be done at the County Tag Office where the owner resides.

When applying in person or by mail, the following should be submitted the County Tag Office where the new residence is located:

- Application - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- Identification - Copy of Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services with new and/or correct address

9. Name Changes

To change the name on a title based on marriage, divorce, or court order, the following documents must be submitted to the County Tag Office where the owner resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Transfer Document** - The title, if available, or manufacturer's statement of origin (MSO) should be submitted. The supporting document must be issued in the applicant's previous name or properly assigned to the applicant's previous name.

- **Certified copy of a court document** authorizing the name change:
  - Certified copy of the divorce decree awarding the vehicle to the applicant (the divorce decree must include the make and year model),
  - Certified copy of the marriage certificate, or
  - Certified copy of the court order showing the applicant's previous name as it appears on the original tile and the applicant's new name.

  Note: A certified copy of any court document must have the Clerk of the Court's signature and their seal or stamp affixed.

- **Lien/Security Interest Release** – Completed Form T-4 Notice of Satisfaction of Security Interest or Lienholders Affidavit. Liens or security interests shown on the supporting documents must be released or shown on the new title application. If the lien has **not** been satisfied, the lien does **not** have to be released and the MV-1 Application **must** reflect the lien information.

- **Fee** - $18.00 title fee. Contact with your County Tag Office for acceptable methods of payment.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

10. Corrections to Titles

Alterations or corrections to the face of the title or manufacturer's statement of origin (except when corrected by the issuing agency) are unacceptable and require the issuance of a new title or statement of origin by the issuing agency showing the correct information. Title corrections can be applied for at the County Tag Office in the county where the owner resides or at the MVD Main Office.

A. Acceptable Corrections

- To the title or statement of origin assignment (on the back):
  - Lightly line through the incorrect information leaving it where it can still be read
  - Enter the correct information legibly above the "lined through" information
  - Complete Form T-11 Affidavit of Correction explaining the reason for the correction

- Lienholder or security interest holder correction requires a lien release from an incorrectly entered lienholder or security interest holder.

- Incorrectly entered odometer reading requires a completed Form T-107 Odometer Discrepancy Affidavit(s) by both the seller and the buyer.

- If purchase date is in error or altered to the point the original date cannot be verified on title assignment, a $10.00 title alteration penalty is required with a copy of the Bill of Sale between seller and buyer supporting the purchase date change. If the application date is within 30 days of the corrected purchase date of the vehicle the $10.00 title alteration penalty fee will **not** be assessed. If the application date is over 30 days from the corrected purchase date then a title late penalty fee will be assessed.

B. Unacceptable Corrections That Require a New Title or Statement of Origin

- Use of correction fluid or tape

- Erasures

- Total blocking out of information (where the original information is not legible)

C. MV-18 –Correction of Information on a Georgia Title or Registration Certificate

Form MV-18 Affidavit of Correction **cannot** correct title or registration information that conflicts with the Department's source documents. The title and $18.00 fee must accompany the affidavit. There is **no** fee to correct a title when the Department or County Tag Office is in error.

Form MV-18A Affidavit to Support a Request for Correction of a Georgia Certificate of Title is used to request the correction of information recorded on the front of a title only when the original title application is over five years old and the Department no longer has copies of the title documents.

The Department and the County Tax Commissioner reserve the right to deny the correction of any title.

D. Title Document Corrections

The following documents should be submitted to the County Tag Office where the owner resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Georgia Driver's License**

- **Title** – if there has been a change in ownership, the title must be properly assigned to the *new* owners.

- **Affidavit** - Completed Form MV-18 Affidavit of Correction
  - This affidavit must be completed in full and the owner's signatures must be notarized.
  - A person appointed by a power of attorney **cannot** complete this affidavit.

- **Fees**, if applicable
  - If there is a change in ownership, the $18.00 title application fee, Title Ad Valorem Tax (TAVT), and any title penalty fees for late application are required.
  - Contact your County Tag Office for acceptable methods of payment.

The Form MV-18 Affidavit of Correction will **not** be accepted to change an odometer reading **or** to remove an odometer discrepancy legend/brand. In these cases, Form T-107 Odometer Discrepancy Affidavit is required. Refer to the instructions on the reverse side of the form for additional information and requirements for the submission of an affidavit to support a request for correction of a Georgia certificate of title.

E. Corrections to Title Assignments

The seller must complete Form T-11 Affidavit of Correction when a correction is made to the assignment of title or manufacturer's statement of origin. Errors in recording information on the assignment of title or manufacturer's statement of origin can be corrected by:

- Lightly lining through the incorrect information ensuring that the incorrect information is still readable and entering the correct information above.

- Lightly lining through all information about the transaction when a person decides not to purchase a vehicle. When the vehicle is resold, the new owner information should be entered above the incorrect lined through information.

Form T-11 Affidavit of Correction is **not** required if there is an alteration in the address in the assignment of title or manufacturer's statement of origin.

Form T-11 Affidavit of Correction is **not** approved to correct the following information:

- Odometer Reading Corrections – If the odometer reading is incorrect, altered or lightly lined through, a completed and signed Form T-107 Odometer Discrepancy Affidavit is required.

- Purchase Date Corrections – If there is an alteration in the purchase date and the altered date of purchase is more than 30 days from the title application date, a canceled check for the purchase of the vehicle or the payment of a $10.00 title penalty fee is required.

- Lienholder or Security Interest Holder Corrections – If a lien or security interest is recorded in error in an assignment of title or manufacturer's statement of origin, Form T-4 Notice of Satisfaction of Security Interest or Lienholders Affidavit **or** a signed letter from the incorrect security interest or lienholder on their letterhead stationery is required.

- Correction fluid, erasure or blocking out information on the title or blocking out the owner's name, lien or security interest information, or the odometer declaration requires a replacement title be issued in the name of the owner shown on the front of the title.

- Alterations or corrections on the front of a certificate of title or manufacturer's statement of origin are **unacceptable** except if corrected by the issuing agency or manufacturer.

Note: Form T-11 may only be used for legitimate corrections and cannot be used to avoid taxes.

F. Correction of a Vehicle Identification Number (VIN)

Form MV-18E Affidavit to Support Request for Correction of VIN Recorded on Georgia Title and Registration is required for the correction of the vehicle identification number (VIN) on a motor vehicle record, title and registration, when the owner and the insurance company have decided that liability insurance coverage matches the VIN on the vehicle.

In order to correct the VIN for a vehicle that **requires a title**, the following documents should be submitted to the County Tag Office where the owner resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Georgia Title**, which reflects the *incorrect* vehicle identification number (VIN).

- Form MV-18E Affidavit to Support Request for Correction of VIN Recorded on Georgia Title and Registration – The owner's signature must be notarized. This form must show both the *incorrect* vehicle identification number (VIN) and the *correct* vehicle identification number (VIN).

- Form T-22B Certification of Inspection must be completed by a Georgia law enforcement officer after a visual inspection of the vehicle's identification number (VIN) plate or serial plate.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fee** - $18.00 title application fee applies unless the error is made by the Department or County Tag Office. Even if the Department or County Tag Office made an error, the $18.00 title application fee will apply if additional changes are requested to the title. Contact your County Tag Office for acceptable methods of payment.

G. Vehicles Not Required to be Titled

If the vehicle does **not** require a title, the following documents should be submitted to the County Tag Office where the buyer resides.

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- Form MV-18E Affidavit to Support Request for Correction of VIN Recorded on Georgia Title and Registration – This affidavit must be completed in full and signed by at least one of the vehicle owners. The owner's signature must be notarized. This form must show both the *incorrect* vehicle identification number (VIN) and the *correct* vehicle identification number (VIN).

- Form T-22B Certification of Inspection must be completed by a Georgia law enforcement officer after a visual inspection of the vehicle's identification number (VIN) plate or serial plate.

- **Current Georgia Registration Certificate** (Tag Receipt) reflecting the incorrect vehicle identification number (VIN) – If the registration certificate is unavailable, the County Tag Office personnel shall make an inquiry into Georgia's Title and Registration Information System, to ensure the vehicle is registered in the applicant's name as shown on Form MV-1 Tag and Title Application.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

Note: A person appointed by a Form T-8 Limited Power of Attorney **cannot** complete Form MV-18E Affidavit to Support Request for Correction of VIN Recorded on Georgia Title and Registration. The MV-18E **cannot** correct a state-assigned VIN such as GA0123 or FLA234.

H. Correction of Owner's Name

Form T-227 One and the Same Affidavit must be completed when the legal name and signature, the legal name and title assignment, or signatures on title/document assignments **do not** provide acceptable confirmation of an owner's legal name. The legal name is the **complete** name as recorded on their valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services.

When submitting Form T-227 One and the Same Affidavit, the following documents should be submitted to the County Tag Office where the owner resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Original Georgia title** – If there has been a change in ownership, the title must be properly assigned to the *new* owners.

- **Affidavit** - Completed Form T-227 One and the Same Affidavit. The signatures on this affidavit must be notarized. This affidavit can be completed by an attorney-in-fact if they have personal knowledge of the facts contained in the affidavit. The original Form T-8 Limited Power of Attorney must be submitted when an attorney-in-fact completes this affidavit for the vehicle owners.

- Fee - $18.00 title application fee. Contact the owner's County Tag Office for acceptable methods of payment. If it has been more than 30 days since the date of purchase, a $10.00 title penalty fee must be included.

I. Unauthorized Uses – Form T-227 One and the Same Affidavit Cannot be Used

- To make changes to a name suffix such as Junior (Jr.), Senior (Sr.), the Third (III), etc. If the legal name on the Georgia driver's license has a suffix and the signature on the title documents has a different suffix, new signatures and/or assignments are required. However, if the legal name contains a suffix and a required signature or assignment does not have a suffix, Form T-227 can be used.

- In place of Form T-8 Limited Power of Attorney. If someone signs a document or application for someone else, an original Form T-8 Limited Power of Attorney is required.

- To explain differences in a motor vehicle dealer's name.

- In place of a divorce decree, marriage certificate or other name change court order as an explanation for differences in a last name.

11. Acceptable Photocopies

For most transactions, *original* documents are required; legible photocopies of the following documents are acceptable:

- Certified copy of probated will
- Certified copy of letters of testamentary
- Certified copy of year's support
- Certified copy of death certificate
- Certified copy of marriage certificate
- Certified copy of Divorce Decree
- Durable power of attorney
- General power of attorney
- Contract (does **not** apply to lien or security interest contracts; they must be the original)

For i*mported* vehicles, the ***original*** U.S. Customs' forms must be submitted. If the applicant submits the *original* U.S. Customs' forms **and** legible photocopies of these forms, the *originals* will be returned upon request.

Photocopies must be legible for imaging. Except for the above forms for *imported* vehicles, once documents are received, they become the property of the Department and **cannot** be returned.

12. Affidavits

When processing titles and license plate registrations, the following affidavits can be used. An asterisk (*) next to an affidavit indicates that it may **not** be completed by an attorney-in-fact, a person appointed by a power-of-attorney.

*MV-16	Affidavit to Certify Immediate Family Relationship
*MV-18A	Affidavit to Support a Request for Correction of a Georgia Title
*MV-18E	Affidavit to Support a Request for Correction of a VIN Recorded on a Title
MV-18G	Service Member's Affidavit for Mandatory Insurance Relief
*MV-18J	Affidavit for Mandatory Insurance Relief
MV-30	Georgia Veteran's Affidavit for Relief of TAVT
MV-31	Affidavit for Non-Profit Organizations
MV-46A	Title Bond Affidavit
MV-66	Dealer TAVT Exemption Affidavit
MV-603	Abandoned Vehicle Notice and Request for Information
T-11	Affidavit of Correction
*T-16	Affidavit for Repossessed Motor Vehicle
*T-19	Affidavit of Authority to Sign for a Company, Corporation or Partnership
*T-19A	Affidavit of Authority to Receive a Title for a Company, Corporation or Partnership (Available upon request from the In-Person MVD Customer Service Operations)
T-20	Affidavit of Inheritance of a Motor Vehicle
T-22B	Certificate of Inspection
T-23	Affidavit for a Homemade Trailer
*T-107	Odometer Discrepancy Affidavit
*T-107A	Title Application Odometer Discrepancy Affidavit
T-146	IRP – TAVT Exemption Form
*T-207A	Owner Affidavit (Application Supported By Foreign Documents)
*T-216	Affidavit of Georgia Title Lost in the Mail
T-227	One and the Same Affidavit
*T-228	Affidavit of Fact for a Motorcycle/Scooter

Section B –Title and Registration Processes

1. Newly Purchased Motor Vehicle

Title applications and license plate registrations should be applied for promptly upon transfer of ownership at the County Tag Office where the buyer resides or electronically through a Georgia motor vehicle dealer. The following information is required to apply at the County Tag Office where the buyer resides for title and registration (license plate) for a newly purchased vehicle:

- **Identification** - Valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services

- **Proof of Ownership**
  - Vehicle's original valid title
    - All buyer/seller information completed
    - Title must be assigned to the buyer using full legal name as it appears on driver's license
    - Bill of sale, if the vehicle is 1985 or older and does not require a title
  - If title is not available, a Manufacturer's Certificate of Origin (MSO) or a registration certification for non-title state/country. Must be assigned to the buyer using full legal name.
  - If transferred from a non-title state/country, provide a properly completed Form T-22B Certification of Inspection

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

The title is mailed to:

- The first recorded lienholder or security interest holder, or title is held electronically through the Electronic Lien Title System.

- The vehicle owner if there are no lienholders or security interest holders.

- A third party, if the owner or the lienholder or security interest holder requests. In this case, a Form T-8 Power of Attorney must be submitted along with the application, requesting the title be mailed to the appointed attorney-in-fact. To ensure the title is mailed to the attorney-in-fact, the 'name and address of the attorney-in-fact' must be entered on the Form MV-1 Tag and Title Application as it appears on Form T-8 Power of Attorney. When completing any MVD forms, the person's full legal name should always be used as it appears on their valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services.

Registration can also be completed by mail to the County Tag Office where the buyer/owner resides. Contact your County Tag Office for accepted methods of payment.

Note: If the manufacturer's certificate of origin is assigned to a dealer licensed to sell only **used** vehicles, the dealer must obtain a title in their name **before** transferring ownership. When the buyer applies for a Georgia title, the issued title will reflect the vehicle's status as "used." This does **not** apply to certificates of origin assigned to a franchise or new motor vehicle dealership that has a franchise agreement with the manufacturer.

2. Title and Register an Imported Vehicle

A. New Imported Vehicle

To apply for a title and license plate for an imported vehicle, the following documents and fees should be submitted to the County Tag Office where the owner resides.

Note: If the required documents **cannot** be obtained for a 1986 or newer year model vehicle, a title application can only processed on the basis of a Surety Bond. If a vehicle was last registered in a foreign country, Federal Compliance forms must be submitted in addition to the surety bond.

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Manufacturer's Statement of Origin (MSO)** - Original, valid and properly assigned *MSO* must show a complete chain of vehicle ownership. As long as there is a complete chain of ownership, dealers can use *Secure Dealer Reassignment Supplement Form* and the assignment spaces on the back of the MSO to transfer ownership of a vehicle. The MSO for passenger vehicles and motorcycles must be on a standard *secure* document.

  Foreign Registration Certificate - If the vehicle was most recently registered in a foreign country, the valid, foreign registration certificate issued by the country where the vehicle was last registered in the current owners' names must be submitted. For the vehicle to be titled as *new*, the foreign registration certificate must be issued in the current owners' names as shown on the title application.

Since a Georgia title is required for 1986 and newer year model vehicles, the state of Georgia will **not** issue a title based on a registration certificate from a foreign country for 1985 and older year model vehicles. Georgia will issue a title based on the submission of a foreign registration certificate for 1963 and newer mobile/manufactured homes.

Any lien/security interest noted on any assignment or the foreign registration certificate must either be released or shown on the application.

- **Certification of Inspection** - If a foreign registration certificate is submitted, Form T-22B Certification of Inspection must be completed by a Georgia law enforcement officer after a visual inspection of the vehicle's serial plate.

- **U.S. Customs Forms** - All imported vehicles must go through U.S. Customs before entry into the United States. Proof that an *imported* vehicle conforms to U.S. EPA and DOT Standards and the Customs and Border Protection Form CBP-7501 must be submitted. When a motor vehicle, **not** a trailer or a vehicle imported from Puerto Rico or Guam, is imported into the United States, three federal forms are required. The required forms are: U.S. DOT Form HS-7, U.S. EPA Form 3520-1 and U.S. Customs & Border Protection Form CBP-7501. The Form CBP-7501 must be stamped and signed by a U.S. Customs representative. No one, not a resident, a nonresident or a member of the military is exempt from providing these forms. In lieu of Form CBP-7501, you may submit a military Form DD 1252 or Form DD 1854. If you do **not** have these forms or you need additional information, please contact a U.S. Customs office, located throughout Georgia. The applicant must submit the originals and copies of these forms; the originals will be returned upon request.

  Note: U.S. Customs documents are **not** required to be submitted when applying for a Georgia title and license plate for a vehicle sold through Overseas Military Sales Corporation (OMSC) when the following documents are submitted:

  - A Certificate of Origin from Daimler Chrysler Corporation, Ford Motor Company, General Motors Corporation, Harley-Davidson Motor Company, Polaris Industries Inc., Volkswagen of America, Audi Division Volkswagen of America listing OMSC Ltd., Rte. De La Glane 107, Villars-Sur Glane, GE, Switzerland as the name of distributor, dealer, etc.

  - A bill of sale from OMSC Ltd./Overseas Military Sales Corporation listing a U.S. franchise dealer's name and address as the delivery point and stating 'Vehicle Certified U.S. FMVSS.' This indicates that the vehicle was delivered directly from the manufacturer to the U.S. dealer (never leaving the U.S.) and that the vehicle conforms to U.S. federal motor vehicle safety standards.

  The above applies only to vehicles sold through the Overseas Military Sales Corporation (OMSC). The Certificate of Origin and the bill of sale must be presented and must contain all the information listed. Persons attempting to register or title vehicles with any other Certificate of Origin, title, etc., bearing a foreign name and address must provide U.S. Customs clearance forms.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

B. Used Imported Vehicle

In order to apply for a title and license plate for a *used* imported vehicle, the following documents should be submitted to the County Tag Office where the owner resides or the MVD Main Office:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1

- **Foreign Registration Certificate** - Original foreign registration certificate issued by the country where the vehicle was last registered. Any lien/security interest recorded on any foreign registration certificate or supporting document must either be released or shown on the application.

  The state of Georgia will **not** issue a title based on a registration certificate from a foreign country for 1985 and older year model vehicles. Georgia will issue a title based on the submission of a registration certificate for 1963 and newer mobile/manufactured homes.

- **Bill of Sale** – Bill of sale from the registered owner on the foreign registration through the current owner recorded on the title application must be submitted to show a complete and correct chain of vehicle ownership. Invoices are **not** acceptable. The bill of sale must be signed by the sellers and must contain a complete description of the vehicle, year model, vehicle make, vehicle model, and identification number (VIN).

- **Certification of Inspection** - If a foreign registration certificate is submitted, Form T-22B Certification of Inspection must be completed by a Georgia law enforcement officer after a visual inspection of the vehicle's serial plate.

- **U. S. Customs Forms -** All imported vehicles must go through customs before entry into the U.S. If a foreign registration certificate is submitted to title any vehicle imported into the United States, other than a trailer or a vehicle imported from Puerto Rico or Guam, proof that the vehicle conforms to U.S. EPA and DOT safety standards and the U.S. Customs & Border Protection Form CBP-7501 must be submitted. The required forms are: U.S. DOT Form HS-7, U.S. EPA Form 3520-1 and U.S. Customs & Border Protection Form CBP-7501. These forms verify compliance with federal safety standards, federal environmental standards and ownership, respectively. These federal forms are **not** required for vehicles brought into the United States from U.S. Territories (Puerto Rico or Guam). Vehicles that are 25 years old and older are exempt from the DOT safety requirements; vehicles that are 21 years old and older are exempt from the EPA requirements.

Form CBP-7501 must be stamped and signed by a U.S. Customs representative. A letter from the converter who performed the work on the vehicle is **not** acceptable. In lieu of the Form CBP-7501, military personnel may submit a military Form DD 1252 or Form DD 1854. If these forms are not available or additional information is needed, please contact a U.S. Customs office, located throughout Georgia. The applicant must submit the originals and copies of these forms; the originals will be returned upon request.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

C. Documents Not Printed in English

If a document is printed in any language other than English, the application for title and supporting documents must also be submitted with the following documents:

- **Translation Certificates** - Completed Form T-207T Translation of a Foreign Registration Certificate and Form T-207E English Translation of an Attached Bill of Sale are required for the English translation of any foreign registration certificate **not** printed in English. If the foreign registration is **not** issued to the vehicle owner, a bill of sale completing the chain of ownership must also be submitted. A complete and correct chain of ownership is required. If any bill of sale is **not** printed in English, an English translation of **each** bill of sale must be submitted on Form T-207E. Each form must be completed in its entirety – typed, electronically completed, and printed or legibly hand printed in blue or black ink and signed by the translator. The vehicle owner or a family member **cannot** complete these forms.

- **Affidavit** - Completed Form T-207A Foreign Document Affidavit Owner's Declaration must be submitted if an English translation of a foreign registration certificate (Form T-207T) or an English translation of a bill of sale (Form T-207E) is required. Form T-207A must be completed in detail, signed by all vehicle owners and their signatures notarized. When properly completed and submitted, Form T-207A is a certification by the vehicle owner that the information in the application for title, supporting documents and forms is correct.

  Note: The Department accepts documents that have been stamped with a signature stamp by an agent/representative authorized by the dealership. All liens noted on any assignment must either be released or shown on the application

3. Out-of-State Residents

Georgia does not issue titles to *out-of-state* residents. Vehicle owners are required to obtain a valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services in order to register or title their vehicle in Georgia (O.C.G.A. § 40-2-33(d)), unless they are military personnel or otherwise exempt. Their license should also reflect their current address and the county in which they reside. The only exceptions are cases of inheritance or repossession where there is a Georgia title on record and the current owner must secure a title in this state before obtaining a title in their home state. When the original title has been lost, stolen or mutilated, the record title holder, who has moved out of state, may also apply for a replacement title showing their out-of-state address.

Out-of-state companies may obtain a title in their name showing their out-of-state address when the vehicle is located in this state; however, the county in Georgia where the vehicle is based must be shown on the application.

Owner's primary home is in another state but they own a secondary home in Georgia and keep the vehicle in Georgia full time - The vehicle can be registered in Georgia if the vehicle is located in Georgia and the customer can provide a copy of a Georgia deed and their out-of-state driver's license.

Two owners and one owner resides out-of-state - Regardless of the order in which the owners are listed on the title, the vehicle can be registered in Georgia if one of the owners (the user of the vehicle) is a full-time resident of Georgia, has a Georgia driver's license, and the vehicle is located in Georgia. Both owners must still provide all the required documentation including copies of both driver's licenses.

A full-time resident of another state or country who keeps a vehicle at their secondary home in Georgia is allowed to register their vehicle in Georgia with a copy of their Georgia deed and a valid driver's license from their home state or country. A tax bill or utility bill that provides the address and location where the vehicle will be located may also be required.

Military personnel who are legal residents of Georgia but stationed in another state or country may secure a Georgia title in their name. It will be necessary for them to indicate on the title application that Georgia is their state of residence and show the name of the county in Georgia where they are a legal resident. The title can be mailed to their out-of-state/country address.

Military personnel from another country who are stationed in Georgia for an extended period (two to three years) who purchase a vehicle locally and will be using the vehicle while stationed here can register their vehicle in Georgia only if they have a valid driver's license approved by the Georgia Department of Driver Services (DDS) (check with DDS to be sure the driver's license is valid for use in Georgia). They must provide military documentation showing they are stationed in Georgia. County Attorneys can determine what level of information is required to waive taxes.

A nonresident student who is a resident of any state or Canadian province is exempt from the requirement of registering/titling their motor vehicle in Georgia provided the ***valid*** out-of-state/country license plate issued for the vehicle is properly affixed to the vehicle while the vehicle is being operated in Georgia.

A student when the vehicle is currently titled and registered in their parent's name - If the owner/parent resides out of state and neither the parent nor the student has a Georgia driver's license, the vehicle

should not be titled or registered in Georgia. The student should not be allowed to establish residency through vehicle registration to avoid out-of-state status with the university.

Any other exemptions should be submitted by the County Tax Commissioner to the Motor Vehicle Division to receive Department of Revenue Legal Affairs and Tax Policy (LATP) approval.

4. Transfer Ownership to an Immediate Family Member

Whether a motor vehicle transferred to or inherited by an immediate family member* will be subject to Title Ad Valorem Tax (TAVT) will depend on whether the former owner had paid TAVT:

1. If the former owner of the vehicle had not paid TAVT and was paying annual ad valorem tax on the vehicle, the new owner may choose to either:
    - continue paying annual ad valorem tax on this vehicle, and therefore not be subject to TAVT
      OR
    - at the time of transfer, pay the TAVT based on the current fair market value of the vehicle at the applicable rate for the current year.

2. If the vehicle was acquired from a family member who paid the TAVT at the time they purchased the vehicle, then the new owner's TAVT rate will be 0.50% (one-half of one percent). In this case the new owner does not have the option to revert back to the annual ad valorem system.

**Immediate family member is defined as spouse, parent, child, sibling, grandparent, or grandchild. That includes such status as legally recognized in this state (Example: step, adopted, etc.).*

5. Responsibilities of Sellers and Buyers

Titles and license plates must be applied for at the County Tag Office where the buyer resides.

A. Seller's Responsibility

When selling a vehicle, the vehicle owner must transfer ownership using the back form on the original title. The following should be completed:

- Buyer information using their full legal name as it appears on their Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services.

- Buyer's current address.

- Date of sale or ownership transfer (month, day, and year).
  Caution: An altered purchase transfer date results in a $10.00 penalty. Get more information on corrections and title penalties.

- Complete the odometer reading at the time of sale in complete miles; do not include tenths of a mile. The word "exempt" should be entered when the vehicle is exempt from the odometer disclosure requirements of the Federal Truth in Mileage Act.

- Check the box if the vehicle's odometer does not reflect the total actual vehicle mileage. This occurs when:
    - The total actual miles are more than 99,999 on a five-digit odometer;
    - The total actual miles are more than 999,999 on a six-digit odometer;
    - The odometer was/is broken, replaced, or repaired; or
    - The odometer does not reflect the actual miles.

- Print and sign your name under Seller. If jointly owned, each seller must print their name and sign.

- If the seller is a company, the printed name of the company is required in addition to the printed name and signature of the company's authorized agent. The company's authorized agent should enter their position with the company after the signature.

- The buyer should print and sign their name under Buyer. If jointly owned, each buyer must print their name and sign.

- Do not give or accept the title where the assignment has been signed without the buyer's name being entered. Doing so is a criminal offense.

> O.C.G.A. § *40-3-91(c) states: "Any person, firm, or corporation which delivers or accepts a certificate of title assigned in blank shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than $100.00 or imprisoned for a period not to exceed 30 days for the acceptance or delivery of each certificate of title assigned in blank."*

- When a dealer is shown in the title assignment, they must complete the next available title assignment, or, in rare instances, a Secure Dealer Reassignment form when they sell the vehicle.

B. Buyer's Responsibilities

The buyer should:

- Insure that the seller has completed all the sections mentioned above. Never sign a title that has been left blank.

- Acknowledge odometer declaration by printing and signing your name. If exempt from odometer declaration, do not print name and sign this document.

  Note: When odometer disclosure is required, odometer reading must increase throughout the chain of ownership. "Exempt" should only be entered when the vehicle is exempt based on the Federal Truth in Mileage Act.

- If the buyer is a company, the company's name should be printed and the company's authorized agent should print their name and sign under the Buyer section. The company's authorized agent should enter their position with the company after the signature. Never sign a title assignment that is blank.

- Transfer of the title and license plate must be completed within 30 days of purchase. Title must be applied for before or at the same time as transferring the license plate. Titles and license plates can be applied for at the County Tag Office where the buyer resides.

- In certain situations, appoint someone as attorney-in-fact to complete the title assignment by completing and signing a Form T-8 Limited Power of Attorney. Learn more about when a power of attorney can and cannot be used.

- All owners in the chain of ownership (except licensed dealers) must obtain a title in their names before transferring ownership.

6. Interstate Trucks and Charter Buses Registration

Trucks and charter buses based in Georgia (that travel in Georgia and at least one other state or Canadian providence) should be titled at the County Tag Office where the owner resides or the business is located and registered under the International Registration Plan (IRP) on the Georgia Trucking Portal.

A. Titles for Interstate Trucks and Charter Buses Registering under IRP

Titles can be applied for at the County Tag Office where the business is located or the individual resides by submitting the following:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Tax Exempt Form** – Completed Form T-146 Georgia IRP Exemption to State and Local Ad Valorem/Title Ad Valorem Tax Fee Application.

- **Proof of Ownership** - One of the following:

    - An original assigned title, when the vehicle requires a title; or

    - An original bill of sale and a copy of the previous owner's registration when the vehicle does not require a title. If the previous owner's registration is not submitted, County Tag Office personnel must verify registration by inquiry into Georgia's Title and Registration Information System.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
    - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer.
    - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
    - **Taxes** – Subject to Georgia Sales and Use Tax and Alternative Ad Valorem Tax. Information on these taxes.
    - Any penalty fees due on taxes for late application for title.

B. Interstate Trucks and Charter Buses Registering under IRP

The International Registration Plan (IRP) and International Fuel Tax Association (IFTA) vehicle registration renewals should be done online. Renewal notifications for IRP are sent via email. Instructions can be found on the Georgia Trucking Portal.

The International Registration Plan (IRP) is a reciprocity agreement between member jurisdictions for registering vehicles that travel in two or more jurisdictions. A jurisdiction may be a state or a Canadian province. The base member state issues one apportioned license plate and cab card for each vehicle.

General information on IRP, IFTA, UCR, Trip Permits, and FAQs, including expiration months of IRP registrations, can be found on the Georgia Trucking Portal.

Questions and online access requests can be emailed to commercial.vehicles@dor.ga.gov.

7. Low-Speed Vehicles

Low-speed vehicles are registered and titled if they meet the definition in O.C.G.A. § 40-1-1(25.1). Low-speed vehicle means any four-wheeled electric vehicle whose top speed attainable in one mile is greater than 20 miles per hour but not greater than 25 miles per hour on a paved level surface and which is manufactured in compliance with those federal motor vehicle safety standards for low-speed vehicles set forth in 49 C.F.R. Section 571.500.

To register and title a low speed vehicle, submit the following to the County Tag Office where the owner resides.

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Manufacturer's Certificate of Origin or Valid Certificate of Title**
  - The Manufacturer's Certificate of Origin must reflect a 17-digit Vehicle Identification Number (VIN), the federal regulation code (49 C.F.R. Section 571.500), and indicate that the vehicle is an ***electric low-speed vehicle***. Possible indicator codes recorded on the certificate of origin are LSV, NEV or ZEV.
  - The low-speed vehicle must have a manufacture date of June 17, 1998 or later.
  - Valid certificate of title properly transferring ownership to the buyer.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee or $5.00 license plate transfer fee, if

applicable;
- Applicable Alternative Fuel Vehicle fee;
- If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

- **Flashing Amber Light** - A permit for flashing amber light must be obtained from the Georgia Department of Public Safety and must be renewed **each** year. The permit and flashing amber light are required before operating the vehicle.

The County Tag Office will issue a Temporary Operating Permit pending the issuance of a distinctive, low-speed vehicle license plate.

Note: If a low-speed vehicle does **not** meet the legal and procedural requirements for registration (license plate) and title, the vehicle **cannot** be legally operated on Georgia roads.

8. When and Where to Register/Title

A. Where to Register

Types:	Should Register:
Individuals	County Tag Office where the customer resides
Business owned or operated vehicles	County Tag Office where the business is located
Leased vehicles	County Tag Office where the lessee resides
Commercial vehicles traveling in Georgia	County Tag Office where the vehicle is based
Commercial vehicles registered (IRP and IFTA)	Georgia Trucking Portal online
Dealers, Distributors, Manufacturers, and Transporters	Business Registration Unit of Motor Vehicle Division

B. When to Title and Register

New Residents: Within 30 days of the date you move to Georgia:
1. Apply for a Georgia driver's license at the Georgia Department of Driver Services.
2. Title and register your vehicle and get a Georgia license plate at the County Tag Office where the owner resides.

Georgia Residents (non-dealer sales) have seven days from the date of purchase to title and register your vehicle at the County Tag Office where the buyer resides. When moving within Georgia, residents should transfer their registration to their new address within 30 days of moving

Penalties: If you fail to title or register your vehicle within the required time frame, you may be subject to penalties and fines.

License Plate Renewal Deadlines:

Year-round registration (most counties) - For those counties that have adopted a year-round, staggered registration system, the owners' registration periods are as follows:

- The registration period for individuals and lessees that are not businesses is the 30-day period ending at midnight on the birthday of the lessee or the owner whose name appears first on the title or, when the vehicle does not require a Georgia title, on another record of ownership.

  Example: If an individual owner's or lessee's birthday is May 8, the 30-day registration period is April 9 through May 8. An individual owner or lessee with a May 8 birthday must renew the registrations for all of their vehicles within this 30-day period.

- For Businesses, Business Lessees, or Entities (entities other than natural persons)

Business name or owner whose name begins with the letter:	Registration required in the month of:
A or B	January
C or D	February
E or F	March
G or H	April
I or J	May
K or L	June
M or N	July
O or P	August
Q or R	September
S or T	October
U, V, or W	November
X, Y, or Z	December

Four-month non-staggered registration anytime between January 1 and April 30 for all residents and businesses, in the following counties:

- Calhoun
- Clay
- Turner
- Stewart

Four-month staggered registration (Talbot County only) - Talbot County has adopted a four-month staggered registration system, so license plates and registrations must be renewed as follows:

For Individuals or Lessees that Are Not Businesses in Talbot County	
If Birth Month* is:	**Registration Period is:**
January, February, March	January 1 - January 31
April, May, June	February 1 - February 29
July, August, September	March 1 - March 31
October, November, December	April 1 - April 30

**Month of birth of the lessee or the owner whose name appears first on the title or, when the vehicle does not require a Georgia title, on another record of ownership.*

For Businesses, Business Lessees, or Entities (not individuals)	
Business name or name of owner:	**Registration Period is:**
A, B, C, or D	January
E, F, G, H, I, J, or K	February
L, M, N, O, P, Q, or R	March
S, T, U, V, W, X, Y, or Z	April

Note: The following penalties will be assessed for failure to renew registration by the renewal date:

- 25% of the license plate fee
- 10% of any ad valorem tax due

Registration Deadline on Saturday, Sunday or Holiday

No matter what the registration system, if the renewal deadline falls on a Saturday (unless the County Tag Office is open on Saturday), Sunday or holiday, the deadline is the next business day.

9. New Resident

You are considered a Georgia resident if you have a permanent place to live in Georgia and, except for infrequent, brief absences, you have been in Georgia for at least 30 days. You must have a valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services to register and obtain a Georgia license plate.

As a Georgia resident, you must register your cars, trucks, trailers, motorcycles and motor homes and apply for Georgia certificates of title, when Georgia titles are required, within 30 days of establishing residency in this state at the County Tag Office where the owner resides. If the vehicle is used in connection with an established place of business located in another county in this state, you must register the vehicle at the County Tag Office where the business is located.

For 1986 and newer year model vehicles that require a Georgia certificate of title, you must apply for a Georgia title in your name at the same time as registration at the County Tag Office where you, the vehicle owner, reside. A Georgia title will not be issued for a vehicle based on a registration certificate from a non-title state or country when the vehicle does not require a Georgia title.

County Tag Offices in Georgia have varying rules for new residents. Most require a new resident to appear in person at their office with the following:

- **Identification** – You must obtain a Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services before you will be able to register your vehicle in Georgia. Bring your valid Georgia driver's license or identification card when applying in-person. If registration by mail is acceptable in your county, you may be required to submit a legible copy of your valid Georgia driver's license or identification card with your application.

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Proof of Ownership** must be submitted:
  - Original valid out-of-state title;
  - Manufacturer's statement of origin (required for a new vehicle that has never been issued a title); or
  - Registration from a non-title state or country, if your vehicle is a 1986 or newer year model vehicle currently registered in a state or country that does not issue titles for this type and/or year model vehicle.

- **If Title is Held by a Lienholder, Security Interest Holder or Leasing Company** - If a financial institution, i.e. bank, credit union, etc., or leasing company is holding your title, submit your registration certificate and applicable fees and taxes along with a completed and signed Form T-17 Statement of Title Held by Lienholder, Security Interest Holder, or Leasing Company to the County Tag Office where you, the vehicle owner, reside. The county processing your application will then contact your financial institution or leasing company by mail requesting the submission of your out-of-state title for the issuance of a Georgia title. The Georgia title, when issued, will be electronically transmitted or mailed to the first lienholder or security interest holder at the address shown on your application. If your vehicle is not financed but is leased, the Georgia title, when issued, will be mailed to the vehicle's legal owner, the leasing company. If your vehicle is not financed or leased, the title will be mailed to you, the vehicle owner. The title application must be completed before you can register your vehicle in Georgia.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee;
  - $20.00 license plate/registration decal fee;
  - $10.00 title penalty fee, if a title is **not** applied for within 30 days of purchase date.

  Note: Information on registration and fees for commercial vehicles registered in this state under the International Registration Plan (IRP) is available through the Georgia Trucking Portal.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

10. Trusts

In order for a title and license plate to be issued when the vehicle owner is a trust, the following documents and fees must be submitted to the County Tag Office where the owner resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. This application must be completed in detail showing the trust as the legal owner. The application must be signed by the trustee, i.e. John Doe, Trustee for ABC Trust.

- **Supporting Document** - The original valid title or manufacturer's statement of origin (MSO) issued in the name of the trust or properly assigned to the trust must be submitted.

- **Copies of Trust** - Legible copies of the pages of the trust document showing where the trust is being established and that the trustee is being appointed for the established trust.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

A. Revocable "Living" Trust

In order to transfer an existing title in the name of a trust, the following documents must be submitted to the County Tag Office where the owner resides.

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Transfer Document** - The original Georgia title issued in the name of the trust, properly assigned by the appointed trustee to the new owners using their full legal names.

- **Copy of Trust** - A legible copy of the revocable "living trust" showing where the trust was established and that the trustee was appointed for the trust.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;

    - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
    - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

  Note: TAVT is not due when transferring from an individual into the name of their revocable living trust.

B. Irrevocable "Living" Trust

If the custodian of an irrevocable trust is deceased, the appointed trustee may sell the vehicle, **if they are permitted to do so by the terms of the document creating the trust**. The following documents must be submitted to the County Tag Office where the owner resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Transfer Document** - The Georgia certificate of title issued in the name of the established trust, properly assigned by the appointed trustee to the new owners using their full legal names.

- **Death Certificate** - A certified copy of the death certificate for the custodian of the trust.

- **Copy of Trust** - Legible copies of the legal document creating the trust.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
    - Filed by the insurance company directly in the Department's database.
    - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
    - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
    - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
    - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
    - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

11. Bankruptcy Sale Vehicle

Titles and license plates can be applied for a vehicle following a bankruptcy court action at the County Tag Office where the buyer resides. The following information is required:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Judge's Trustee Appointment** – The Referee's (Judge's) Appointment of Trustee, usually an attorney.

- **Bill of Sale** - Completed Form T-7 Bill of Sale (the Trustee's bill of sale). It must be signed by the Trustee and reflect a complete description of the vehicle, model year, make, and vehicle identification number (VIN).

- **Transfer Document** - Manufacturer's Statement of Origin (MSO), or Georgia or out-of-state title, if available.

- **Certification of Inspection** - Form T-22B Certification of Inspection must be completed by a Georgia law enforcement officer after making a visual inspection of the vehicle's identification number. This form is only needed:

    - If no Georgia title on record, or an MSO or out-of-state title is submitted.

    - When the vehicle is a 1986 or newer year model that was last registered in a state or country that does not issue titles for this type or year model vehicle.

- **Lien or Security Interest** - Liens or security interests shown on the supporting documents must be released or shown on the new title application. In order to perfect a lien or security interest in a vehicle, it must be recorded on the title application in the space provided or Form T-17 Affidavit of Title being Held by Lienholder or Security Interest Holder or Leasing Company must be completed by the lienholder.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
    - Filed by the insurance company directly in the Department's database.
    - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
    - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
    - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
    - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
    - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

12. Court Order (After Court Action)

Titles and license plates can be applied for a vehicle after a court action at the County Tag Office where the owner resides. The following information is required:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Transfer Document** - Original valid title and any other available ownership documents.

- **Certified Copy of the Court Order** - A certified copy of any court document requires the Clerk of the Court's signature and their seal or stamp.

- **Levying Order** - If the vehicle's description, including year, make, model, and the vehicle's identification number (VIN), is not included in the court order, a certified copy of the levying order is required.

- **Bill of Sale** - Completed Form T-7 Bill of Sale.

- **Certification of Inspection** - Form T-22B Certification of Inspection must be completed by a Georgia law enforcement officer after making a visual inspection of the vehicle's identification number. This form is only needed:
    - If no Georgia title on record, or an MSO or out-of-state title is submitted.
    - When the vehicle is a 1986 or newer year model that was last registered in a state or country that does not issue titles for this type or year model vehicle.

- **Buyer and Seller the Same** - When the person authorized by the court to sell the vehicle and the buyer are the same person, a signed and notarized affidavit must be submitted stating a public sale was held and the applicant was the highest and best bidder.

- **Newspaper Advertisement** - The vehicle must be advertised for sale in the newspaper in accordance with the requirements for *public sale*. The advertisement must reflect a full vehicle description (model year, make and vehicle identification number). A copy of the newspaper advertisement is required.

- **Surrender form** - Completed Form T-158 Report of and/or Surrender of Georgia License Plate.

- **License plate** - The vehicle's license plate, if available or left on the vehicle.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
    - Filed by the insurance company directly in the Department's database.
    - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
    - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
    - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
    - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
    - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

Note: A Georgia title will not be issued based on a court order for any vehicle that does not require a title in Georgia (i.e., 1985 or older vehicle, airplanes, boats, pole trailers, mopeds, etc.).

13. Transfer Vehicle Titled in Georgia

Titles and license Plates can be applied for at the County Tag Office where the owner resides. The following information is required:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Title Document** - Original valid title properly assigned to you. All recorded liens and/or security interests against the previous owner must be released in the spaces provided on the title.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

Note: Every Georgia owner, other than a licensed dealer, must obtain a title in their name for the vehicle before transferring ownership when the vehicle requires a Georgia title.

14. Guardianship

When applying for a Georgia certificate of title and license plate for a vehicle where a guardian has been appointed, the following documents must be submitted to the County Tag Office where the owner resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. This application must be completed in detail in the name of the ward and signed by the appointed guardian.

- **Power of Attorney** - If the guardian's authorized agent signs the application, a completed Form T-8 Limited Power of Attorney must be submitted.

- **Transfer Documents** - The Georgia certificate of title should be submitted, if available. If no Georgia title has been issued, the vehicle's manufacturer's statement of origin (MSO), or out-of-state title must be submitted.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia

- **Appointment of Guardian** - A certified copy of the Appointment of the Guardian issued by the probate judge must be submitted. (A certified copy of any court document must have the Clerk of the Court's signature and their seal or stamp affixed.)

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
    - Filed by the insurance company directly in the Department's database.
    - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
    - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
    - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
    - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
    - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

Sale of Vehicle by Guardian

Before the guardian can sell the vehicle, written permissions must be obtained from the probate judge. When the guardian sells the vehicle, the following should be submitted to the County Tag Office where the owner resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Transfer Document** - The current certificate of title properly assigned to the new owners by the appointed guardian.

- **Certified Court Document** - Certified copy of the court document, signed by the probate judge, authorizing the guardian to sell the vehicle on behalf of the ward must be submitted. (A certified copy of any court document must have the Clerk of the Court's signature and their seal or stamp affixed.)

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - Any penalty fees due for late registration renewal or late application for title.
  - **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

Georgia Transfers to Minors Act

Under the Georgia Transfers to Minors Act, a certificate of title may be issued to a minor as long as it reflects the name of an adult or trust company on the title with the minor child. The following documents must be submitted to the County Tag Office where the minor resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. This application must be completed in detail in the name of the custodian (adult or trust company) and the name of the minor child. This completed application must be signed by the custodian or the custodian's authorized agent.

- **Transfer Documents** - The original valid title or manufacturer's statement of origin (MSO) must be submitted. The assignment on the transfer document must reflect the minor child's name as well as the custodian's name, an adult or trust company.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

Note: The following notation will appear on the Georgia title when issued:

(Name of custodian) as custodian for (name of minor child) under "the Georgia Transfers to Minors Act"

15. Vehicle Inherited or Purchased from an Estate

***Note**: If a Georgia title has not been issued for the vehicle and the inheritor is not a legal resident of Georgia, the inheritor must obtain a title in their name first from their home state before selling or transferring ownership of the vehicle to a Georgia resident.*

Titles and license plate applications must be processed at the County Tag Office where the owner resides for a vehicle that has been inherited or purchased from an estate. The following information is required:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Title Document** - Original valid title issued in the deceased's name or properly assigned to the deceased with all recorded liens and/or security interests released in the spaces provided on the title.

  - If the title is not available, a replacement title cannot be issued in a deceased person's name. The executor of the estate will have to request a duplicate title to assign to the estate.

  - If the title is issued to someone else and titled in another state, the title must be submitted, issued to, or properly assigned to the deceased.

- **Release** - Completed and signed Form T-4 Lien or Security Interest Release.

- **Inheritance Document** – submit one of the following:
  - Certified copy of the *Letters of Testamentary*,
  - Certified copy of *Year's Support*, or
  - The following:
    - Completed and signed Form T-20 Affidavit of Inheritance in the inheritor's full legal name.
      - If there is only one heir, a legible copy of *No Administration Necessary* may be submitted in lieu of Form T-20 Affidavit of Inheritance.
      - If Form T-20 Affidavit of Inheritance is submitted, the inheritor must title the vehicle in their name first before selling or transferring ownership.
    - Certified copy of the deceased's death certificate.
    - If will is **not** to be probated, (i.e., will contains only "limited" assets), a legible copy of the non-probated will must be submitted.
    - If the inheritor does **not** have *Letters of Testamentary*, they must title the vehicle in their name first before selling or transferring ownership.

- **Transfer Document**

  - If vehicle is purchased from an estate, the executor must complete the title assignment transferring ownership using their full legal name.

- If the vehicle is exempt from odometer disclosure requirements and the title is not available, the executor should complete and sign a Form T-7 Bill of Sale, transferring ownership.

- If the title is not available, a replacement title cannot be issued in a deceased person's name. The executor of the estate will have to request a title in the name of the estate in order to assign to a new purchaser.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

- **Exceptions**:

  - **Executor is Deceased**
    - Submit *Temporary Letters of Administration*.
    - Apply for a title in the name of the estate **only.**
    - Cannot sell or transfer ownership of the vehicle without ***Permanent*** *Letters of Administration*.

  - **Title Issued to a Company Whose Sole Owner is Deceased** - Submit a signed letter from the office that issues business licenses stating the deceased (using their name as it appears on the death certificate) was the sole owner of the company.

Inheritance

The buyer of a motor vehicle from an estate must apply for a Georgia certificate of title in their name within 30 days of the purchase of the vehicle. Failure to do so will result in a $10.00 title penalty fee being assessed.

Note: A title penalty fee for failure to apply for a title within 30 days does **not** apply to an inheritor making application for title.

Types of Inheritance Documents

- Form T-20 Affidavit of Inheritance can be used to transfer ownership to the inheritor when the deceased left **no** will or left a will that is **not** to be probated because it contains only *limited assets.* If the will is not to be probated because it contains only *limited assets*, a copy of the non-probated will must accompany Form T-20 Affidavit of Inheritance. A certified copy of the deceased's death certificate must accompany this completed and signed form.
- **No Administration Necessary** - If there is only one heir, a certified copy of No Administration Necessary may be submitted in lieu of Form T-20 Affidavit of Inheritance.
- **Letters of Testamentary/Administration.**
- **Year's Support** – Document awarding a widow/widower support and authorization to title a motor vehicle in their name.
- **Probated Last Will and Testament.**

Letter from the City or County Clerk's Office

A letter from the City or County Clerk's Office is always required when the vehicle is titled in the name of a company and the sole owner of the company is deceased. The death certificate must also be submitted. The signed letter must state that 'said' individual, as shown on the death certificate, was the sole owner of the company.

Probated Last Will and Testament – Vehicle Titled in Georgia

In order for a Georgia certificate of title and registration to be issued on a vehicle *titled in Georgia* after inheritance where there is a probated Last Will and Testament, the following must be submitted to MVD or the County Tag Office where the applicant resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Georgia Title** - The Georgia title issued in the deceased person's name should be submitted, if available. If the Georgia title was **not** issued in the deceased person's name, the title **must** be submitted properly assigned to the deceased. If there is more than one Executor, only one Executor is required to sign the transfer document.

- **Lien Release** - Any lien or security interest shown on the title must be released in the spaces provided on the title or the lienholder or security interest holder must complete and submit Form T-4 Notice of Satisfaction of Security Interest or Lienholders Affidavit.

- **Letters of Testamentary, Permanent Letters of Administration or Year's Support** - If the Year's Support is submitted, the person granted the Year's Support must title the vehicle in their name before transferring ownership. The Year's Support must show a complete description of the vehicle (year model, make of vehicle and vehicle identification number).

- **Bill of Sale** - If the Executor of the estate is **not** applying for a title in their name; the title is **not** available; and an odometer declaration is **not** required, a signed bill of sale must be submitted from the Executor transferring the ownership of the vehicle to the applicant. If there is more than one Executor, only one Executor is required to sign the transfer document. Vehicles with a year model that is ten years old or more are exempt from the odometer declaration requirements.

Note: If the title is **not** available and an odometer declaration **is** required, the Executor of the estate must title the vehicle in their name first **before** selling or transferring ownership of the vehicle. If the vehicle is exempt from the odometer declaration requirements, the Executor is **not** required to title the vehicle in their name. In this situation, the Executor should either complete the title assignment on the reverse side of the title or submit a completed Form T-7 Bill of Sale.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fees** - $18.00 title fee and $20.00 license plate fee. If the applicant purchased the vehicle from an estate, they must apply for a title in their name within 30 days of the purchase date or an additional $10.00 title penalty fee must be included in the payment. A title penalty fee for failure to apply for a title within 30 days does **not** apply to an inheritor making application for title. Contact your County Tag Office for acceptable methods of payment.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

Probated Last Will and Testament – Vehicle Not Titled in Georgia

In order for a Georgia certificate of title and registration to be issued on an inherited vehicle where no Georgia title has been issued and there is a probated will, the following documents must be submitted to the County Tag Office where the applicant resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Transfer Documents** - The manufacturer's statement of origin (MSO) or out-of-state title must be submitted issued in the deceased person's name or properly assigned to the deceased person.

- If the inheritor of the vehicle is **not** a resident of the State of Georgia, the inheritor must obtain a title in their name in their home state prior to the vehicle being sold or ownership transferred to a resident of Georgia.

- **Lien Release** - Any lien or security interest shown on the MSO or out-of-state title must be released or completed Form T-4 Notice of Satisfaction of Security Interest or Lienholders Affidavit must be submitted signed by the lienholder or security interest holder.

- **Letters of Testamentary, Permanent Letters of Administration or Year's Support** - If a Year's Support is submitted, the person granted the Year's Support must title the vehicle in their name before transferring ownership. In addition, the Year's Support must show a complete description of the vehicle (year model, make of vehicle, and vehicle identification number).

- **Notes:** If the vehicle is exempt from the odometer declaration requirements, the Executor is **not** required to title the vehicle in their name. The Executor can complete the title assignment on the reverse side of the title or complete a Form T-7 Bill of Sale transferring the ownership of the vehicle to the buyers.

- If the named Executor of the estate is deceased, **Temporary Letters of Administration** may be obtained. The person named as Executor in the Temporary Letters of Administration may apply for a title in the name of the estate **only**, by submitting a copy of Temporary Letters of Administration with the properly completed MV-1 application in the name of the estate, the title (if available) and the required fees/taxes (see below). The Temporary Executor **may not** sell the vehicle or transfer ownership of the vehicle without **Permanent** Letters of Administration.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fees** - $18.00 title fee and $20.00 license plate fee. If the applicant purchased the vehicle from an estate, they must apply for a title in their name within 30 days of the transfer date or an additional $10.00 title penalty fee must be included in the payment. A title penalty fee for failure to apply for a title within 30 days does **not** apply to an inheritor making application for title. Contact your County Tag Office for acceptable methods of payment.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

No Probated Will – Vehicle Titled in Georgia

The buyer of a motor vehicle, titled in Georgia, from an estate must apply for a Georgia title in their name within 30 days of the purchase of the vehicle. A $10.00 title penalty fee will be assessed for failure to apply for a title within this time frame.

In order for a Georgia certificate of title and registration to be issued on an inherited vehicle that is currently titled in Georgia, where the deceased left **no** will, the following must be submitted to the County Tag Office where the applicant resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Georgia Certificate of Title** – The Georgia title issued in the deceased person's name must be submitted, if available. If the Georgia title was **not** issued in the deceased person's name, the title **must** be submitted properly assigned to the deceased person.

- **Letter from City or County Clerk's Office** - If the title for the vehicle was issued in a company's name and the deceased was the sole owner; an affidavit to this effect must be obtained and submitted from the City or County Clerk's Office where the company is located.

- **Lien Release** – Any liens or security interests shown on the Georgia title must be released in the spaces provided on the title, or Form T-4 Notice of Satisfaction of Security Interest or Lienholders Affidavit must be completed and signed by the lienholder or security interest holder.

- **Affidavit of Inheritance** – Completed Form T-20 Affidavit of Inheritance in the name of the inheritor, signed by the inheritor. If there is only one heir, a certified copy of *No Administration Necessary* may be submitted in lieu of the Form T-20 Affidavit of Inheritance.

- **Death Certificate** – A certified copy of the death certificate must be submitted anytime Form T-20 Affidavit of Inheritance is used.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fees** – $18.00 title fee and $20.00 license plate fee. If the applicant purchased the vehicle from an estate, they must apply for a title in their name within 30 days of the purchase date or an additional $10.00 title penalty fee must be included in the payment. A title penalty fee for failure to apply for a title within 30 days does **not** apply to an inheritor making application for title. Contact your County Tag Office for acceptable methods of payment.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

Note: If the inheritor of the vehicle is **not** a resident of Georgia, a title application is required to be completed in the inheritor's name in their state of residency *prior* to selling or transferring the ownership of the vehicle.

Non-Probated Will With Limited Assets

In order for a Georgia certificate of title to be issued on a vehicle that has been inherited, where the deceased left a will with *limited assets* that is not to be probated, the inheritor may obtain a title in their name by submitting the following to the County Tag Office where the applicant resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Transfer Document** - The title, if available, or manufacturer's statement of origin (MSO) should be submitted. The supporting document must be issued in the deceased's name or properly assigned to the deceased. If the vehicle is titled in Georgia in the deceased's name, the title should be submitted, if it is available.

- **Lien Release** – Any liens or security interests shown on the Georgia title must be released in the spaces provided on the title, or Form T-4 Notice of Satisfaction of Security Interest or Lienholders Affidavit must be completed and signed by the lienholder or security interest holder.

- **Affidavit of Inheritance** – Completed Form T-20 Affidavit of Inheritance in the inheritor's name. If there is only one heir a certified copy of *No Administration Necessary* may be submitted in lieu of the Affidavit of Inheritance.

- **A Copy of the Non-probated Will with *Limited Assets.***

- **Death Certificate** – A certified copy of the death certificate must be submitted anytime Form T-20 Affidavit of Inheritance is used.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - Any penalty fees due for late registration renewal or late application for title

  - **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

Note: If the inheritor of the vehicle is **not** a resident of Georgia, a title application is required to be processed in the inheritor's name in their state of residency *before* selling or transferring the ownership of the vehicle to a Georgia resident.

16. Government Surplus or Seized Property

Government Surplus

In order for a title and registration to be issued on a vehicle that was government surplus or seized by the government, the following documents must be submitted to the County Tag Office where the applicant resides or MVD Main Office:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. The buyer's names on the title application and the Government Form 97 must match.

- **Government Surplus Form 97** - Submit the **original** Government Form 97. A photocopy of this form is **not** acceptable.

- **Certification of Inspection** - Completed Form T-22B Certification of Inspection by a Georgia law enforcement officer after making a visual inspection of the vehicle's serial plate.

- **Transfer Document** - The title, if available, or manufacturer's statement of origin (MSO) should be submitted. The supporting document must be issued in the applicant's name or properly assigned to the applicant.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

Note: If a dealer is shown as the buyer on the Government Form 97, they are **not** required to title the vehicle in the dealer's name before transferring ownership. In this case, a signed bill of sale from the dealer to the applicant is acceptable in order to show a complete chain of ownership.

Important: 1985 and older year models **cannot** be titled on the basis of a Government Form 97.

Seizure Due to Delinquent Taxes

In order for a Georgia title and registration to be issued on a vehicle that has been seized by the federal government for taxes due, the following documents must be submitted to the County Tag Office where the applicant resides or MVD Main Office:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. The names on the application must match the names as shown on the Government Form 2435.

- **Certification of Inspection** – Completed Form T-22B Certification of Inspection by a Georgia law enforcement officer after making a visual inspection of the vehicle's serial plate.

- **Original Government Form 2435** - Original Government Form 2435 must be submitted. If a dealer is shown as the buyer on the Government Form 2435, the dealer is **not** required to title in the dealership's name before transferring ownership. In this case, a signed bill of sale from the dealer to the applicants is acceptable to show a complete chain of ownership.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:

    - Filed by the insurance company directly in the Department's database.
    - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
    - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
    - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
    - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
    - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

State Surplus Property – Georgia Department of Administrative Services

The Georgia Department of Administrative Services (DOAS) is charged with the responsibility of selling state surplus vehicles. To title and/or register a vehicle purchased from DOAS, the following documents are to be submitted to the County Tag Office where the applicant resides.

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Transfer Document** - The first title assignment on the original Georgia certificate of title must be properly assigned to the State of Georgia, Department of Administrative Services (DOAS). DOAS will complete the second title assignment when the vehicle is sold to show the new owners' names. A selling dealer number is not required.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
    - Filed by the insurance company directly in the Department's database.
    - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
    - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
    - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
    - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
    - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

17. Motor Home

In order for a title and registration to be issued for a motor home, the following must be submitted to the County Tag Office where the owner resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. The application must reflect the identification number of the vehicle chassis; however, the vehicle make and year model recorded on the application should be the make and year model of the body of the motor home.

- **Transfer Document** - If two Manufacturer's Statements of Origin (MSO) are issued, one MSO for the *chassis* and one MSO for the *body*, both statements of origin **must** be properly assigned to the applicants. The VIN recorded on the issued title will be the *chassis* VIN; the year and make recorded on the issued title will be the year and make of the *body* of the motor home. If only one MSO is issued, a statement to this effect must be obtained from the manufacturer.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

18. Conversion Van

In order for a title and registration to be issued for a conversion van, the following documents must be submitted to the County Tag Office where the applicant resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. The owners' names on this application must match the owners' names as shown on the manufacturer's statement of origin. The application must reflect the identification number of the vehicle *chassis*, the make and the year model.

- **Manufacturer's Statements of Origin (MSO)** - Two manufacturer's statements of origin must be submitted, one statement of origin for the *chassis* and one statement of origin for the *body.* Both statements of origin must be properly assigned to the applicants using their full legal names. This unit will be titled under the **identification number** of the *chassis* and the **year model** and **make** of the *body* of the conversion van. If only one MSO was issued, a statement to this effect must be obtained from the manufacturer.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.

- Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

19. Motorcycles and Scooters

Conditions for Titling Motorcycles/Scooters:

- The motorcycle/scooter must be manufactured for lawful highway use.
- The motorcycle/scooter must exceed 30 miles per hour on a level road surface.
- The motorcycle/scooter engine must be at least 50 cubic centimeters (cc).
- The motorcycle/scooter must have more than two horsepower.
- The motorcycle/scooter must be insured.

When these conditions apply, the following should be submitted to the County Tag Office where the applicant resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Title Document** - The original manufacturer's statement of origin (MSO) issued with the required security features or the out-of-state or Georgia title issued in the applicant's names or properly assigned to the applicant must be submitted. If the MSO shows that the motorcycle/scooter is an "*all-terrain vehicle*" a Georgia title will **not** be issued.

- **Certification of Inspection** - Form T-22B Certification of Inspection must be completed in full and signed, verifying that the National Highway Traffic Safety Administration (NHTSA) certification label is affixed to the motorcycle/scooter certifying that the motorcycle/scooter conforms to all applicable U.S. Federal Motor Vehicle Safety Standards in effect on the date of manufacture as shown on the label. The certification label is located near the steering post. The name of the manufacturer of the motorcycle/scooter and NHTSA decal number are required information.

  Sample of Motorcycle Manufacturer's Label
  (Suitable for the U.S. market)

MANUFACTURED BY: JOE'S MOTORCYCLES
July 1997

GVWR	271 KG (598 LBS.)
GAWR FRONT	110 KG (243 LBS.) WITH M 120/70R18 TIRE, 18XMT3,00 RIM AT 250KPA(36PSI) COLD
GAWR REAR	161 KG (355 LBS) WITH M 160/60617 TIRE, 17XMT4.00 RIM.AT 250KPA(36PSI) COLD

THIS VEHICLE CONFORMS TO ALL APPLICABLE US FEDERAL MOTOR VEHICLE SAFETY STANDARDS IN EFFECT ON THE DATE OF MANUFACTURE SHOWN ABOVE

VIN: WMIXXXXXXXXXXXXXX TYPE: MOTORCYCLE

- **Affidavit of Fact** –If the MSO or out-of-state title does **not** indicate the required conditions to title, completed Form T-228 Affidavit of Fact for a Motorcycle/Scooter must accompany the application indicating such conditions do apply in regard to the motorcycle or scooter that is to be titled.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

Reference: O.C.G.A. §§ 40-2-27 and 40-3-4.

20. Out-of-State or Out-of-Country Title Transfer

Title and license plate applications for vehicles titled in another state or country must be processed at the County Tag Office where the buyer resides with the following information:

***Note**: If the title is being held by a financial institution or leasing company, the County Tag Office agent processing the application will contact the financial institution or leasing company by mail requesting the submission of the out-of-state title before the Georgia title application can be processed.*

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Transfer Document** - The original out-of-state title issued in the applicant's name or properly assigned to the applicant must be submitted.

  If an out-of-state title is issued in more than one owner's name and the word *"or"* is used to show joint ownership, only one of the owners on the face of the out-of-state title has to complete the title assignment transferring ownership to someone else. If an out-of-state title is issued in more than one owner's name; the word *"or"* is used to show joint ownership; and the title application is in one of the owner's names, the out-of-state title assignment does **not** have to be completed.

All vehicle owners, other than licensed dealers, must obtain titles in their names before transferring titles to another person, dealer or business. It is acceptable for a dealership to use a *secure* dealer reassignment supplement form when there are still title assignments available. Subsequent dealers may also go back to the title and use available assignments.

- **Registration Certificate** - Out-of-state/country valid registration certificate, if applicable.

- **Certification of Inspection** - Completed Form T-22B Certification of Inspection by a Georgia law enforcement officer after making a visual inspection of the vehicle's serial plate.

- If a 1986 or newer vehicle and the previous state or country does not issue titles, you must submit:

    - **Certification of Inspection** - Completed Form T-22B Certification of Inspection by a Georgia law enforcement officer after making a visual inspection of the vehicle's serial plate.

    - **Current out-of-state/out-of-country registration** (tag receipt) from the appropriate agency. Must be:
        - Issued in the applicant's name or properly assigned to the applicant.
        - If assignment spaces are not provided, applicant must submit a signed bill of sale.

    - Vehicles purchased from Massachusetts, Mississippi, or Minnesota must provide a certification from the appropriate motor vehicle agency indicating that the vehicle was not titled in that state.

- **Translation, if applicable** - English translation of each document not printed in the English language.

- **Identification** - Copy of Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services. There are no exceptions to this requirement whether resident, nonresident, or military.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
    - Filed by the insurance company directly in the Department's database.
    - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
    - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
    - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
    - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
    - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

Note: If an individual moves to Georgia with an out-of-state or out-of-country title already in their name on the face of the title, the owner may elect to pay 50% of the TAVT at the time of title application. The remaining 50% is due to the County Tag Office within 12 months. New residents are required to apply for vehicle title and registration within 30 days of the date they move to Georgia.

***Note**: If 1963-1985 year model vehicle was last registered in a state or country that does not issue titles, a Georgia title will not be issued.*

Exception:
When a motor vehicle, not a trailer or a vehicle imported from Puerto Rico or Guam, is imported into the United States, the following federal forms are required:

- Original and copy of properly completed and signed U.S. Customs and Border Protection Form CBP-7501. Military personnel may submit a DD-1252 or DD1854 form in lieu of the CBP-7501.

- If form CBP-7501 does not reflect the vehicle identification number (VIN) stating that the vehicle was manufactured for sale in the United States, an original and copy of properly completed U. S. DOT Form HS-7 and U.S. EPA Form 3520-1 are required.

Forms can be obtained and additional information received from a U.S. Customs Office (located throughout Georgia). All vehicles must go through customs before entry into the U.S. The applicant must submit the original and copies of each form (the original will be returned).

Transfer of Out-of-State Title Marked Salvage, Rebuilt, Reconstructed, Damaged, or Similar Brands/Legends

If an out-of-state title is issued with a brand/legend indicating that the vehicle was **not** rebuilt in another state, refer to requirements provided under the heading "Salvage Title for a Vehicle that has Been Rebuilt."

If an out-of-state title is issued with a Salvaged, Rebuilt, Reconstructed, Damaged or similar brand/legend and the vehicle was rebuilt in another state, the vehicle must pass a Georgia MVD inspection **prior** to the issuance of a license plate and title. To request an inspection, the applicant must submit completed Form 22R Request of Inspection of a Rebuilt Motor Vehicle and a certified check or money order for the inspection fee due to one of the State Approved Private Inspectors/Stations. If the vehicle has a *current*, out-of-state license plate, the owner may drive the vehicle to one of the inspection stations. If the vehicle does **not** have a current, out-of-state license plate and the owner chooses to have the vehicle inspected at a station, the vehicle **cannot** be driven; it **must** be towed to the inspection station.

The applicant should refer to the MVD website for the location and hours of operation of an inspection station. Once the inspection is complete, the applicant should mail the inspection report with all required documents and payment of $118.00 to:

Georgia Department of Revenue
Motor Vehicle Division
Attn: Salvage Section
P.O. Box 740384
Atlanta, Georgia 30374-0384

The certified check or money order in the amount of $118.00 (includes the $18.00 title fee and the $100.00 state processing fee) should be made payable to the Department of Revenue if the title was applied for within 30 days of purchase. If the title was **not** applied for within 30 days of purchase, an additional $10.00 title penalty fee must be included in your check or money order.

Taxes – Subject to Title Ad Valorem Tax (TAVT). See Information on these taxes.

Vehicles Previously Registered in a Non-Title Jurisdiction

*Note: A title will **not** be issued on a 1985 and older year-model vehicle coming from another state or jurisdiction that did **not** issue a title.*

In order for a title to be issued on a 1986 and newer year-model vehicle that was previously registered in a state or jurisdiction where a title was **not** required, for which Georgia requires a title, the following documents must be submitted to the County Tag Office where the owner resides.

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Certification of Inspection** – Form T-22B Certification of Inspection must be completed by a Georgia law enforcement officer after a visual inspection of the vehicle's serial plate.

  If the title application is supported by a Puerto Rican or Guam registration where model numbers or chassis numbers are frequently used as the VIN on the registration certificate, Form T-22B Certification of Inspection must reflect the model or chassis number as well as the VIN. The title application must be completed reflecting the VIN and **not** the model or chassis number.

- **Transfer Document** - The current out-of-state registration certificate or a certification of the registration from the appropriate out-of-state agency must be submitted. The registration certificate must be issued in the applicant's name or properly assigned to the applicant using their full legal name. If assignment spaces are **not** provided on the registration certificate, the applicant must obtain the signed bill of sale starting with the owner shown on the registration and showing transfer to the applicant for title. If the issuing out-of-state agency requires notarization of signatures, the signature on the registration certificate and any bill of sale must be notarized.

  For vehicles purchased in any state that does not require a title, a certification from the appropriate motor vehicle agency is required indicating that the vehicle was **not** titled in that state.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;

- $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
- If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
- Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

21. Leased Vehicles

Leased vehicle title and license plate applications must be processed at the County Tag Office where the lessee resides with the following information:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. Titles will no longer be issued reflecting the lessee's name. If the title is to be mailed to the leasing company, the title application should show the leasing company's mailing address along with the county in Georgia where the vehicle is based. When the vehicle is registered at the County Tag Office, the registration certificate will reflect the leasing company as the owner, and the lessee's name and the lessee's Georgia address. The title application must be signed by an authorized representative of the leasing company.

- **Power of Attorney or Lease Agreement** - If the lessee is signing the title application in lieu of an authorized representative of the leasing company, Form T-8 Limited Power of Attorney or a copy of Lease Agreement must be submitted authorizing the lessee to sign for the leasing company.

- **Transfer Document** - Original valid title or manufacturer's certificate of origin issued in the leasing company's name or properly assigned to the leasing company **or** out-of-state registration certificate reflecting the leasing company as the vehicle's legal owner.

  If a lienholder or security interest holder or leasing company is holding the vehicle's title:
  - Submit the original valid registration (tag receipt) and completed Form T-17 Affidavit of Title being Held by Lienholder or Security Interest Holder or Leasing Company
  - The County Tag Office agent will then contact the title holder requesting the out-of-state title

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT). See Information on these taxes.

The lessee will be unable to register and obtain a license plate if:

- Title has not been issued in the leasing company's name, when title is required, or
- Title is **not** applied for at the time of registration.

Section C – Title Applications

1. Title Applications Supported by a Manufacturer's Statement of Origin (MSO)

New vehicles are:

- Purchased *new* from a dealer or directly from the vehicle manufacturer, and
- Have no previous owners other than the manufacturer and dealer.

Note: A vehicle is considered used if the dealer has titled the vehicle in the dealership name

As long as ownership of a vehicle remains the same since it was purchased *new*, issued titles will always reflect the vehicle as *new*.

To apply for a certificate of title for a *new* vehicle, never titled in any state or jurisdiction, the following documents must be submitted to the County Tag Office where the owner resides:

Note: Every Georgia owner of a vehicle, other than a licensed franchise dealer *(dealer licensed to sell new motor vehicles)*, must obtain a title in their name **before** transferring.

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Manufacturers Statement of Origin (MSO)** - Original, valid and properly assigned MSO must show a complete chain of vehicle ownership. As long as there is a complete chain of ownership, dealers can use a *Secure Dealer Reassignment Supplement Form* and the assignment spaces on the back of the MSO to transfer ownership of a vehicle. The MSO for passenger vehicles and motorcycles must be on a standard *secure* document. The Georgia dealer must enter their signature and current MVD assigned Customer ID number or Master Dealer License Plate Number in the spaces provided on the assignment of the MSO. The 12-digit, Georgia Dealer Customer ID number is required on Form MV-1 Title and Tag Application, if it is **not** shown in the assignment of the MSO.

  If a Manufacturer's Statement of Origin (MSO) is assigned to an *independent* or *used motor vehicle dealer*, the *dealer* must obtain a title in their name **before** any subsequent transfer of title to a customer. When the vehicle is titled in the retail customer's name, the status of the vehicle will be shown as *'used.'*

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  a. $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  b. $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  c. If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  d. Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

2. Manufacturer's Statement of Origin (MSO) Submitted in Error

Sometimes manufacturer's statements of origin are switched in error when several *new* motor vehicles are sold at one time. The result is: titles being applied for, and sometimes issued, in the wrong owners' names.

If a title was issued in the wrong name, the following procedure must be followed to correct the error. So that we can reissue titles reflecting the vehicles as *new*, in the *correct* owners' names, submit the following together:

- **Certificates of Title** - The title in question should be assigned back to the original selling dealer. All liens or security interests shown on the face of the titles must be properly released. The second title assignment should then be completed by the original selling dealer. The correct buyers' names and their current address should be shown in this assignment.

- **Statement of Error** - The original selling dealer must submit a signed and notarized statement on the dealership's letterhead stationery verifying the vehicle's model year, make and vehicle identification number; acknowledging specific errors made; explaining the reasons for the errors (e.g., billing error); and stating that the vehicle was sold *new* to the owners shown on the accompanying title application.

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. This completed application must be signed by the applicants. This *new MV-1* must reflect any outstanding liens.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

3. Rejection Notice Letters

When applications are received incomplete or incorrect, documents are returned to the:

- Georgia dealer when the application indicates a Georgia dealer sold the vehicle to the applicant.
- First lienholder or security interest holder, if the vehicle was **not** transferred through a Georgia dealer.
- Vehicle owner, if there are no liens or security interests recorded and the vehicle was not transferred through a Georgia dealer.

4. Abandoned Vehicle

Abandonment Process (prior to getting a court order)

Responsibility	Action	Time Period
Applicant (if owner unknown) **Note:** The term "*applicant*" has been used to denote the person removing or storing the vehicle.	Requests name & address of owner from law enforcement ordering removal.	Within three business days after removal.
Applicant (if owner unknown)	Notifies local law enforcement in writing that vehicle removed from private property.	Within three business days after removal.
Law Enforcement (if vehicle stolen)	Notifies Georgia Crime Information Center (GCIC)	Within 72 hours after receiving notice of vehicle being stolen.
Applicant (if owner unknown)	If vehicle not stolen, notifies owner and any security interest holder or lienholder. **Note:** Notification to include location, fees & that vehicle will be abandoned in 30 days. Notice by certified or registered mail.	Within seven calendar days after vehicle's removal or one business day after information is furnished.
Law Enforcement (if vehicle not stolen)	Provides name & address of owner to applicant if information available. If owner information is not available, advises applicant.	Within three business days of request.
Applicant (if owner does **not** redeem or vehicle being repaired or being stored by insurance company becomes abandoned)	Notifies MVD on Form MV-603 Notification of Abandoned Vehicle and Request for Information with $2.00 fee.	Within seven calendar days of the date the vehicle becomes abandoned.
The County Tag Office where the owner resides or MVD Main Office	Provides a printout of license plate & title information for vehicle ID# recorded on Form MV-603 Notification of Abandoned Vehicle and Request for Information. Provides Form MV-603A Abandoned Vehicle Affidavit & notice to be mailed to the owners. Places a hold on vehicle.	Every effort will be made to complete request within seven days of receipt.
Applicant (once information received from County Tag Office or MVD)	Notifies owners, lessors, lessees, security interest holders & lienholders by certified or registered mail of location of vehicle, & that vehicle is	Within five calendar days.

	abandoned & will be disposed of if not redeemed.	
Applicant (If MVD records have no information regarding owner)	Advertises in paper of general circulation in county where vehicle obtained or, if no newspaper, at the county courthouse.	One time a week for two consecutive weeks.
MVD (Notice of abandonment)	Provides information regarding abandoned vehicle to National Crime Information Center.	
Applicant (After final disposition of vehicle)	Notifies County Tag Office or MVD Main Office by sending applicable copy of Form MV-603 Notification of Abandoned Vehicle and Request for Information.	Within seven days after final disposition of vehicle
County Tag Office or MVD	Removes hold from vehicle ID# when disposition copy of Form MV-603 Notification of Abandoned Vehicle and Request for Information is received.	

Abandonment Process after court order is obtained

In order for a title to be issued on an abandoned motor vehicle, the abandoned motor vehicle law requires the vehicle to be sold at a *public sale*. A certificate of title cannot be applied for an abandoned vehicle on the basis of a surety bond, nor can a title be issued on a vehicle that is **not** required to be titled in Georgia (1985 or older year models).

Title and license plates should be applied for an abandoned vehicle at the County Tag Office where the owner resides by submitting the following:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Certified Copy of the Court Order** authorizing the sale of this vehicle. Certified copies of court documents must be the official order authorizing the sale of the vehicle containing the Clerk of the Court's signature and their seal or stamp affixed.

- **Bill of Sale** - Completed Form T-7 Bill of Sale signed by the person authorized by the court to sell this vehicle conveying ownership to the applicant using the applicant's full legal name.

- **Certificate of Title** - The current certificate of title, if available, must be submitted.

- **Certification of Inspection** - Form T-22B Certification of Inspection must be completed by a Georgia law enforcement officer after making a visual inspection of the vehicle's serial plate.

- **Serial Plate Affidavit** - If Form T-22B indicates that the serial plate is missing, completed Form T-128 Missing Serial Plate Affidavit.

- **Buyer and Seller the Same** - When the person authorized by the court to sell the vehicle and the buyer are the same person, a signed and notarized affidavit must be submitted stating a public sale was held and the applicant was the highest and best bidder.

- **Newspaper Advertisement** - The vehicle must be advertised for sale in a newspaper in accordance with the requirements for *public sale*. The advertisement must reflect a full vehicle description (model year, make and vehicle identification number). A copy of the newspaper advertisement is required only when the seller and the buyer are the same.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

"Public sale" means a sale:

- Held at a place reasonably available to persons who want to attend and submit bids,

- That allows those attending to be given the opportunity to bid on a competitive basis,

- To the highest bidder if sale is made, and

- Advertised for 14 consecutive days in the newspaper in which the sheriff's advertisements are published in the county where the sale is to be held (Note: in the case of once a week Sheriff advertisements, the advertisement should appear for 2 consecutive weeks). Advertisement shall state the day and hour of the sale, between 9:00 a.m. and 5:00 p.m., the place of the sale, and identify the vehicle to be sold including year, make, model, and VIN.

- If the vehicle is purchased by a dealer, the vehicle must be titled in the dealership name prior to selling the vehicle.

Note: If the abandoned vehicle was stolen and insurance paid out a "stolen and unrecovered" claim, you will be required to provide a letter from the insurance company saying that the vehicle is not damaged. If the insurance company will not provide a letter, you will be required to have the vehicle inspected by a state inspector. If the inspector determines there is sufficient damage to the vehicle, they can require the vehicle go through the rebuilt process.

O.C.G.A. § 40-11-1 – Definitions Relevant to the Abandoned Motor Vehicle Process

As used in this article, the term:

(1) **"Abandoned motor vehicle"** means a motor vehicle or trailer:

(A) Which has been left by the owner or some person acting for the owner with an automobile dealer, repairman, or wrecker service for repair or for some other reason and has not been called for by such owner or other person within a period of 30 days after the time agreed upon; or within 30 days after such vehicle is turned over to such dealer, repairman, or wrecker service when no time is agreed upon; or within 30 days after the completion of necessary repairs;

(B) Which is left unattended on a public street, road, or highway or other public property for a period of at least five days and when it reasonably appears to a law enforcement officer that the individual who left such motor vehicle unattended does not intend to return and remove such motor vehicle. However, on the state highway system, any law enforcement officer or employee of the Department of Transportation to whom enforcement authority has been designated pursuant to Code § 32-6-29 may authorize the immediate removal of vehicles posing a threat to public health or safety or to mitigate congestion;

(C) Which has been lawfully towed onto the property of another at the request of a law enforcement officer and left there for a period of not less than 30 days without anyone having paid all reasonable current charges for such towing and storage;

(D) Which has been lawfully towed onto the property of another at the request of a property owner on whose property the vehicle was abandoned and left there for a period of not less than 30 days without anyone having paid all reasonable current charges for such towing and storage; or

(E) Which has been left unattended on private property for a period of not less than 30 days.

"Motor vehicle" or "vehicle" means a motor vehicle or trailer.

"Owner" or "owners" means the registered owner, the owner as recorded on the title, lessor, lessee, security interest holders, and all lienholders as shown on the records of the Department of Revenue.

O.C.G.A. § 40-11-2– Duty of Person Removing or Storing Motor Vehicle

(a) Any person who removes a motor vehicle from public property at the request of a law enforcement officer or stores such vehicle shall, if the owner of the vehicle or some person acting for the owner is not present, seek the identity of and address of all known owners of such vehicle from the law enforcement officer requesting removal of such, from such officer's agency, or from a local law enforcement agency for the jurisdiction in which the remover's or storer's place of business is located, within three business days of removal. The local law enforcement agency shall furnish such information to the person removing such vehicle within three business days after receipt of such request.

(b) Any person who removes a motor vehicle from private property at the request of the property owner or stores such vehicle shall, if the owner of the vehicle or some person acting for the owner is not present, notify in writing a local law enforcement agency of the location of the vehicle, the manufacturer's vehicle identification number, license number, model, year, and make of the vehicle within three business days of the removal of such vehicle and shall seek from the local law enforcement agency the identity and address of all known owners of such vehicle, and any information indicating that such vehicle is a stolen motor vehicle. The local law enforcement agency shall furnish such information to the person removing such vehicle within three business days after receipt of such request.

(c) If any motor vehicle removed under conditions set forth in subsection (a) or (b) of this Code section is determined to be a stolen motor vehicle, the local law enforcement officer or agency shall notify the Georgia Crime Information Center of the location of such motor vehicle within 72 hours after receiving notice that such motor vehicle is a stolen vehicle.

(d) If any motor vehicle removed under conditions set forth in subsection (a) or (b) of this Code section is determined not to be a stolen vehicle or is not a vehicle being repaired by a repair facility or is not being stored by an insurance company providing insurance to cover damages to the vehicle, the person removing or storing such motor vehicle shall, within seven calendar days of the day such motor vehicle was removed or one business day after the information is furnished to the remover or storer pursuant to subsection (a) or (b) of this Code section, whichever is later, notify all owners, if known, by written acknowledgment signed thereby or by certified or registered mail or statutory overnight delivery, of the location of such motor vehicle, the fees connected with removal and storage of such motor vehicle, and the fact that such motor vehicle will be deemed abandoned under this chapter unless the owner, security interest holder, or lienholder redeems such motor vehicle within 30 days of the day such vehicle was removed.

(e) If none of the owners redeems such motor vehicle as described in subsection (d) of this Code section, or if a vehicle being repaired by a repair facility or being stored by an insurance company providing insurance to cover damages to the vehicle becomes abandoned, the person removing or storing such motor vehicle shall, within seven calendar days of the day such vehicle became an abandoned motor vehicle, give notice in writing, by sworn statement, on the form prescribed by the commissioner, to the Department of Revenue with a research fee of $2.00 payable to the Department of Revenue, stating the manufacturer's vehicle identification number, the license number, the fact that such vehicle is an abandoned motor vehicle, the model, year, and make of the vehicle, the date the vehicle became an abandoned motor vehicle, the date the vehicle was removed, and the present location of such vehicle and requesting the name and address of all owners of such vehicle. If the form submitted is rejected because of inaccurate or missing information, the person removing or storing the vehicle shall resubmit, within seven calendar days of the date of the rejection, a corrected notice form together with an additional research fee of $2.00 payable to the Department of Revenue. Each subsequent corrected notice, if required, shall be submitted with an additional research fee of $2.00 payable to the Department of Revenue. If a person removing or storing the vehicle has knowledge of facts which reasonably indicate that the vehicle is registered or titled in a certain other state, such person shall check the motor vehicle records of that other state in the attempt to ascertain the identity of the owner of the vehicle. Research requests may be submitted and research fees made payable to the County Tag Office and deposited in the general fund for the county in which the remover's or storer's place of business is located in lieu of the Department of Revenue, but in like manner, if such office processes motor vehicle records of the Department of Revenue.

(f) Upon ascertaining the owners of such motor vehicle, the person removing or storing such vehicle shall, within five calendar days, by *certified or registered mail or statutory overnight delivery*, notify all known owners of the vehicle of the location of such vehicle and of the fact that such vehicle is deemed abandoned and shall be disposed of if not redeemed.

(g) If the identity of the owners of such motor vehicle cannot be ascertained, the person removing or storing such vehicle shall place an advertisement in a newspaper of general circulation in the county where such vehicle was obtained or, if there is no newspaper in such county, shall post such advertisement at the county courthouse in such place where other public notices are posted. Such advertisement shall run in the newspaper once a week for two consecutive weeks or shall remain posted at the courthouse for two consecutive weeks. The advertisement shall contain a complete description of

the motor vehicle, its license and manufacturer's vehicle identification numbers, the location from where such vehicle was initially removed, the present location of such vehicle, and the fact that such vehicle is deemed abandoned and shall be disposed of if not redeemed.

(h) The Department of Revenue shall provide to the Georgia Crime Information Center all relevant information from sworn statements described in subsection (e) of this code section for a determination of whether the vehicles removed have been entered into the criminal justice information system as stolen vehicles. The results of the determination shall be provided electronically to the Department of Revenue.

(i) Any person storing a vehicle under the provisions of this code section shall notify the Department of Revenue if the vehicle is recovered, is claimed by the owner, is determined to be stolen, or for any reason is no longer an abandoned motor vehicle. Such notice shall be provided within seven calendar days of such event.

(j) If vehicle information on the abandoned motor vehicle is not in the files of the Department of Revenue, the department may require such other information or confirmation as it determines is necessary or appropriate to determine the identity of the vehicle.

(k) Any person who does not provide the notice and information required by this code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished as for a misdemeanor, shall not be entitled to any storage fees, shall not be eligible to contract with or serve on a rotation list providing wrecker services for this state or any political subdivision thereof, and shall not be licensed by any municipal authority to provide removal of improperly parked cars under Code Section 44-1-13.

(l) Any person who knowingly provides false or misleading information when providing any notice or information as required by this code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished as for a misdemeanor."

5. Derelict Vehicle

To be classified as a *derelict vehicle* in accordance with O.C.G.A. § 40-11-9, the vehicle must be left unattended; must be appraised as having a total value of less than $300.00; or be valued as 50% of the wholesale value according to the rough section of "*National Auto Research Black Book, Georgia Edition.*" A copy of the applicable page from the book must be submitted. If the vehicle is **not** valued in this publication, a written appraisal from the local law enforcement agency's auto theft section where the vehicle is located must be submitted. The vehicle must also be subject to four of the following conditions:

- Left on private property for at least two days or on public property for at least three days without the owner or driver trying to recover the vehicle or without leaving a note;
- Left for at least five days without a note stating the owner's intentions of recovering the vehicle;
- Left unattended because of damage, vandalism, theft or fire, and is damaged to the extent that restoration would require the replacement of one or more major component parts;
- Vehicle has structural damage which affects the safety of the vehicle;

- Vehicle is inoperable due to a major mechanical breakdown at the time it was left (i.e., missing engine, transmission or wheels, no coolant in the cooling system, no oil in the engine, or burnt fluid in the transmission);

- Seven or more years old;

- Not currently registered, or ownership **cannot** be verified by the State;

- Abandoned to a wrecker service by an insurance company or the owner following a "*total loss*" payment by the insurance company.

What is Not a Derelict Vehicle?

- A vehicle that does **not** have a manufacturer's vehicle identification number plate.

- A vehicle that has been assigned a vehicle identification number plate by a state jurisdiction.

Penalties

- A person who abandons a *derelict* motor vehicle on public or private property shall be guilty of a criminal offense. Upon conviction, this person may be fined up to $500.00 and shall pay all costs of having the *derelict* vehicle removed, stored and sold.

- A person moving a *derelict* motor vehicle who does **not** comply with requirements or who knowingly provides false or misleading information shall be guilty of a criminal offense.

Removal or Storage of a Derelict Vehicle

- Within 72 hours of the vehicle's removal, the person removing or storing the vehicle must obtain the names and addresses of **all** owners from the law enforcement agency where the vehicle was located.

- If information is unavailable through the law enforcement agency, a properly completed Form MV-603 Notice of an Abandoned Vehicle and Request for Information must be completed and, along with a check or money order in the amount of $2.00 research fee payable to the Department of Revenue, mailed to

  Georgia Department of Revenue
  Motor Vehicle Division
  Attn: Research Title Processing
  P. O. Box 740381
  Atlanta, Georgia 30374-0381

- Within 72 hours of receiving ownership information, the wrecker service must notify **all** owners and security interest holder/lienholders that the vehicle will be declared a *derelict* vehicle. The Motor Vehicle Division (MVD) will cancel the vehicle title record if the owner fails to respond within ten days of receipt of the notice.

- Once the vehicle is declared a *derelict* vehicle, a properly completed Form MV-603D Disposition Notice/Derelict Vehicle Sale Only must be forwarded to MVD.

- Completed Form T-158 Report of and/or Surrender of Georgia License Plate must also be submitted to MVD with the license plate, if available. If the vehicle does **not** have a license plate, Form T-158 Report of and/or Surrender of Georgia License Plate is still required.

Sale of a Derelict Vehicle

- A *derelict* motor vehicle may only be sold to a person or company that scraps, dismantles or demolishes motor vehicles for scrap or parts only.

- A *derelict* motor vehicle **cannot** be rebuilt.

- A *derelict* motor vehicle **cannot** be sold to the general public.

- A *derelict* motor vehicle must be photographed **before** it is sold. The photograph, appraisal and notice to MVD must be retained for three years after the disposition of the vehicle.

- A person selling a *derelict* motor vehicle must notify MVD of the disposition of the vehicle. MVD must cancel the title for this vehicle and **will not** issue a *rebuilt* or a *salvage* title.

6. Bonded Vehicle (Surety Bond)

When the proper supporting documents required by law for the issuance of a certificate of title for a motor vehicle required to be titled in this State **cannot** be obtained, a certificate of title may be applied for on the basis of a surety bond. Titles based on a surety bond should be applied for at the County Tag Office where the applicant resides. To get a title based on a surety bond the following criteria must be met:

- The owner must be a legal resident of Georgia.

- The vehicle must require a Georgia title.

- The vehicle cannot be a 1985 or older year model vehicle.

- The vehicle cannot be an abandoned vehicle.

- The vehicle should not be bonded for the last two current years. (example: 2016 and 2017)

The following information should be submitted to the County Tag Office where the applicant resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. The applicant names on this form must agree with the names of the principals shown on Form MV-46 Certificate of Title Bond.

- **Title Bond Certificate** - Completed Form MV-46 Certificate of Title Bond.

- Form MV-46 Certificate of Title Bond must be executed by an insurance company licensed to do business and issue surety insurance in the State of Georgia designating the vehicle owner's legal name as the principal.

Regardless of condition, the bond must be written in an amount equal to two times the average value of the vehicle (determined by Georgia's Title and Registration Information System or the National Automobile Dealers Association (N.A.D.A.) appraisal guide) or $5,000, whichever is greatest. For verification of the bond amount, the insurance company may contact the Motor Vehicle Division at (855) 406-5221. Certain bond amounts may be obtained from your County Tag Office.

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- The vehicle owner and the insurance company agent must sign Form MV-46 Certificate of Title Bond in the designated spaces. If jointly owned, each owner must sign.
- Form MV-46 Certificate of Title Bond must be signed by the principal (applicant) and the agent for the insurance company. These signatures are required to be witnessed (attested).
- A power of attorney authorizing the agent to write the bond on behalf of the insurance company must be attached to the bond.

- **Bond Affidavit** - Completed Form MV-46A Certificate of Title Bond Affidavit
  - The reason why a bond is necessary must be shown on Form MV-46A Certificate of Title Bond Affidavit.
  - Must be completed in the same name as the name shown on Form MV-46 Certificate of Title Bond
  - Form MV-46A Certificate of Title Bond Affidavit must be signed by the applicants with all signatures notarized.
  - The Georgia title must be applied for within six months of the date of the bond.
- **Certification of Inspection** - Form T-22B Certification of Inspection must be completed by a Georgia law enforcement officer after making a visual inspection of the vehicle's serial plate.
- **Serial Plate Affidavit if Serial Plate is Missing** - If Form T-22B Certification of Inspection indicates that the serial plate is missing, a Form T-128 Missing Serial Plate Affidavit is also required. The vehicle's current title may be submitted in lieu of Form T-22B Certification of Inspection.
- **Surety Bond Power-of-Attorney** - Completed by the insurance or bonding company, authorizing the agent to issue the title bond on behalf of the insurance or bonding company.
- **Title Record Report** - A report from National Motor Vehicle Title Information System (NMVTIS) or an equivalent commercially available system authorized by the Department to determine the current title of record and the state of issuance. *(Note: Mobile/Manufactured homes are exempt from this requirement).*

- If the report indicates the title of record is from a jurisdiction other than Georgia, the application for a Georgia certificate of title must be accompanied by a certified title history from the state of issuance.

- If the Georgia or other state-certified title history indicates a security interest or lien, Form T-4 Notice of Satisfaction of Security Interest or Lienholder Affidavit must be included releasing the lien.

- **Other Ownership Documents** – All available ownership papers (i.e., title, bill of sale, certificate of registration, lien release, etc.) must be submitted.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

A. Assembled Motor Vehicles

Definition

"Assembled motor vehicle or motorcycle" is defined in Georgia law as any motor vehicle or motorcycle that is:

- Manufactured from a manufacturer's kit of fabricated parts, including replicas and original designs;

- A new vehicle consisting of a prefabricated body, chassis, and drive train;

- Handmade and not mass-produced by any manufacturer for retail sale; or

- Not otherwise excluded from emission requirements and in compliance with Chapter 8 of Title 40 of the Georgia Code.

Applications for a title for an assembled vehicle are subject to the same inspection process as rebuilt titles.

Inspection Requirement

To apply for a rebuilt title and vehicle inspection, submit the following to one of the State Approved Private Inspectors/Stations:

- **Ownership Document** - Manufacturer's Statement of Origin (MSO) or appropriate documentation of purchase of all major components. The vehicle must comply with:

- Chapter 8 Title 40 of the Georgia Code, and
- Applicable Federal emissions standards.

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Inspection Affidavit** - Completed Form MV-100 Affidavit of an Assembled Vehicle Inspection.

- **Labor and Parts Certification** - Completed Form T-129 Labor and Parts Certification.

- **Receipts** - Provide receipts for new or used parts used to build the vehicle including:

  - Part names and stock numbers

  - Show the vehicle owner or rebuilder as the purchaser of the parts. (The rebuilder's name, as shown on the parts receipts, must be shown on Form T-129 Labor and Parts Certification)

  - For used parts, show the part name and the vehicle identification number (VIN) of the vehicle from which the part was taken
    - Parts vehicle must have a title on file with the Department or be submitted at the time of the application
    - If the parts are from another state, provide a letter of certification from the other state

- **Copy of Rebuilder's license**

- **Fee** – inspection and travel fee to the inspector or station – varies, with minimum of $100.00

Note: All of the above items must be available at the time of inspection. The vehicle must be towed, not driven to the inspection site.

After Passing Inspection

Once the vehicle passes inspection, to obtain a title, all of the above paperwork along with the inspector's report and registration must be submitted with a certified check or money order for $168.00 ($18.00 title fee and $150.00 state processing fee) or $143.00 for motorcycles ($18.00 title fee and $125.00 state processing fee), made payable to the Department of Revenue and mailed to:

Georgia Department of Revenue
Motor Vehicle Division
Attn: Salvage Unit
P. O. Box 740384
Atlanta, Georgia 30374-0384

Once the title has been issued, the vehicle owner can apply for a license plate at the County Tag Office where the owner resides.

B. Motorcycle Assembled with Custom Frame

When a motorcycle is assembled with a custom (homemade) frame, the serial plate must be affixed to the frame. The following documents must be submitted together to the Inspector:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Two Transfer Documents are required** –
  - The title or manufacturer's statement of origin (MSO) for the *frame* of the motorcycle; and
  - The title for the motorcycle the *engine* was taken from or the manufacturer's statement of origin (MSO) for a *new engine crank shaft*.

- **Receipts** - Receipts must be submitted showing:
  - The rebuilder as the purchaser, listing **each** part used in repairing the vehicle.
  - Indicate whether the part was purchased *new* or *used*.
  - If the part is *new*, include the stock number or part number must be shown along with the part name.
  - If the part is *used*, the serial number of the vehicle the part was taken from must be shown.
  - Each parts receipt must be signed with the full signature of the seller.
  - If parts receipts are **not** available, a surety bond must be submitted to obtain a title.

- **Labor and Parts Certification** – Completed Form T-129 Labor and Parts Certification.

- **Copy of Rebuilder's License**

- **Fee** – inspection and travel fee to the inspector or station – varies, with minimum of $100.00

Note: All of the above items must be available at the time of inspection. The motorcycle must be towed, not driven to the inspection site.

After Passing Inspection

Once the motorcycle passes inspection, all of the above paperwork along with the inspector's report and registration must be submitted with a certified check or money order for $143.00 ($18.00 title fee and $125.00 state processing fee) made payable to the Department of Revenue and mailed to:

Georgia Department of Revenue
Motor Vehicle Division
Attn: Salvage Unit
P. O. Box 740384
Atlanta, Georgia 30374-0384

Once the title has been issued, the vehicle owner can apply for a license plate at the County Tag Office where the owner resides. An owner has 30 days from the date the title application was made to the Department of Revenue in order to avoid being charged a 10% title ad valorem tax (TAVT) penalty fee, with an additional 1% penalty every 30 days thereafter.

Notes:

- The *year model* on the title will be the *year of completion* and the *make* will be the *make of the frame.*

- If the vehicle requires re-inspection, additional inspection fees will be charged for **each** inspection.

- All custom or homemade motorcycle titles are given the "*Assembled*" brand on the title.

- **Regarding Harley-Davidson Motorcycles -** Additional requirements are necessary when rebuilding a Harley-Davidson motorcycle. See the following information:

  Harley-Davidson motorcycles prior to 1969 models had **no** *frame* vehicle identification number (VIN); therefore, this motorcycle would be titled under the *engine number*. Harley-Davidson motorcycles starting with 1969-year models have a VIN on the *frame* and the **same** number on the *engine*. The motorcycle will be titled under the *frame* number and if the *engine* is replaced, a Georgia replacement serial plate will be issued to match the VIN of the *frame* to be placed on *engine*.

  When rebuilding a Harley-Davidson where the *engine casing* is replaced and the casing was made by the Harley-Davidson manufacturer, the *engine* will have the **same** VIN.

  When rebuilding a Harley-Davidson where the *engine casing* is replaced from a used motorcycle, it will **not** match the *frame*. Therefore, a Georgia replacement serial plate will be issued to match the *frame*.

  When rebuilding a Harley-Davidson motorcycle where the *engine casing* is from a California manufacturer, the VIN will **not** match and a Georgia replacement serial plate will be issued to match the *frame*.

C. Unconventional motor vehicles or motorcycles

Unconventional motor vehicles and motorcycles are not issued a certificate of title or registered in Georgia. These are vehicles that are manufactured and not in compliance with:

- Chapter 8 Title 40 of Georgia Code relating to equipment and inspection of motor vehicles

- Applicable federal motor vehicle safety standards issued pursuant to 49 U.S.C.A. Section 30101 *et seq*., unless U. S. Customs Service or the U. S. Department of Transportation has certified that such vehicle complies with such applicable federal standards

- Applicable federal emission standards

- Do not qualify as assembled motor vehicles or motorcycles

D. Homemade Dune Buggy

Note: Manufactured dune buggies cannot be titled and registered in Georgia.

In order for a title to be issued for a homemade *dune buggy*, the following documents must be submitted by the rebuilder to the State Approved Private Inspectors/Stations:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. This application must be completed in the rebuilder's full legal name and signed by the rebuilder.

- **Transfer Document** - The current certificate of title for the *used* vehicle must be issued in the applicants' names or properly assigned to the applicants using their full legal names. If transfer documents are **not** available, a surety bond must be obtained and submitted to obtain a title. Refer to the section entitled *Surety Bond* for additional information.

- **Serial Plate** - The serial plate taken from the vehicle the parts were taken from must be submitted. A Georgia assigned serial plate number will be assigned to be affixed to the *frame* of the *dune buggy*.

- **Receipts** - receipts showing the rebuilder as the purchaser, listing **each** part used in repairing the vehicle. These receipts must indicate whether the part was *new* or *used*. The *stock number* or *part number* must be shown along with the *part name*, if the part is *new*. If the part is *used*, the serial number of the vehicle the part was taken from must be shown. **Each** part's bill of sale must be signed with the **full** signature of the seller.

- **Labor and Parts Certification** - Completed Form T-129 Labor and Parts Certification.

- **Copy of Rebuilder's license**

- **Fee** – inspection and travel fee to the inspector or station – varies, with minimum of $100.00.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

Note: All of the above items must be available at the time of inspection. The vehicle must be towed, not driven to the inspection site.

After Passing Inspection

MVD will issue two serial plates (assigned & rebuilt) showing the Georgia assigned identification number. The rebuilt plate **must** be affixed to the *left doorpost* **and** the Georgia assigned number to the *frame*. If the inspection indicates that the vehicle meets all requirements of law, MVD will authorize the issuance of a certificate of title.

Once the vehicle passes inspection, to apply for title, all of the above paperwork along with the inspector's report and registration must be submitted with a certified check or money order for $118.00 ($18.00 title fee and $100.00 state processing fee) made payable to the Department of Revenue and mailed to:

Georgia Department of Revenue
Motor Vehicle Division
Attn: Salvage Unit
P. O. Box 740384

Atlanta, Georgia 30374-0384

Note: If the vehicle requires a re-inspection, additional inspection fees will be charged for **each** inspection.

Once the title has been issued, the vehicle owner can apply for a license plate at the County Tag Office where the owner resides.

E. Kit Vehicle

In order for a Georgia title to be issued for a vehicle built from a *kit*, the following documents and fees must be submitted by the rebuilder the State Approved Private Inspectors/Stations:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Manufacturer's Statement of Origin (MSO)** - The manufacturer's statement of origin (MSO) or current title must be submitted for the frame of the vehicle. This document must be issued in the applicants' names or properly assigned to the applicants using their full legal names.

- **Serial Plate** - The serial plate from the frame of this vehicle must be submitted.

- **Statement of Origin** - The statement of origin for the kit properly assigned to the applicants using their full legal name must be submitted. If the statement of origin is **not** available, a surety bond must be submitted.

- **Labor and Parts Certification** - Form T-129 Labor and Parts Certification must be completed and submitted by the person who built this vehicle stating they performed the labor. This form must be signed by the rebuilder and their signature notarized.

- **Title or Letter of Verification** - If any parts used to build this *kit vehicle* are taken from another vehicle, the title to that vehicle must be submitted or a letter of verification must be submitted from the state that is holding the title.

- **Receipts** - Receipts showing the rebuilder as the purchaser, listing **each** part used in building the vehicle. These receipts must indicate whether the part was *new* or *used.* The *stock number* or *part number* must be shown along with the *part name*, if the part is *new*. If the part is *used*, the serial number of the vehicle it was taken from must be shown. **Each** parts receipt must be signed with the full signature of the seller. If parts receipts are **not** available, a surety bond must be obtained and submitted to obtain a title.

- **Fees** - inspection and travel fee to the inspector or station – varies with minimum of $100.00. If the vehicle requires re-inspection, additional inspection fees will be charged for **each** inspection.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

An owner has 30 days from the date the title application was made to the Department of Revenue in order to avoid being charged a 10% title ad valorem tax (TAVT) penalty fee, with an additional 1% penalty every 30 days thereafter.

After Passing Inspection

Once the vehicle passes inspection, all of the above paperwork along with the inspector's report and registration must be submitted with a certified check or money order for $168.00 for vehicles ($18.00 title fee and $150.00 state processing fee) or $143.00 for motorcycles ($18.00 title fee and $125.00 state processing fee) made payable to the Department of Revenue and mailed to:

Georgia Department of Revenue
Motor Vehicle Division
Attn: Salvage Unit
P. O. Box 740384
Atlanta, Georgia 30374-0384

If the vehicle requires re-inspection, additional inspection fees will be charged for **each** inspection. If the Inspection Section determines that the vehicle has been properly built, they will authorize the issuance of a certificate of title.

Note: The vehicle should **not** be painted until **after** it passes a motor vehicle inspection.

Serial Plates –

- MVD will issue two serial plates (rebuilt and reassigned) in addition to the serial plate issued with the *kit*.
- The plates will reflect the same vehicle identification number as shown on the serial plate issued with the *kit*.
- The rebuilt serial plate must be affixed to the *left doorpost* and the plate with the reassigned number issued by MVD must be affixed to the *frame*.

If the inspection by a State Approved Private Inspector/Station determines that the vehicle has been properly built, they will authorize MVD to issue a certificate of title. Upon receipt of this authorization from an MVD Inspector, a certificate of title will be issued and mailed to the applicant or security interest holder, if one is recorded on the title application. The Georgia title will show:

- The *year model* as the year that the vehicle was built
- The *make* as the trade name of the *kit vehicle* (i.e. Bradley GT, Gazelle, etc.)
- The *model name* as the model shown on the manufacturer's statement of origin (MSO) for the *kit* (i.e. Replica of a 1929 Mercedes Benz)

Once the title has been issued, the vehicle owner can apply for a license plate at the County Tag Office where the owner resides.

F. Glider kit

A *glider kit* is a *new* tractor cab and tractor front axle used to replace a *wrecked* or *retired cab* and *front axle*. In order for a Georgia title to be issued for a vehicle remodeled from a *glider kit*, the following documents must be submitted by the rebuilder to a State Approved Private Inspector/Station:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. The information from the *glider kit* (year, make and VIN) should be used to complete this application.

- **Manufacturer's Statement of Origin** - The manufacturer's statement of origin (MSO) for the *glider kit* must be submitted properly assigned to the applicant. The vehicle identification number on the *glider kit* will be the new identifying number under which the new title will be issued.

- **Transfer documents** - The current title or manufacturer's statement of origin (MSO) must be submitted issued in the applicant's name or properly assigned to the applicant for the wrecked unit.

- **Serial Plate** - The serial plate from the wrecked unit must be removed and submitted.

- **Labor and Parts Certification** – A signed and notarized Form T-129 Labor and Parts Certification completed and signed by the vehicle owner must be submitted.

- **Fees** - inspection and travel fee to the inspector or station – varies, with minimum of $100.00. If the vehicle requires re-inspection, additional inspection fees will be charged for **each** inspection.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

An owner has 30 days from the date the title application was made to the Department of Revenue in order to avoid being charged a 10% title ad valorem tax (TAVT) penalty fee, with an additional 1% penalty every 30 days thereafter.

Notes:

- The *year model* of the vehicle on the title will be the year of the *parts vehicle*.

- If a manufacturer's statement of origin (MSO) is **not** available, a surety bond must be submitted to obtain a title.

After Passing Inspection

Once the vehicle passes inspection, all of the above paperwork along with the inspector's report and registration must be submitted with a certified check or money order for $168.00 for vehicles ($18.00 title fee and $150.00 state processing fee) or $143.00 for motorcycles ($18.00 title fee and $125.00 state processing fee) made payable to the Department of Revenue and mailed to:

Georgia Department of Revenue
Motor Vehicle Division
Attn: Salvage Unit
P. O. Box 740384
Atlanta, Georgia 30374-0384

If the vehicle requires a re-inspection, an additional inspection fee is required for **each** inspection thereafter. If the Inspection Section determines that the vehicle has been properly built, they will authorize the issuance of a certificate of title.

Note: The vehicle should **not** be painted until **after** it passes a Motor Vehicle inspection.

Serial Plates –

- MVD will issue two serial plates (rebuilt and reassigned) in addition to the serial plate issued with the *kit*.
- The plates will reflect the same vehicle identification number as shown on the serial plate issued with the *kit*.
- The rebuilt serial plate must be affixed to the *left doorpost* and the plate with the reassigned number issued by MVD must be affixed to the *frame*.

Once the title has been issued, the vehicle owner can apply for a license plate at the County Tag Office where the owner resides.

7. Stolen Vehicles

A. Stolen and Recovered Vehicles

Titles can be applied for a stolen and recovered vehicle with only cosmetic damage by mail to:

Georgia Department of Revenue
Motor Vehicle Division
Attn: Title Processing Unit
P. O. Box 740384
Atlanta, Georgia 30374-0384

The following information is required:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Title** - The original title assigned to the buyer using their full legal name by an authorized agent of the insurance company when the insurance company is not titling the vehicle in their name.

- **License plate** - The vehicle's license plate, if left on the vehicle.

- **Surrender form** - Completed Form T-158 Report of and/or Surrender of Georgia License Plate.

- **Fee** - $18.00 title fee.

- **Letter** - A letter from the insurance company on their letterhead signed by their authorized agent containing the following:
    - A complete description of the vehicle
    - Year of the vehicle
    - Make of the Vehicle
    - Model Name and/or Number of the Vehicle

- Vehicle Identification Number (VIN)
- When and where the vehicle was recovered
- The condition of the vehicle at the time of recovery including the damage to the vehicle
- Whether or not the serial plate was left intact

Cosmetic Damage refers to non-structural damage that would not affect the safety or operation of the vehicle and supporting systems. This includes the suspension, passenger compartment, drive trains, sub-frame, and body.

B. Unrecovered Stolen Vehicle with Title in Insurance Company's Name

Titles can be applied for in the insurance company's name for any stolen vehicle currently titled in Georgia, by mail to:

Georgia Department of Revenue
Motor Vehicle Division
Attn: Salvage Unit
P. O. Box 740384
Atlanta, Georgia 30374-0384

The following information is required:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Title** - Original title issued in the insured's name properly assigned to the insurance company with all recorded liens and security interests released in the spaces provided on the title.

- **Letter** - Signed letterhead request from the insurance company requesting a stolen unrecovered vehicle title. This letter must be signed by the insurance company's authorized agent and must include:
  - When and where the vehicle was stolen, and
  - A complete description of the vehicle including year model, make of vehicle, and vehicle identification number (VIN).

- **Fee** - $18.00 title fee.

Note: This process only applies to vehicles currently titled in Georgia.

C. Stolen Unrecovered Vehicle

In compliance with Georgia law, insurance companies are required to obtain a certificate of title in their own name for *stolen/unrecovered* vehicles for which they have settled a "*total loss*" claim. They must apply for the title for the *stolen* vehicle within 15 days of the date of the claim settlement.

If application is made by an insurance company and there is an abandoned vehicle notation in MVD records, the application will be rejected. The rejection notice will inform the insurance company of the name of the authority that reported the vehicle as abandoned. The insurance company should contact the reporting authority.

To apply for a '*stolen/unrecovered'* certificate of title, the insurance company must submit the following:

1. **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. This application must be completed in the insurance company's full legal name and signed by the insurance company's authorized agent.

2. **Transfer Document** - The valid certificate of title issued in the insured's name (properly assigned to the insurance company). Any liens or security interests recorded on the title must be released.

3. **Letter** - A signed statement from the insurance company on their letterhead stationery should be submitted requesting a '*stolen/unrecovered'* certificate of title. The letter must indicate when and where the vehicle was stolen.

4. **Fee** - $18.00 title fee should be made with a certified check or money order made payable to the Department of Revenue.

D. Stolen (Recovered Undamaged) with Serial Plate Intact

For a vehicle which has been stolen and recovered with the serial plate intact, and which (1) is undamaged, (2) has cosmetic damage only, or (3) the restoration of the vehicle would require the replacement of no more than one major component part, the following documents must be mailed to:

Georgia Department of Revenue
Motor Vehicle Division
Attn: Salvage Section
P. O. Box 740384
Atlanta, Georgia 30374-0384

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. A Salvage Title Application should **not** be completed for a 'stolen/unrecovered' vehicle.

- **Title** - The current stolen/un-recovered certificate of title in the insurance company's name, properly assigned to the applicant.

- **License plate**, if available – the license plate from the vehicle should be submitted.

- **Surrender Report** – Completed Form T-158 Report of and/or Surrender of a Georgia License Plate must be submitted. Form T-158 Report of and/or Surrender of a Georgia License Plate must be completed and submitted even when there is no license plate on the vehicle.

- **Letter** - A signed statement on the insurance company's letterhead stationery documenting the following:
    - When and where the vehicle was stolen;
    - When and where the vehicle was recovered; and
    - The condition of the vehicle at the time of recovery, listing any damage at the time the vehicle was recovered.
    - If the serial plate was *intact* at the time of recovery, this needs to be included in the insurance company's statement.

- **Fee** - $18.00 title fee – payment should be made with a certified check or money order made payable to the Department of Revenue.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

An inspection of the *stolen-recovered* vehicle will be required if the motor vehicle was recovered 'stripped' and involves any of the following 'stripped parts':

- Substantially all its interior parts
- Engine
- Transmission
- All doors
- Complete soft-top assembly including roof mechanism
- Front clip assembly (fenders, hood, and bumper); or
- Cab and bed of a pick-up truck
- Serial plate

If the damage to the vehicle would require the replacement of two or more major component parts to restore the vehicle, or the vehicle was recovered in a stripped condition, an application for a salvage certificate of title must be made.

Buyers of *stolen-recovered* vehicles are required to account for all parts used to rebuild the vehicle. These buyers must show proof of all parts (including interior parts) required to repair these recovered vehicles.

8. Salvage Titles

Salvage vehicles cannot be operated legally on public roads in Georgia. You must apply for a title for a *salvage* vehicle title within 30 days of the purchase or acquisition of the motor vehicle, or within 30 days of a "*total loss claim*" payment. A motor vehicle becomes a *salvage motor vehicle* when the following events have taken place:

- The vehicle has been damaged to the extent that its restoration to an operable condition would require the replacement of two or more major component parts.

- An insurance company has paid a total loss claim and the vehicle has **not** been repaired. This does **not** include any *stolen* motor vehicle that has been recovered with the manufacturer's vehicle identification number plate intact, regardless of the extent of damage to such a vehicle or the number of major component parts required to repair the vehicle. Also, it does **not** include stolen vehicles that have been recovered:
  - Undamaged
  - With only cosmetic damage
  - Damaged to the extent that restoration to an operable condition will **not** require the replacement of two or more major component parts.

- An imported motor vehicle has been damaged in shipment and disclaimed by the manufacturer because of the damage, has never been subject to a retail sale to a consumer, and has never been issued a certificate of title.

- Titled in another state and branded as "Total Loss," "Salvage," "Fire," or "Water."

The term "**salvage motor vehicle**" shall *not* include any motor vehicle for which a "total loss claim" has been paid when the vehicle has sustained **only** *cosmetic* damage from causes other than fire or flood.

When the vehicle requires one or more major component parts to restore it to a safe operable condition, the title will be branded as *rebuilt*.

A. What are Component Parts?

The definition of a component part is important because if a vehicle is inoperable requiring the replacement of two or more component parts, the title is branded as salvage and cannot legally be driven on Georgia roads. Once the vehicle has been repaired and passed inspection, a rebuilt title will be issued.

A major component part of a motor vehicle is any one of the following:

- Front clip assembly including fender, hood, and bumper

- Rear clip assembly including quarter panels and floor panel assembly, and roof assembly including a soft top

- Engine and transmission

- Frame

- Complete side of a vehicle including fenders, doors, and quarter panel

There are usually two situations for which an application for a salvage title can be made when there is a "total loss claim" payment:

1. Application when the owner retains the vehicle, and
2. Application when the insurance company retains the vehicle.

When applying for a title, all necessary documents must be mailed to:

Georgia Department of Revenue
Motor Vehicle Division
Attn: Salvage Section
Post Office Box 740384
Atlanta, Georgia 30374-0384

A "rebuilt" Georgia title will be issued after passing inspection by the State Approved Private Inspectors/Stations for:

- Damaged, restored, or rebuilt motor vehicles, requiring the replacement of one or more major component parts to restore to a safe operating condition

- Damage was a result of fire, flood, or water showing the applicable brand

- When a cab and front axle have been altered by installing a glider kit (Glider kit is a 'new' tractor cab and tractor front axle used to replace a wrecked or retired cab and front axle)

B. Damaged, Scrapped, Dismantled, or Demolished

A vehicle is considered damaged, scrapped, or dismantled to the extent restoration to an operable condition would require the replacement of any of the following:

- Front clip assembly (fenders, hood, and bumper), rear clip assembly (quarter panels), and floor panel assembly;

- Top assembly (excluding a soft top or convertible top);

- Frame; or

- Complete side (fenders, door, and quarter panel).

A vehicle that has been demolished or scrapped and titled as "Parts" cannot be repaired or legally driven.

In accordance with O.C.G.A. § 40-3-36, any registered owner or authorized agent of a registered owner who in any manner sells or disposes of any motor vehicle as scrap metal or parts only, or who scraps, dismantles, or demolishes a motor vehicle, must mail or deliver the following to the Motor Vehicle Division (MVD) within 72 hours:

- **Title Document** - Mail or deliver the vehicle's original Georgia title issued in the submitter's names or properly assigned to the submitter to the MVD Salvage Unit within 72 hours of cancellation. Do not submit out-of-state/country titles or license plates.

- **Letter** - Signed letterhead statement containing a complete description of the vehicle including:

    - Year model
    - Make of the vehicle
    - Model of the vehicle
    - Vehicle's identification number (VIN)
    - Title number
    - Vehicle's Georgia license plate (when left on the vehicle)

These documents must be mailed **together** to:

Georgia Department of Revenue
Motor Vehicle Division
Attn: Salvage Title Section
P. O. Box 740384
Atlanta, Georgia 30374-0384

Note: Verification of receipt of the titles will be provided if an extra copy of the letter asking for cancellation is submitted with a stamped, self-addressed envelope.

C. Salvage Vehicle – Ten Years Old or Older

For ten-year-old or older model title vehicles, the insurance company is **not** required to make application prior to paying a *"total loss claim,"* if the title is **not** available at the time of settlement. However, the owner has 30 days from the date of settlement to obtain the title and apply for a *salvage title*.

In this case the insurance company must obtain from the vehicle owner:

- **License plate**, except specialized license plates that remain with the vehicle owner,
- Copy of license plate registration,
- Form T-158 Report of and/or Surrender of Georgia License Plate, and
- Form T-56 Notice of Owner – Payment of a Total Loss Claim or a written statement requesting a salvage title.

These forms must be submitted **prior** to paying a *total loss claim.* The owner should retain a copy of the registration certificate (tag receipt) for their records. Insurance companies must submit the following to the MVD Salvage Unit at the time of settlement:

- **License Plate** - Vehicle's Georgia license plate (tag),
- **Surrender form** - Completed Form T-158 Report of and/or Surrender of Georgia License Plate, and
- **Notice of payment** - Completed Form T-56 Notice of Owner – Payment of a Total Loss Claim.
- **Submit** to:

  Georgia Department of Revenue
  Motor Vehicle Division
  Attn: Salvage Unit
  P. O. Box 740384
  Atlanta, Georgia 30374-0384

D. Total Loss Claim, Owner Retains Vehicle

When the owner retains the *salvage vehicle* as a result of a *"total loss claim"* being paid, an **application for a salvage title** must be made by the insurance company **before** the payment of the *"total loss claim."* Vehicle owners have 30 days from the date of settlement to obtain the vehicle's title and apply for a salvage title in their name. Application must be made to the Motor Vehicle Division, by submitting the following:

- **Application** - Form MV-1S Application for an Original or Replacement 'Salvage' Title 'Only' must be completed in the vehicle owners' full legal names and signed by the vehicle owners.

- **Title Document** - The Georgia title issued in the insured's name (if available), the manufacturer's statement of origin (MSO), or the out-of-state title (issued in the applicant names or properly assigned to the applicants) must be submitted. If an application for a replacement title is being made, then the '*replacement*' block on the top left-hand corner of the salvage title application must be checked.

- **Lien or Security Interest** - Liens or security interests shown on the supporting documents must be released or shown on the new title application. In order to perfect a lien or security interest in a vehicle, it must be recorded on the title application in the space provided or Form T-17 Affidavit of Title being Held by Lienholder or Security Interest Holder or Leasing Company must be completed by the lienholder. Form T-4 Notice of Satisfaction of Security Interest or Lienholders Affidavit should be completed for all *satisfied* liens or security interests when **not** released in the spaces provided on the title.

- **Notice of Total Loss Claim** – Completed Form T-56 Notice of Owner – Payment of a Total Loss Claim, signed by the insured and by an agent of the insurance company.

- **License Plate** - The license plate (except out-of-state license plates or specialized plates that remain with the vehicle's owner) with a completed Form T-158 Report of and/or Surrender of Georgia License Plate.

- **Fees** - $18.00 title fee with a certified check or money order made payable to the Department of Revenue.

- **Submit** to:

  Georgia Department of Revenue
  Motor Vehicle Division
  Attn: Salvage Unit
  P. O. Box 740384
  Atlanta, Georgia 30374-0384

E. Total Loss Claim, Insurance Company Retains Vehicle

When the insurance company retains the *salvage vehicle* as a result of a *"total loss claim"* being paid, an application for a salvage title must be made. The insurance company must apply for a salvage title in their name within 30 days of the date of settlement when the vehicle requires a Georgia title. Application must be made to the Motor Vehicle Division, by submitting the following:

- **Application** - Form MV-1S Application for an Original or Replacement 'Salvage' Title 'Only' completed in the insurance company's name and signed by an authorized representative of the insurance company. **Important:** Form MV-1S Application for an Original or Replacement 'Salvage' Title 'Only' **cannot** be used to apply for a title on a recovered vehicle or a *Stolen/Unrecovered branded title.*

- **Certificate of Title** - The title **must** be properly assigned to the insurance company with **all** recorded liens or security interests properly released.

- **Fees** paid with check or money order made payable to the Department of Revenue

- $18.00 title fee
- $75.00 State TAVT

- **Submit** to:

  Georgia Department of Revenue
  Motor Vehicle Division
  Attn: Salvage Unit
  P. O. Box 740384
  Atlanta, Georgia 30374-0384

Disposition of License Plate:

- If the insurance company takes possession of the vehicle, the owner retains the license plate. The owner may transfer the license plate to another vehicle that requires the same license plate category type.

- If the owner retains possession of the vehicle, the license plate must be turned in to the County Tag Office where the owner resides for cancellation with Form T-158 Report of and/or Surrender of Georgia License Plate

Exception: Special license plates and out-of-state license plates should not be turned in, but should be removed from the vehicle. The vehicle cannot be driven until it has passed inspection and been issued a 'rebuilt' title. A special license plate can be reassigned to the vehicle once a 'rebuilt' title has been obtained and registration of the vehicle has occurred.

F. Release of Insurance Information

Persons authorized to receive the insurer's name and the insurance status, under the power of subpoena approved by the Department's Legal Affairs and Tax Policy Division, can obtain insurance information for salvage titles.

G. Salvage Title for a Vehicle that has Been Rebuilt

After you obtain a *salvage title* and rebuild or have someone rebuild the vehicle for you, you must apply for a *rebuilt title*. To apply for a *rebuilt title*, the following documents must be submitted to a State Approved Private Inspector/Station.

Important: The vehicle is **not** to be painted until after it has been inspected and has passed an inspection.

- **Photographs** - One or more photographs of the motor vehicle in its salvaged condition.

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Salvage Title** - The *salvage certificate of title* should be issued in the applicants' full legal names or properly assigned to applicants using their full legal names. **Note:** *Every* Georgia owner *including a licensed dealer* is required to apply for a rebuilt title in their name before transferring to another party.

- **Labor and Parts Certification** – Completed Form T-129 Labor and Parts Certification signed by the owner.

- **Receipts** - Submit receipts showing the rebuilder as the purchaser, listing each part used in repairing the vehicle. These receipts must:
  - Indicate whether the part was '*new*' or '*used.*'
  - Show the stock number or part number along with the part name, if the part is '*new.*'
  - Show serial number of the parts vehicle it was taken from, if the part is '*used.*'
  - Be signed with the full signature of the seller.

- **Fees** – Inspection fees vary, with minimum of $100.00.

- **Rebuilder's License** - Copy of the rebuilder's license must be submitted with **each** request for inspection.

Notes:

- If the vehicle requires a re-inspection by a State Approved Private Inspector/Station, an additional fee will be charged for **each** inspection.

- When the vehicle requires less than two major component parts to restore it to an operable condition, the title will be branded as "*Rebuilt.*"

- The vehicle must pass an inspection by a State Approved Private Inspector/Station **before** a new certificate of title or a license plate will be issued.

- If parts receipts are **not** available, a surety bond must be obtained and submitted.

Important Notice: Any person, partnership, limited liability company, firm, or corporation engaged in the business of buying salvage or wrecked motor vehicles for the purpose of restoring or rebuilding them with *used* or *new* motor vehicle parts, or *both*, to be sold as motor vehicles must have a Georgia Used Motor Vehicle Part's (rebuilder's) license. A copy of this license must be submitted with **each** application for a rebuilt title.

If it is determined upon the inspection of the vehicle that the vehicle is **not** in full compliance with the law, the inspector may order additional corrective repairs.

If after an initial inspection of a motor vehicle, it is determined that the damage is so extensive that returning the vehicle to a safely-operable condition is impossible, the certificate of title shall be revoked and such vehicle may be used *only* for scrap or parts.

H. Inspection of Out-of-State Vehicle

Any motor vehicle for which the current out-of-state title is marked *Salvage*, *Rebuilt, Restored*, or any similar such phrase must be inspected by the State Approved Private Inspectors/Stations. Any vehicle which has been declared as *Non-Rebuildable* will **not** be titled in the State of Georgia.

Notes: If the out-of-state title's brand/legend indicates the vehicle was rebuilt in another state, parts receipts, photographs and Form T-129 Labor and Parts Certification are **not** needed.

Any motor vehicle for which the current out-of-state certificate of title is marked *'Salvage,'* *'Rebuilt,'* *'Restored,'* or *any similar such brand* must be inspected by the State Approved Private Inspectors/Stations. This also applies when the make of a vehicle reflects "*Assembled,*" "*Homemade,*" "*Kit,*" etc.

If a Georgia assigned number (GA00000) or another state's assigned number has been issued to a vehicle, that is the vehicle's permanent vehicle identification number. A correction affidavit (MV-18E) will **not** change the vehicle identification number back to the original manufacturer's identification number.

Once the title has been issued, the vehicle owner can apply for a license plate at the County Tag Office where the owner resides.

I. Out-of-State Title Previously Branded 'Salvage' in Georgia's Registration & Title Database

In order to transfer a *clear* out-of-state title previously branded as *'Salvage'* in Georgia's registration and title database, the following documents must be mailed to:

Georgia Department of Revenue
Motor Vehicle Division
Attn: Salvage Section
P. O. Box 740384
Atlanta, Georgia 30374-0384

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Transfer Document** - The current out-of-state certificate of title must be in the applicants' names or properly assigned to the applicants using their full legal names.

- **Fee** - $18.00 title fee – payment should be made with a certified check or money order made payable to the Department of Revenue.

Once your application is processed, registration can be completed at your County Tag Office:

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT). See Information on these taxes.
  An owner has 30 days from the date the title application was made to the Department of Revenue in order to avoid being charged a 10% title ad valorem tax (TAVT) penalty fee, with an additional 1% penalty every 30 days thereafter.

J. Vehicle Damaged in Shipment (Disclaimed by Manufacturer)

When a *new* vehicle has been damaged in shipment, by fire, or by water/flood, the vehicle's serial plate is usually removed, and the vehicle is disclaimed by the manufacturer. The manufacturer usually withholds the issuance of a manufacturer's statement of origin (MSO). Therefore, the only way the Motor Vehicle Division will issue a title is on the basis of a surety bond. The vehicle must pass a Georgia motor

vehicle inspection before a title or license plate will be issued. To apply for a Georgia title for such a vehicle, the following documents must be submitted to a State Approved Private Inspector/Station:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. The applicants' names on the title application and the principals' names on Form MV-46 Certificate of Title Bond must match.

- **Application for Bond** – See Surety Bond Section for required information.

- **Labor and Parts Certification** - Completed Form T-129 Labor and Parts Certification must be signed and notarized.

- **Parts Receipts** - Receipts showing the rebuilder as the purchaser, listing **each** part used in repairing the vehicle. These receipts must:
  - Indicate whether the part was *new* or *used*.
  - If the part is new, the *stock number* or *part number* must be shown along with the part name.
  - If the part is *used*, the serial number of the vehicle the part was taken from must be shown.
  - **Each** parts bill of sale must be signed with the full signature of the seller.

- **Missing Serial Plate Affidavit** - Completed Form T-128 Missing Serial Plate Affidavit.

- **Ownership Documents** - Any other available ownership documents should be submitted.

- **Fees** – Inspection fees vary, minimum of $100.00.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

If the vehicle requires a re-inspection by a private inspector, an additional fee will be charged for **each** inspection.

Once the vehicle passes inspection, all the above paperwork along with the inspector's report and registration must be submitted with:

- **Application fees** - $118.00 ($18.00 title fee and $100.00 state processing fee) made payable to the Department of Revenue

Submit to:

Georgia Department of Revenue
Motor Vehicle Division
Attn: Salvage Unit
P. O. Box 740384
Atlanta, Georgia 30374-0384

Note: The titles for vehicles damaged with water or as the result of a flood will be branded *Flood Damaged* vehicles. Titles for vehicles damaged with *fire* will be branded *Fire Damaged.*

Any person, partnership, limited liability company, firm, or corporation engaged in the business of buying salvage or wrecked motor vehicles for the purpose of restoring or rebuilding them with used or new motor

vehicle parts, or both, to be sold as motor vehicles must have a Used Motor Vehicle Part's (rebuilder's) license.

A copy of the rebuilder's license must be submitted with **each** application for a *rebuilt title*.

K. Vehicle sold by the Georgia Department of Administrative Services (DOAS)

Vehicles sold by the Georgia Department of Administrative Services (DOAS) are allowed to use the Georgia DOAS Motor Vehicle Title Reassignment Supplement in lieu of a signed title. All other required documents should be provided.

(Revised 10/2018)

Georgia DOAS Motor Vehicle Title Reassignment Supplement

WARNING: Any alteration or erasure voids this document. Federal and State laws require that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

Purpose of this Form: This form may only be used by the Georgia Department of Administrative Services for reassignment of title for surplus vehicles.
How to submit this Form:

- Submit this form with all other required paperwork for application for title through the County Tag Office in the county where the buyer resides.
- This form should only be used by the Georgia Department of Administrative Services.

Please refer to your County Tag Office for additional information on the Title Reassignment Process.

Part A	VEHICLE INFORMATION			
Vehicle Identification Number	Year:	Make:	Model:	Body Type:

Part B — REASSIGNMENT # 1

The undersigned hereby certifies that the vehicle described in this document has been transferred on _____/_____/_____ to the following printed name and address:
DATE OF SALE

_____
Name of Transferee or Buyer

I, certify to the best of my knowledge that the odometer reading is actual mileage of the vehicle unless one of the following statements is checked:
ODOMETER READING: _____ *(no tenths)* miles and, to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.

☐ (1) The mileage stated is in excess of its mechanical limits.
☐ (2) The odometer reading is NOT the actual mileage. **WARNING – ODOMETER DISCREPANCY**

Seller's/Transferor's Printed Name	Seller's/Transferor's Signature
Seller's/Transferor's Address	

I am aware of the above odometer certification made by the seller(s):

Buyer's Printed Name	Buyer's Signature
Buyer's Address	

Part C — LIEN – Lienholder to be recorded as showing on new title:

First Lien in favor of: (name of 1st lienholder)	Second lien in favor of; (name of 2nd lienholder
First lienholder address:	**Second lienholder address:**

9. Rebuilt or Restored Vehicle

A salvage titled vehicle must go through the Rebuilt Inspection process before a rebuilt title can be issued on vehicles that require titles. To obtain a rebuilt title:

- **Must be a Licensed Rebuilder** – Anyone who purchases a salvage or wrecked vehicle for the purpose of restoring or rebuilding must be licensed as a rebuilder.

- **Vehicle must pass Inspection** – When the vehicle is restored but before it is painted, it must pass inspection by a State Approved Private Inspector/Station.

To apply for a rebuilt title and vehicle inspection, submit the following to a State Approved Private Inspector/Station:

- **Photos** - One or more photographs of the vehicle in its salvaged/wrecked condition before any repairs are made.

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Salvage title** - Original valid salvage title issued in the vehicle owner's name or properly assigned to the owner.

- **Labor and Parts Certification** - Completed Form T-129 Labor and Parts Certification.

- **Receipts** - Provide receipts for new or used parts used to restore/rebuild the vehicle should include:

    - Part name and stock number

    - Show the vehicle owner or rebuilder as the buyer of the parts (The rebuilder's name, as shown on the parts receipts must be shown on Form T-129 Labor and Parts Certification)

    - For used parts, show the part name and the vehicle identification number (VIN) of the vehicle from which the part was taken.
        - Parts vehicle must have a title on file with the Department or submitted at the time of application
        - If the parts are from another state, provide a letter of certification from the other state

- **Rebuilders License** - Copy of Rebuilder's License.

- **Inspector fee** - Inspection fee may vary, minimum of $100.00.

  If the vehicle requires a re-inspection by the private inspector/station, an additional fee will be charged for **each** inspection.

Note: All of the above items must be available at inspection. The vehicle must be towed, not driven to the inspection site.

Once the vehicle passes inspection, all the above paperwork along with the inspector's report and registration must be submitted with:

- **Application fees** - $118.00 ($18.00 title fee and $100.00 state processing fee) made payable to the Department of Revenue

Submit to:

Georgia Department of Revenue
Motor Vehicle Division
Attn: Salvage Unit
P. O. Box 740384
Atlanta, Georgia 30374-0384

Vehicle must go through the Rebuilt process if:

- Georgia Branded "Salvage."
- Out of state branded "Salvage," "Flood," "Fire," and "Total Loss."
- Tractor cab restored with a glider kit.

If the out-of-state title is branded as "Rebuilt" or "Restored," (indicating that the vehicle is no longer in damaged condition) the rebuilt vehicle procedures must be completed except for the following:

- **Photos** - Photographs of the vehicle in its salvaged/wrecked condition

- **Receipts** - Receipts for parts used to restore the vehicle

- **Labor and Parts Certification** - Completed Form T-129 labor and Parts Certification

Once the rebuilt title has been processed, the vehicle owner can apply for a license plate and pay any taxes due at the County Tag Office where the applicant resides, by submitting:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Title Document** - The Georgia rebuilt title issued in the rebuilder's name.

- **Fees** - $20.00 standard license plate fee, if a specialty license plate is purchased additional fees apply. Contact your County Tag Office for acceptable methods of payment.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT). See Information on these taxes.

10. Repossessed Vehicle

A. Repossession - Georgia Title on Record

To apply for a title on a repossessed vehicle, the following documents must be submitted to the County Tag Office where the applicant resides or the MVD Main Office:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. The application must either be in the repossessor's name or in the buyers' names showing their current address.

- **Title Document** - The Georgia title, issued in the person's name from whom the vehicle was repossessed, if available. If the Georgia title is **not** in the name of the person from whom the vehicle was repossessed, the title **must** be submitted properly assigned to that person.

- **Contract** - When the repossessor is **not** perfected on the face of the Georgia title as the lienholder or security interest holder, a legible copy of the contract between the record lienholder or security interest holder (repossessor) and the person from whom the vehicle was repossessed, properly assigned to show that all rights of the contract were assigned to the repossessor. The contract must list the vehicle as collateral showing a complete description of the vehicle, year, make, model, and VIN (vehicle identification number), and be signed by the party from whom the vehicle was repossessed.

- **Affidavit of Repossession** – Completed Form T-16 Affidavit of Repossession signed by an authorized agent of the repossessor.

  Note: A bill of sale is acceptable when the vehicle is exempt from the odometer declaration requirements. If the Georgia title is lost, and the odometer declaration is required, the repossessor **must** apply for a Georgia title in their name first, **before** the ownership of the vehicle can be transferred.

- **Lienholder/Security Interest Holder Notification** - If the first lienholder or security interest holder is going to repossess the vehicle, they must notify any additional lienholders or security interest holders by 'registered mail, return receipt requested,' prior to repossessing the vehicle, advising them that they are going to repossess the vehicle. The additional lienholders or security interest holders are **not** required to execute a lien or security interest release.

- **Fees** - $18.00 title fee and $20.00 license plate fee. Contact your County Tag Office for acceptable methods of payment. If the applicant purchased the vehicle from the repossessor or a dealer, they must apply for a title in their name within 30 days of the purchase date or a $10.00 title penalty fee must be included in your payment.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT). See Information on these taxes.

B. Repossession - No Georgia Title on Record

Only out-of-state titles in the name of a Georgia resident in which a retail sale has taken place are eligible for this process. In order for a title to be issued on a vehicle that has an out-of-state title and has been repossessed, the following documents must be submitted to the County Tag Office where the applicant resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Transfer Document** - The out-of-state title or manufacturer's statement of origin issued in the name of the person from whom the vehicle was repossessed or properly assigned to that person.

- **Contract** - When the repossessor is **not** perfected on the face of the Georgia title as the lienholder or security interest holder, a legible copy of the contract between the record lienholder or security interest holder (repossessor) and the person from whom the vehicle was repossessed, properly assigned to show that all rights of the contract were assigned to the repossessor. The contract must list the vehicle as collateral showing a complete description of the vehicle, year, make, model, and VIN (vehicle identification number), and be signed by the party from whom the vehicle was repossessed.

- **Affidavit of Repossession** – Completed Form T-16 Affidavit of Repossession or an Affidavit of Repossession from the state where the title or registration certificate was issued signed by an authorized representative of the repossessor. A complete chain-of-ownership must be established from the repossessor to the applicant who must be a resident of the state of Georgia.

- **Fees** – $18.00 title fee and $20.00 license plate fee. Contact your County Tag Office for acceptable methods of payment. If the applicant purchased the vehicle from the repossessor or a dealer, they must apply for a title in their name within 30 days of the purchase date or a $10.00 title penalty fee must be included in the payment.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT). See Information on these taxes.

C. Repossession - Floor Plan

In order for a title to be issued on a vehicle that has been repossessed by means of a *floor plan*, the following documents must be submitted to the County Tag Office where the applicant resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Supporting Document** - The original manufacturer's statement of origin (MSO), current Georgia title or out-of-state title must accompany the title application and the other required documents and fees/taxes. The supporting documents must be issued in the dealer's name from whom the vehicle was repossessed or properly assigned to the dealer. If there is a Georgia title on record issued in the dealer's name from which the vehicle was repossessed, the title must be submitted, *if available*.

- **Affidavit of Repossession** – Completed Form T-16 Affidavit of Repossession signed by an authorized agent. A complete chain-of-ownership must be submitted from the repossessor to the applicant. Bills of sale are acceptable for vehicles exempt from the odometer declaration requirements; but are **not acceptable** when an odometer declaration is required. If the Georgia title is lost, the repossessor must apply for a Georgia title in their name first **before** the title can be transferred (for vehicles where an odometer declaration is required).

- **Floor Plan** - A copy of the *floor plan* between the repossessor and the dealer from whom the vehicle was repossessed must be submitted.

- **Fees** - $18.00 title fee and $20.00 license plate fee. Contact your County Tag Office for acceptable methods of payment. If the applicant purchased the vehicle from the repossessor

or a dealer, they must apply for a Georgia title in their name within 30 days of the purchase date or a $10.00 title penalty fee must be included in their payment

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT). See Information on these taxes.

D. Foreclosures

In order for a Georgia certificate of title to be issued on a vehicle when a foreclosure court action has been taken, the following documents must be submitted to the Motor Vehicle Division:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Court Documents** - A *certified copy* of **all** court records must be submitted. If the court order does **not** contain a complete description of the vehicle, a levying order signed by the sheriff must be obtained, reflecting a complete description (year model, vehicle make and vehicle identification number). A certified copy of any court document must have the Clerk of the Court's signature and their seal or stamp affixed.

- **Public Sale** - If the court order states that the vehicle is to be sold at a *'public sale'* and the person authorized to sell the vehicle is the **same** as the applicant, the applicant must submit a signed and notarized affidavit stating that a public sale was held and they were the highest bidder. The affidavit must include a complete description of the vehicle (year model, vehicle make and identification number). Proof of advertisement in the newspaper must also be attached with the other required supporting documents.

- **Affidavit of Repossession** – Completed Form T-16 Affidavit of Repossession if the vehicle was sold after repossession pursuant to court action. The authorized agent of the party repossessing the vehicle must sign this completed form.

- **Bill of Sale** - An original Form T-7 Bill of Sale showing transfer to the applicant must be submitted. A complete chain of ownership must be shown. Bills of sale must reflect a complete description of the vehicle (year model, vehicle make and identification number).

- **Transfer Documents** - The manufacturer's statement of origin (MSO), Georgia title, or out-of-state title must be submitted. The Georgia title should be submitted **if** available.

- **Certification of Inspection** - If there is no Georgia title record, completed Form T-22B Certification of Inspection by a Georgia law enforcement officer **or County Tag Office Staff** after making a visual inspection of the vehicle's serial plate.

- **Lien or Security Interest Release** - Completed Form T-4 Notice of Satisfaction of Security Interest or Lienholders Affidavit is required if there is a lienholder or security interest holder **on record**, and the court order **does not** state that the vehicle is to be sold '*free and clear*' of all liens, security interests or encumbrances.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

  An owner has 30 days from the date the vehicle was purchased or the date the ownership was transferred to apply for a title to avoid being charged a 10% Title Ad Valorem Tax penalty fee, with an additional 1% penalty every 30 days thereafter.

11. Mobile/Manufactured Home

To apply for a title for a mobile/manufactured home, the following must be submitted to the County Tag Office where the home is located.

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

  - **Double- or Triple-wide** - If the mobile/manufactured home is a double-wide or a triple-wide:
    - A separate title application is required for **each** unit if a separate title or manufacturer's certificate of origin is issued for **each** unit.
    - If the serial number for **each** unit is listed separately on the title or statement of origin, then a separate application is required for **each** serial number listed.

  - **Double-wide** - If the manufacturer elects to issue only **one** manufacturer's statement of origin reflecting the 'A' and the 'B' side in the manufacturer's identification number, only **one** certificate of title will be issued. The certificate of title will reflect the 'A' and the 'B' in the identification number as shown on the manufacturer's statement of origin.

  - There are exceptions when processing bonded mobile/manufactured homes for double and triple wides when the customer has a choice to have one or two titles issued and when it must be one with both sides combined.

- **Ownership Document** - Original valid manufacturer's certificate of origin or title issued in the owner's full legal name or properly assigned to the owner using their full legal name for **each** unit of the home when more than one manufacturer's statement of origin or title has been issued for the home.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - If the purchase or transfer date on the title or manufacturer's state of origin is altered, a penalty fee of $10.00 will also be due.
  - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

A. Mobile/Manufactured Home Tax Sale

When the owner of a mobile/manufactured home is in default of payment of taxes – the county tax commissioner may conduct a tax sale and sell the mobile/manufactured home for taxes. Once the mobile/manufactured home has been sold, the following are required for the issuance of a title by the County Tag Office where the home is located:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. If more than one title has been issued for the home, a separate title application is required for **each** side.

- **Title Document** - The current title must be submitted, if available. If there is more than one side to the home and more than one title has been issued, each title must be submitted.

- **Certification of Inspection** - If there is no Georgia title record, completed Form T-22B Certification of Inspection by a Georgia law enforcement officer after making a visual inspection of the mobile/manufactured home's serial plate. A completed Form T-22B Certification of Inspection is required for **each** side of the home if a separate title has been issued for **each** side of the home.

- **Copy of Tax Lien** - A *certified copy* of the tax lien signed by the tax commissioner and marked with the book and page numbers from General Execution Docket (GED).

- **Levy Order** - The original levying order signed by the Ex-Officio Sheriff or Sheriff.

- **Bill of Sale -** A signed bill of sale from the Ex-Officio or Sheriff authorized to sell the mobile/manufactured home. If a separate title is issued for each side of the home, a separate bill of sale is required.

- **Advertisement -** The mobile/manufactured home must be advertised for sale in the newspaper. The advertisement must reflect a full description of the mobile/manufactured home, year model, make of vehicle and vehicle identification number.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
    - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
    - If a title is **not** applied for within 30 days of tax sale, a title penalty fee of $10.00;
    - Any penalty fees due for late registration renewal or late application for title.

- **Tax Receipt** - Tax paid receipt for current year taxes. In accordance with O.C.G.A. § 40-3-32.1, the title application must be submitted to the County Tag Office in the county where the mobile/manufactured home is to be installed. Title applications for mobile/manufactured homes are not be accepted by Motor Vehicle Division Main Office.

B. Procedures for Conversion to Real Property

Form T-234 Mobile/Manufactured Home Certificate of Permanent Location		
Responsible Party	**Required Documents & Fees**	*Action*
Mobile/Manufactured Home Owner	• Form MV-1 Tag and Title Application, MSO, or title • $18.00 title fee	• If a Georgia title is **not** already issued in the owner's name, title should be applied for at the County Tag Office where the home is located *Note: MSO can be submitted directly to the Clerk of Superior Court and not processed in Georgia's Title and Registration Information System.*
Owner/Security Interest Holder or Attorney	• Form T-234 Mobile/ Manufactured Home Certificate of Permanent Location	• Completed Form T-234 Mobile/ Manufactured Home Certificate of Permanent Location • Submitted to the Clerk of Superior Court where the home is located
Clerk of Superior Court	• Form T-234 Mobile/ Manufactured Home Certificate of Permanent Location	• Certifies the Form T-234 • Files in the same manner as real property records • Collects fees for recording real estate • Indexes under the name of the current owners of the real property in both the grantor and grantee indexes • Provides the certified copy of Form T-234 to the person shown in Section 1 of the form
Owner/Security Interest Holder or Attorney	• Certified copy of the Form T-234 Mobile/ Manufactured Home Certificate of Permanent Location • Georgia title • $18.00 filing fee	• Submits the Form T-234, title, and $18.00 fee for **each** title to the County Tag Office where the home is located
County Tag Office	Receives • Certified copy of the Form T-234 Mobile/	• From the Title Main Menu, selects Option 20 (Cancel Mobile/Manufactured Home) and cancels the current title

	Manufactured Home Certificate of Permanent Location • Georgia title • $18.00 filing fee for **each** title	• Collects $18.00 filing fee • Stamps the Form T-234 in the '*County Use Only*' box No other titles will be issued on the home unless an error was made or a Certificate of Removal from Permanent Location is received.
County Tag Office	• Original Form T-234 Mobile/ Manufactured Home Certificate of Permanent Location • Two copies of Form T-234	• Returns the original Form T-234 to the owner/security interest holder or individual shown in Section 1 • Provides a copy of the Form T-234 to the Clerk of Superior Court • Submits fees, the title and a copy of the Form T-234 to MVD with the batch transmittal report
Clerk of the Superior Court	• Receives a copy of the Form T-234, stamped by the County Tag Office	• Submits a copy of the Form T-234 to the Board of Tax Assessors or other local official responsible for the valuation of real property

The county stamp should include the following information:

County Name: _____
Title Cancelled – Real Property
Date: _____

C. Procedures for Removal from Real Property

Form T-229 Mobile Home Certificate of Removal from permanent location		
Responsible Party	**Required Documents & Fees**	**Action**
Mobile/ Manufactured Home Owner or Security Interest Holder	• Form T-229 Mobile/ Manufactured Home Certificate of Removal from permanent location • Form MV-1 Tag and Title Application • $18.00 title fee for **each** title	• Submits required documents and fees to the County Tag Office where the home is located

	• Copies of deeds, if the owner in the Department's records is not the same as the owner on the title application	
County Tag Office	Receives • Form T-229 Mobile/ Manufactured Home Certificate of Removal from permanent location • Form MV-1 Tag and Title Application • $18.00 title fee for each title • Copies of deeds, if the owner in the Department's records is not the same as the owner on the title application	• Stamps Form T-229 in the '*County Use Only*' box • From the Title Main Menu, selects Option 20 • Keys code URP • Processes title according to title application
County Tag Office	• Original, stamped Form T-229 • Two copies of Form T-229	• Forwards the original, stamped Form T-229 to the person shown in Section 1 • Forwards a copy of the stamped Form T-229 to the Clerk of Superior Court • Submits fees, application, deeds, (if applicable) and a copy of the Form T-229 to MVD with the batch transmittal report

The county stamp should include the following information.

County Name: _____
Removal from Permanent Location
Date: _____
Title Number _____
Employee's Name: _____

D. Procedures after a Mobile/Manufactured Home is Destroyed

Form T-230 Mobile/Manufactured Home Certificate of Destruction		
Responsible Party	**Required Documents & Fees**	**Action**
Mobile/ Manufactured Home Owner	• Form T-230 Mobile/ Manufactured Home Certificate of Destruction • $18.00 filing fee	• Completes Part "A" of Form T-230 • Has a Georgia law enforcement officer complete Part "B" of Form T-230 • Submits the completed Form T-230 Mobile/ Manufactured Home Certificate of Destruction to the County Tag Office where the home was located
County Tag Office	• Form T-230 Mobile/ Manufactured Home Certificate of Destruction • $18.00 filing fee	• Stamps Form T-230 in the 'County Use Only' Box • From Title Main Menu, selects Option 20 (Cancel Mobile/ Manufactured Homes) • Keys code CMD • Updates collection of $18.00
County Tag Office	• Original, stamped Form T-230 • Two copies of Form T-230	• Forwards original, stamped Form T-230 to the owner • Forwards a copy of the Form T-230 to the Clerk of Superior Court • Submits fee and a copy of the Form T-230 to MVD with the batch transmittal report

The county stamp should include the following information.

County Name: _____
Mobile/Manufactured Home Destroyed
Date: _____
Employee's Name: _____

12. Joint Ownership and Joint Tenants with Rights of Survivorship

Georgia does not use the word "or" or the word "and/or" to establish joint ownership of a vehicle on the title. In other words, the title to a vehicle that is jointly owned will be printed to reflect their names with one name on line one and the other on line two. When the vehicle is transferred to a new owner, all current owners must sign the title assignment.

Joint Ownership – When applying for a Georgia certificate of title and/or registration/license plate (tag) showing joint ownership use the word "and" instead of "or."

Owners can make a decision to have the title branded as "Joint Tenants with Rights of Survivorship." If this legend/brand is to be shown on the face of the title, it must be printed on the title application below the owners' names.

Joint Tenants with Rights of Survivorship – Requests for a "*Joint Tenants with Rights of Survivorship*" disclosure on a Georgia certificate of title can be applied for at the County Tag Office where the owners reside using the following process:

- Inform the processing clerk, or
- Enter "Joint Tenants with Rights of Survivorship" on Form MV-1 Title and Tag Application below your name.

When a title is issued with the legend/brand "Joint Tenants with Rights of Survivorship" and one of the owners dies, the surviving owner may transfer the title to another party by:

- Completing the title assignment and
- Attaching a copy of the deceased's death certificate.

The surviving owner could also apply for a title in their name by providing the following to the County Tag Office where the applicant resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.
- **Death Certificate** - Copy of the deceased owner's death certificate
- **Transfer Document** - The Georgia title should be submitted.
- **Payment** - $18.00 title application fee. Contact your County Tag Office for acceptable methods of payment.
- **Taxes, if applicable** - See Information on these taxes.

  Note: In situations where joint ownership has been established on a title and one owner is being removed through application for a new title, the TAVT is not due at the time of the new application. The ad valorem status will remain as it was prior to the new issuance. In situations where an additional owner is being added by way of a title application, the TAVT is due at the time of the application.

The title will be issued with the legend/brand, ***Joint Tenants with Rights of Survivorship***.

When a certificate of title reflects the *joint tenant legend* and is transferred to a *new* owner, **all** owners shown on the face of the title must sign the first assignment on the back of the title.

When an application is made omitting one of the owners shown on the original certificate of title and the brand/legend '*Joint Tenants with Rights of Survivorship'* is reflected and one of the owners is deceased, a copy of the owner's death certificate must be submitted with the supporting documents. These brands/legends must be requested and **do not** automatically transfer from title to title.

13. Replacement Title

A replacement title may be applied for if the original title has been lost, stolen or mutilated. If the owner cannot find the original title, the owner should first check with the bank, credit union or lienholder recorded on the original title.

When the note or lien is paid, the holder releases their interest in the vehicle and the title is sent to the owner or the next lienholder or security interest holder if there is one recorded. A satisfied lien or security interest is **not** removed from the state's records until a new title is applied for and issued.

To obtain a replacement title, submit the following to the County Tag Office where the owner resides. When the title is printed, the long, replacement title legend/brand, '*This is a replacement certificate and may be subject to the rights of a person under the original certificate'* will print on the title.

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. The appropriate box at the top of the MV-1 must be checked indicating that the application is for a replacement title.

  A replacement title may be issued in a person's married name even though the original title was issued in the person's maiden name. In order for a replacement title to be issued in a person's married name, the application should be completed and signed in the married name. A copy of the person's official marriage certificate must accompany the application, fees and any other supporting documents.

- **Original title** - The mutilated (damaged) title, when applicable

- **Fee** - The replacement title application fee is $8.00 for a lost or stolen title. Contact your County Tag Office for acceptable methods of payment. If the title application is submitted in person at the MVD Main Office or mailed to MVD for *expedited* processing, a $10.00 special handling fee, in addition to the $8.00 application fee, must be included in the payment. When submitting title documents (by mail) to be processed *expeditiously*, you must clearly indicate on the outside of the envelope: **Attn: Expedited Processing**.

- **Supporting Documents** - Additional requirements for certain situations include:

  - **Lien or Security Interest still showing on current title record** – An original Form T-4 Notice of Satisfaction of Security Interest or Lienholders Affidavit for each lienholder or security interest holder recorded on the original title that has not been satisfied or paid. A paid or satisfied lien or security interest should **not** be recorded on the application. If the security interest or lien recorded on the original title is **not** satisfied, the name and address of the lienholders or security interest holders must be printed on the application in the order that their interest in the vehicle was perfected.

        - Do not record satisfied or paid lien or security interest information on the application.

        - Any lien or security interest recorded on a Georgia title for ten years from the title's issue date shall be considered satisfied and a release will not be required, except for liens and security interests recorded for mobile/manufactured homes, cranes, and vehicles weighing more than 10,000 pounds gross vehicle weight.

        - A new release is required if the lien or security interest is still recorded on the state's title records. This occurs when your financial institution released their interest in your vehicle on the vehicle's title and you did not apply for a clear title.

    - **Deceased person** – A replacement title cannot be issued in a deceased person's name. See requirements for a title after inheritance.

    - **Name change** – If your name has changed since the title was issued, complete the application in your new name and attach a certified copy of the legal court document authorizing the name change:

        - Certified copy of your marriage license,
        - Divorce decree, or
        - Other court documents.

        Note: A certified copy of any court document must have the Clerk of the Court's signature and their seal or stamp affixed.

    - **Assigned not issued** – If the title was assigned to you but you have not received a title in your name, the current vehicle owner (on record) must apply for a replacement title.

A. Mutilated/Invalidated Title (Original Title Not Lost or Stolen)

A replacement title must be issued when a title is invalidated by improper assignments, mutilated to the extent that critical information is illegible, mutilated to the extent that the title cannot be archived on film, or correction fluid is used. A replacement title application, the mutilated/invalidated title and the application fee of $18.00 must be submitted to the County Tag Office where the owner resides or the MVD Main Office. When the title is printed, the short, replacement title legend of '*Replacement Title'* will be printed on the title.

B. Title Lost in the Mail

Georgia law allows for the *free* replacement of an original Georgia title lost in the mail to the vehicle owner if application for the replacement title is received within 60 days from the issue date of the original title. The following documents must be submitted to the County Tag Office where the owner resides or the MVD Main Office.

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- Form T-216 Affidavit (Report of a Georgia Certificate of Title Lost in the Mail) This form must be completed in full - typed, electronically completed and printed or legibly hand printed in blue or black ink and signed by the vehicle owners. The signatures on this form must be notarized. Any alterations or corrections will void this form.

An attorney-in-fact **cannot** complete Form T-216 Affidavit (Report of a Georgia Certificate of Title Lost in the Mail). If this form is **not** received within 60 days of the date of the issuance of the original title, the $8.00 replacement title-processing fee is required.

A lienholder or security interest holder cannot apply for a title lost in mail.

C. Removal of Replacement Legend

If a replacement certificate of title is issued for six months in an owner's name without the ownership being challenged, the owner may have the long replacement legend removed by submitting the following documents to the County Tag Office where the owner resides. The title, when issued, will reflect the legend/brand, '*Replacement Title'* instead of the legend/brand, '*This is a replacement certificate and may be subject to the rights of a person under the original certificate*.'

- **Application -** Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Supporting Documents** - The current Georgia title must be submitted. A letter, signed by the vehicle owner, requesting that the replacement legend be removed must be submitted.

- **Fee** - The title application fee is $18.00. Contact your County Tag Office for acceptable methods of payment.

D. Removal of Replacement Legend/Brand after Original Georgia Title Found

If a replacement title has been issued and the owner finds the original title, the following documents must be submitted if the applicant wishes to have the replacement legend/brand removed.

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. The names of all owners must be reflected exactly as shown on their driver's licenses. The certificate of title will be printed, using the exact names as shown on the title application.

- **The Replacement Title**

- **The Original Georgia Title**

- **Lien or Security Interest** – Liens or security interests shown on the supporting documents must be released or shown on the new title application. In order to perfect a lien or security interest, it must be recorded on the title application in the space provided.

- A **letter** requesting that the replacement legend be removed must be submitted from the owner on record. This letter must be signed by all vehicle owners.

- **Fee** - $18.00 title fee. Contact your County Tag Office for acceptable methods of payment.

The title, when issued, will **not** reflect either legend/brand.

E. Replacement Title Applications by Lienholder

A lienholder or security interest holder is considered a personal representative of a vehicle owner if a lien or security interest holder is recorded on the current Georgia title and the lien or security interest is **not** satisfied. Under these conditions, an authorized employee of the recorded lienholder or security interest holder may sign a replacement title application for the owner, if the original, current title is lost or stolen. The following documents and fees must be submitted to the County Tag Office where the owner resides.

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. Except for the owner's Georgia address, the information on the replacement title application must be the **same** information as recorded on the original title. The following can sign the application:
    - The vehicle owners,
    - A person authorized by the owner on Form T-8 Limited Power of Attorney, or
    - A person that is directly employed by the lienholder or security interest holder on the current Georgia title record. If an employee signs, the employee's position or job title with the company must be printed beside the employee's signature.

- **Processing Fee** - $8.00 fee for each replacement title. Contact your County Tag Office for acceptable methods of payment.

  If the application is submitted to Motor Vehicle Division *in-person* or *mail-in expedited* title services, a total of $18.00 per application will apply ($8.00 fee for each replacement title plus an additional expediting fee of $10.00). When submitting title documents (by mail) to be processed *expeditiously*, you must clearly indicate on the outside of the envelope: **Attn: Expedited Processing**.

Note: Authorization to sign the owners' names on an application for a replacement title **cannot** be passed on to another individual or company.

14. Odometer Disclosure Information

Dealers are required to retain records containing an odometer declaration for five years. These records must be open for inspection by the Secretary of State, State Board of Registration of Used Motor Vehicle Dealers, or representatives of the Department of Revenue.

Sellers must accurately disclose vehicle's odometer reading at the time of sale on secure transfer documents (Title, Dealer Reassignment, or Secure Power of Attorney).

A. Seller's Responsibilities

The Federal Truth in Mileage Act requires the vehicle's odometer reading be entered by the seller at the time of sale or ownership transfer on a *secure* transfer document such as a title, Manufacturer's Statement of Origin (MSO), *Secure* Dealer Reassignment Supplement Form or a *Secure* Power of Attorney.

The Federal Truth in Mileage Act restricts the use of a Power of Attorney between the seller and buyer for the purpose of making the odometer declaration and the acknowledgement of the declaration. It does, however, allow for the use of a *Secure* Power of Attorney between the buyer and seller when the title is **not** available at the time of transfer for one of two situations:

1. the title is held by the lienholder/security interest holder or
2. the title is lost

The seller enters the odometer reading (no tenths of a mile should be recorded) on the *secure* transfer document and checks the applicable box on this same document when the declared odometer reading is in excess of the odometer's mechanical limits or when there is an odometer discrepancy and the odometer reading is **not** the actual mileage. When neither box is checked, the seller is declaring that the odometer reading entered reflects the total actual mileage the vehicle has traveled.

The seller must print their name above their signature on the secure document where the odometer reading has been recorded. If the vehicle is jointly owned, **each** owner/seller is required to print their individual name and sign. If the vehicle is titled in the name of a company, the company name must also be printed above the printed name and signature of the company's authorized agent in the odometer declaration section.

Sellers should enter the following in the odometer box:

- Actual mileage, or
- The word "exempt" when the vehicle is exempt from odometer disclosure.

B. Buyer's Responsibilities

The buyer must print and sign their name in the assignment where the odometer declaration was made by the seller to acknowledge the odometer reading. If the vehicle is going to be titled in the name of a company, the company name must be printed above the printed name and signature of the company's authorized agent in the acknowledgment section. If jointly purchased, **each** owner must print and sign their name to acknowledge the odometer declaration made by the seller. If the vehicle is exempt from the odometer declaration, the buyer is **not** required to sign the title assignment.

Buyers should acknowledge the odometer declaration made by the seller by printing their names and signing a title with actual mileage listed.

C. Sole Owner of a Company

A sole ownership affidavit is required when the transfer involves a company where there is only one owner declaring and acknowledging the mileage reading. It is acceptable for that person to sign as **both** seller and buyer.

D. Odometer Disclosure

Vehicles exempt from odometer disclosure requirements of the *Federal Truth in Mileage Act* are vehicles:

- With gross weight of more than 16,000 pounds
- Not self-propelled (i.e., trailers)
- Ten model years old or older, i.e., current calendar year minus ten
- Sold directly by manufacturers to a U.S. government agency in compliance with a contract's specifications
- Newly transferred from dealer to dealer prior to retail purchase

Note: Once a title is issued with the exempt status, each succeeding title will be issued with the status of exempt in place of an odometer reading.

Odometer Discrepancy requires the following documents be submitted:

- Completed Form T-107 Odometer Discrepancy Affidavit by the seller and buyer or Form T-107A Application Odometer Discrepancy Affidavit completed by the vehicle owner to correct an existing title.

  Note: If the discrepancy occurred with a previous owner, more than one affidavit may be required.

- Supporting documents
- **Proof of Ownership**
  - Vehicle's original valid title
    - All buyer/seller information completed
    - Title must be assigned to the buyer using their full legal name as it appears on driver's license
    - Bill of sale, if the vehicle is 1985 or older and does not require a title
  - If title is not available, a Manufacturer's Certificate of Origin (MSO) or a registration certification for non-title state/country. Must be assigned to the buyer using full legal name.
  - If transferred from a non-title state/country, provide a properly completed Form T-22B Certification of Inspection

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
    - Filed by the insurance company directly in the Department's database.
    - Insurance binder showing insurance liability coverage.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
    - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
    - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
    - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
    - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

If the title reflects an incorrect odometer reading as a result of a keying error and the Department's title record supports the correct information, submit:

- Completed Form MV-18 Affidavit of Correction

- Issued valid title

- No fees when Department's records reflect the correct odometer reading

If the title reflects an incorrect odometer reading due to error **only** on the title application, submit:

- Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- Completed Form T-107A Application Odometer Discrepancy Affidavit

- Issued valid title

- $18.00 title fee

If an error is made or a discrepancy is noted between the mileage recorded on the application and the transfer documents, the documents will **not** be accepted. Odometer readings throughout the chain-of-ownership must remain the same or increase in number. Before a title is issued for a vehicle where there is an odometer discrepancy, the applicant must:

- Obtain new documents without a discrepancy if they contain alterations, strikeovers, erasures or correction fluid/tape.

- Complete Form T-107 Odometer Discrepancy Affidavit if the odometer reading was recorded incorrectly on the supporting document. The top portion of this form is completed by the seller and the bottom portion is completed by the buyer. Form T-107 Odometer Discrepancy Affidavit must be completed by **all** owners involved in the chain-of-ownership from the start of the discrepancy. An attorney-in-fact (someone appointed by a power of attorney to sign for the owner) **cannot** complete this affidavit.

- Obtain new documents if the odometer declaration reflects an erasure or the use of correction fluid.

- Complete a new application if the mileage on the application is incorrect.

- Obtain a Surety Bond if the owner is **unable** to obtain new documents. A surety bond can only be used to obtain a title for a vehicle that is required to be titled in this state.

15. Replacing Missing or Damaged Serial Plates

A. Replacement Serial Plate

To secure a replacement serial plate (VIN) from the Motor Vehicle Division for a vehicle where the original serial plate issued by the manufacturer is missing or is altered, the following should be submitted to:

Georgia Department of Revenue
Motor Vehicle Division
Attn: Salvage Unit
P. O. Box 740384
Atlanta, Georgia 30374-0384

The following information is required:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. The MV-1 should reflect the original serial number of the vehicle (when known).

- **Title Document** - The original title or manufacturer's statement of origin issued in the applicant's names or properly assigned to the applicant using their full legal names

- **Damaged serial plate**, if applicable

- **Photo** - Photograph of the vehicle is required if vehicle is 1985 or older with no previous Georgia record

- **Affidavit** - Completed Form T-128 Missing Serial Plate Affidavit must be submitted indicating the missing serial plate number. If the serial plate has been altered, it must be removed and submitted.

- **Certification of Inspection** – Form T-22B Certificate of Inspection must be completed by a Georgia law enforcement officer after making a visual inspection of the vehicle's serial plate.

- **Fee** - $18.00 application fee

When properly completed and received with payment, MVD will mail to the applicant:

- Replacement serial plate and

- Partially completed Form T-22B Certification of Inspection for Assigned Serial Plate or T-88 Certificate of Inspection for a Rebuilt Serial Plate.

Once you receive the serial plate and Form T-22B or Form T-88, you will need to:

- Affix the replacement serial plate to your vehicle with rivets

- Have a Georgia law enforcement officer complete and sign the T-22B or T-88 certifying that the replacement serial plate has been properly affixed to your vehicle

- Return the completed T-22B or T-88 to MVD for the issuance of a new title

Georgia Department of Revenue
Motor Vehicle Division
Attn: Salvage Unit
P. O. Box 740384
Atlanta, Georgia 30374-0384

B. Replacement Serial Plate for a Non-Titled Vehicle

To secure a replacement serial plate from MVD for a non-titled vehicle, 1985 and older year models, the following documents should be forwarded to:

Georgia Department of Revenue
Motor Vehicle Division
Attn: Salvage Unit
P. O. Box 740384
Atlanta, Georgia 30374-0384

- **Bill of Sale** – Form T-7 Bill of Sale or some form of proof of ownership if the individual applying for the missing serial plate is **not** the last registered owner in the state registration and title database.

- **Affidavit** - Completed Form T-128 Missing Serial Plate Affidavit must be submitted indicating the missing serial plate number. If the serial plate has been altered, it must be removed and submitted

- **Certification of Inspection** – Form T-22B Certificate of Inspection (provided by the County Tag Office) must be completed by a Georgia law enforcement officer after making a visual inspection of the vehicle's serial plate.

Note: If the vehicle is a '*salvage vehicle'*, please comply with the procedures in this manual for securing a '*rebuilt title'* after the vehicle has been rebuilt. At that time, the Motor Vehicle Division will issue a replacement serial plate. Serial plates need to be attached to the vehicle with "rivets."

Section D – Liens and Security Interests

1. Lien and Security Interest Definition

A. What is a Lien?

A *lien* is involuntary. For example, if the owner of a motor vehicle does **not** pay a creditor, the creditor can take the case to court and obtain a judgment against the owner. This court order gives the creditor permission to place a *lien* on any vehicle owned by the person involved in the judgment.

To record a *lien* against a vehicle, the company can sign the title application reflecting their company as the *lienholder*. The owner's signature is **not** required on this application.

B. What is a Security Interest?

A ***security interest*** is voluntary. A ***security interest*** is a monetary interest in a vehicle created by mutual agreement between a lender and the vehicle owner. The lender may be an individual, but is more often a bank, credit union, loan company, car dealership, or pawnshop. For example, an owner obtains a loan to purchase a vehicle. The vehicle is collateral for the loan.

To record a ***security interest*** against the vehicle, the vehicle owner must sign the title application reflecting the lender's name and address. If the owner of the vehicle fails to make payments as agreed to by the contract, the owner is in default of the loan and the lender may repossess the vehicle.

2. Recording a Lien or Security Interest

To record a lien or security interest against a vehicle when a Georgia title is required, the following should be submitted to the County Tag Office where the owner resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Transfer Document** - Original valid title or manufacturer's certificate of origin issued in the vehicle owner's name

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - Any penalty fees due for late registration renewal or late application for title.

To record a lien or security interest against a vehicle when a Georgia title is **not** required:

- Record the lien or security interest with Clerk of Superior Court's office in the county where the vehicle owner resides, under the provisions of the Uniform Commercial Code.

- Contact the Georgia Superior Court Clerks' Cooperative Authority for required forms, filing fees, and additional information.

To record an additional security interest on a vehicle that is currently titled in Georgia, submit by certified mail or overnight, return receipt requested, to the first lienholder or security interest holder having custody of the title:

1. **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

2. **Notice of Additional Security Interest** - Completed Form T-53 Notice of Additional Security Interest.

3. **Fee** - $18.00 title fee

4. **Letter** - Cover letter addressed to the lienholder or security interest holder having custody of the title

***Note**: A Georgia title, when issued, is mailed to the first recorded lienholder or security interest holder until the interest is satisfied. Once satisfied, the lienholder or security interest holder shall release their interest in the spaces provided on the title and forward the title to the next recorded lienholder or security interest holder. If there are no additional liens or security interests recorded, the title shall be forwarded to the vehicle owner*.

3. Judgment Lien

In order for a Georgia certificate of title to be issued reflecting a *judgment lien*, the following documents and fee must be mailed '*registered mail, return receipt requested'* to the holder of the Georgia certificate of title. If these forms are hand carried to the title holder, a receipt for proof of delivery must be obtained.

- **Application** - Completed Form MV-1 Tag and Title Application signed by an authorized representative of the judgment lienholder and must reflect all recorded security interest holders and/or lienholders' names and addresses in the order their interest in the vehicle was perfected. See Instructions for completion of the MV-1

- **Judgment** – A certified copy of the judgment (Fieri Facias or Fi Fa) - The title application and the title of record must be in the same name as shown on the fi fa.

- **Title Lien Notice** - Completed Form T-53A Motor Vehicle Certificate of Title Lien Notice signed by the judgment lienholder. If the owner is **not** the title holder, the applicant must be notified by mailing a copy of Form T-53A Motor Vehicle Certificate of Title Lien Notice to them by '*registered mail, return receipt requested'*. The title holder is required to retain Form T-53A Motor Vehicle Certificate of Title Lien Notice and all attachments for ten days.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:

- $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
- $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
- If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
- Any penalty fees due for late registration renewal or late application for title.

If the lien has **not** been contested or satisfied during this period, the title holder should mail the following to the Motor Vehicle Division:

- **Title Document** - the original Georgia certificate of title

- **Title Lien Notice** - Completed Form T-53A Motor Vehicle Certificate of Title Lien Notice signed by the judgment lienholder.

- **Judgment** – A certified copy of the judgment (Fieri Facias or Fi Fa) - The title application and the title of record must be in the same name as shown on the fi fa.

- **Fee** - $18.00 title fee by certified check or money order made payable to the Department of Revenue.

If the title holder fails to forward the title and other documents, then the judgment lienholder must submit the following to the Motor Vehicle Division:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. This application must show all *unsatisfied* liens or security interests in the order perfected including the judgment lien. The judgment lienholder shall sign this completed application.

- **Title Lien Notice** - Completed Form T-53A Motor Vehicle Certificate of Title Lien Notice signed by the judgment lienholder.

- **Proof of Notification** - A receipt from the titleholder or the green postal '*registered mail, return receipt*' completed by the U.S. postal authorities verifying delivery or attempted delivery.

- **Fee** - $18.00 title fee should be with a certified check or money order made payable to the Department of Revenue.

4. Mechanic's Lien

When applying for a title to reflect a mechanic's lien, the following fees and forms must be completed and mailed or delivered to the title holder via '*registered mail, return receipt requested.'* If the title is in the possession of a lienholder, security interest holder, or anyone other than the owner, the owner must be notified of the action taken by way of mailing a copy of the completed Form T-53A Motor Vehicle Certificate of Title Lien Notice, to them via '*registered mail, return receipt requested.'* If these forms are hand-delivered to the title holder, a receipt for proof of delivery **must** be obtained.

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Lien Notice** - Form T-53A Motor Vehicle Certificate of Title Lien Notice completed by the mechanic or their attorney.

- **Repair receipts** - Copy of invoice or work order signed by the vehicle owner authorizing the repairs to the vehicle.

- **Letter** - Cover letter containing instructions for the title holder, i.e. when to mail, where to mail, what to mail, etc.

- **Fee** - $18.00 title fee with a certified check or money order made payable to the Department of Revenue.

The title holder should retain the Form T-53A Motor Vehicle Certificate of Title Lien Notice, title application, cover letter and fee for ten calendar days. If the lien has **not** been satisfied or contested within this time frame, the title holder **must** forward the title, Form T-53A, title application, copy of invoice or work order, and the title fee to the Motor Vehicle Division. If the person holding the title contests the lien, the title holder must sign and date the bottom of Form T-53A, and follow the instructions recorded on the notice.

5. Child Support Lien

The Child Support Enforcement Agency of the Department of Human Services and its contractors will determine the vehicles titled in the name of the parent that owes child support. This agency will also complete and submit by '*certified mail, return receipt requested'* the following forms to the title holder for the perfection of a child support lien:

Note: For purposes of placing a child support lien, the 'obligator' or 'owner' is the parent that owes child support.

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. The application must also show any current lien or security interest in the order the interest in the vehicle was perfected, plus the child support lien. An authorized representative of the Child Support Enforcement Agency should sign the completed title application.

- **Lien Notice** – Form T-53A Motor Vehicle Certificate of Title Lien Notice must be completed in detail by the agency and include the owner's social security number.

- **No fee** is required to perfect a child support lien.

Note: Child support liens are only accepted from the Child Support Enforcement Agency.

Responsibility of Title Holder - The person holding the title must hold the MV-1 application and Form T-53A Certificate of Title Lien Notice for ten business days. If the lien is **not** satisfied during that period, the holder of the title is required to submit the title application and Form T-53A to MVD **together** with the title. If the title holder does **not** have possession of the title, all forms should be forwarded to MVD with a note indicating that the title is unavailable and the reason it is unavailable.

If the person holding the title fails to comply, the Child Support Enforcement Agency shall apply directly to MVD for a title reflecting their lien by submitting the following:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. The application must also show any current lien or security interest in the order that the interest in the vehicle was perfected, plus the child support lien. An authorized representative of the Child Support Enforcement Agency should sign the completed application.

- **Lien Notice** – Form T-53A Motor Vehicle Certificate of Title Lien Notice must be completed in detail by the Child Support Enforcement Agency and include the owner's social security number.

- **Green Postal Return Receipt Request Card** - All mail sent to the owner must be mailed '*certified mail, return receipt requested*.' If the initial request is **not** complied with, the agency must submit the green postal receipt.

- **No fee** is required to perfect a child support lien.

Note: Child Support Liens are only accepted from the Child Support Enforcement Agency.

Note: When the documents are received by MVD, a 'ten day letter' is mailed, "*certified mail, return receipt requested,*" to the parent, again allowing them ten days to either pay or contest the lien. If a letter is received contesting the lien, the lien is still recorded on the title and mailed to the first lienholder or security interest holder. A copy of the letter contesting the lien is forwarded to the Department's Title Board for review.

Applications and other correspondence regarding child support liens should be addressed to:

Georgia Department of Revenue
Motor Vehicle Division
Attn: Child Support Lien Unit
P. O. Box 740381
Atlanta, Georgia 30374-0381

6. When the Security Interest is Perfected (made public)

A *lien* or *security interest* is perfected (made public) by way of the title application; therefore, it is extremely important that any *lien* or *security interest* is shown in the space provided on the title application. It may be shown on the transfer document, but it must also be shown on the title application. If a *lienholder or security interest holder* applies for a title within 30 days of the date a *lien or security interest* is created, the perfection date is the date it was created. If a title is applied for after 30 days of the date the *lien or security interest* was created, the perfection date is the date the County Tag Office or the MVD Main Office received the title application.

When a security interest is perfected, submit the following to the County Tag Office where the owner resides.

- **Application** - Completed Form MV-1 Tag and Title Application or completed and signed Form T-53 Notice of Security Interest. See Instructions for completion of the MV-1.

- Perfection dates:

- If filed within 30 days of the creation date, a security interest will be perfected as the contract's security date
- If not filed within 30 days of the creation date, a security interest will **not** be perfected until the date received by the Department

A lien or security interest is recorded on a certificate of title for vehicles requiring a title. When applying for the title, the *lien* or *security interest* information must be shown on Form MV-1 Tag and Title Application, in the spaces provided. It may also be shown on the transfer document but it **must** be shown on Form MV-1.

An **Electronic Lien on Title (ELT)** is perfected electronically in the Department database. A paper title is not generated until requested by the lienholder or security interest holder.

A. Form T-53D Notice of Security Interest

Form T-53D Notice of Security Interest is the form used to perfect a security interest in a vehicle when the transfer documents are not yet available. Submitting this form will **not** result in the vehicle being titled or registered. It may only be submitted to the County Tag Office where the owner resides by mail or in person, or the MVD by mail only. If submission is by mail, notices and $18.00 filing fees must be mailed *registered mail, return receipt requested.* If the notice meets processing requirements, the notice will be returned stamped or validated with the date it was received. The system will generate a letter that will verify a notice of security interest has been processed and a reminder that the title must be submitted within 30 days of purchase.

B. Form T-53D Notice of Security Interest Filed in Error

When the sale of a vehicle has not been completed but the notice is updated in the system, Form T-53D Notice of Security Interest record needs to be cancelled. A *second* Notice of Security Interest, Form T-53D Notice of Security Interest, should **not** be updated over the current record. The following procedure should be followed.

When the state's database shows a 53-control number on the vehicle's record in a **different** name and/or security interest holder, the following documents must be submitted:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Transfer document** – Title or Manufacturer's Statement of Origin (MSO)

- **Letter** - A signed statement from the dealer or lender on their letterhead stationery explaining why the information submitted is different from the information shown on the state's database

- **Satisfaction Affidavit** - Form T-4 Notice of Satisfaction Affidavit from the lienholder or security interest holder shown in error on the state registration and title database

- **Payment** - $18.00 title application fee. Contact your County Tag Office for acceptable methods of payment.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

7. Security Interest Holder after Assignment of Contract

When a security interest holder assigns their contract to another security interest holder, a *new* title, showing the *new* security interest holder, will be issued upon receipt of the following documents by the County Tag Office where the owner resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. The *new* security interest holder, or their authorized agent, must sign the completed application.

- **Transfer document** – Title or Manufacturer's Statement of Origin (MSO)

- **Contract** - Copy of contract between the recorded security interest holder and the *new* security interest holder showing that all rights of the contract were assigned to the *new* security interest holder shown on the title application. This contract must reflect a complete description of the collateral vehicle including year model, make, and vehicle identification number, and must be signed by the vehicle owners.

- **Payment** - $18.00 title application fee and all taxes due. Contact your County Tag Office for acceptable methods of payment.

8. Loan Assumption

In order for a Georgia title to be issued in the *new* owners' names after assuming the loan of the former owners, the following documents must be submitted to the County Tag Office where the owner resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Title Document** - The original valid certificate of title must be submitted properly assigned to the applicants using their full legal names.

    - The buyer must complete the title assignment by entering the buyer's full legal name and their current address.

    - The seller must print their name, enter the date (month, day and year) and sign.

    - If the seller is a business, then the printed name of the business must be shown as well as the printed name of the person signing for the business.

    - When an odometer declaration is required, the seller must enter the vehicle's odometer reading on the date of purchase. If the odometer reading does **not** reflect the total actual miles the vehicle has traveled, then the applicable box must be checked indicating why the odometer reading does **not** reflect the actual mileage. If the odometer reading reflects the total actual mileage the vehicle has traveled, do **not** check any box. When an odometer

declaration is required, the buyer must print and sign their name to the assignment acknowledging the odometer declaration made by the seller.

- **Loan Contract** - A copy of the transfer of the contract or account should be submitted or the lien or security interest shown on the current title must be released.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- **Fees** - Contact your County Tag Office for acceptable methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/registration decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - Any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

9. How to Release a Lien or Security Interest

To release a lien or security interest: Contact the lender holding the lien to electronically release the title. The Department will not release a lien or security interest that is electronically recorded.

When a lien or security interest is satisfied for a paper title, the lienholder/security interest holder should complete the Release of Lien or Security Interest section on the title by including:

- Name of the lienholder or security interest holder, as recorded at the time

- Authorized agent's signature

- Date released

Once a title has been released, the title should be:

- Mailed or delivered to the next recorded lienholder or security interest holder within five days of the date that interest was satisfied.

- If there are no additional lienholder or security interest holders recorded, the title should be mailed to the motor vehicle owner.

If the title is not available at time of release, the lienholder or security interest holder should provide the owner with a completed and signed Form T-4 Lien or Security Interest Release

Note: The County Tag Office reserves the right to verify Form T-4 prior to accepting the application.

In order to release a ***lien/security interest***, the ***lienholder*** or ***security interest holder*** should:

- Complete the area on the title provided for releasing liens or security interests

- Complete a Form T-4 Lien or Security Interest Release

- Submit a signed letterhead statement showing a complete description of the vehicle (year model, vehicle make and identification number), the vehicle owners' names and addresses and the names and addresses of all secured parties. This statement must indicate that the ***lienholder's*** or ***security interest holder's*** interest in the vehicle has been satisfied. This statement must also include a contact person's name and telephone number, including the area code, for the County Tag Office or MVD to verify the validity of the release.

- Transmit an electronic release of interest for Electronic Lien on Title (ELT) transactions

Note*: An electronic lien can only be released by the participating lienholder or security interest holder by generating an electronic transmission allowing a title to print*.

Out-of-state lien/security interest release forms are acceptable.

A "PAID" stamp on the vehicle's title or contract is acceptable when dated and signed. The contract must reflect a description of the vehicle, the vehicle's year model, make, and serial number, used as collateral. The vehicle owners' signatures must be on the contract.

Note: A *lien* or *security interest* is not removed from the state's records until a new title is applied for and issued.

A *lien* or *security interest* will be considered satisfied if the title was perfected and issued more than ten years from the date of title issuance for a vehicle that is 11 model years old or less, or more than four years for a vehicle that is 12 model years old or greater. This does **not** apply to out-of-state titles or to titles issued for mobile/manufactured homes or vehicles that weigh more than 10,000 pounds gross vehicle weight.

The *lienholder* or *security interest holder* must submit another completed Form MV-1 Tag and Title Application, listing the lienholder or security interest holder information in order to provide for the **continuous** perfection of a *lien* or security *interest that was* originally entered into for a period of more than ten years from the date of title issuance for a vehicle which is 11 model years old or less, or for a period of more than four years from the date of title issuance for a vehicle which is 12 model years old or greater. This application must be submitted to the County Tag Office where the owner resides together with the title, if applicable, and $18.00 title fee. Contact the County Tag Office for acceptable methods of payment.

Within ten days after satisfaction of a *security interest* or *lien*, the holder must mail either the executed release on the title or a completed Form T-4 Notice of Satisfaction Affidavit (T-4 must be submitted when the title is not available) to the vehicle owner when there are **no** additional *liens* or *security interests* recorded. When there are additional *liens* or *security interests* recorded, the holder must mail the title with the *lien* or *security interest* released to the next recorded *lienholder* or *security interest holder* and a release to the vehicle owner.

MVD and the County Tag Office reserve the right to verify the validity of the release of any lien or security interest prior to accepting the Form T-4 Notice of Satisfaction Affidavit or letterhead statement; therefore, the name and telephone number, including the area code, of the lienholder or security interest holder's contact person is required.

10. Out of Business Lienholder or Security Interest Holder

If the lienholder or security interest holder is out of business, the vehicle owner should:

- Conduct a thorough search, including internet search, of all available resources to determine if the security interest holder has merged or otherwise changed their business name or location prior to making the determination that they are out-of-business.

- Obtain and submit a letter from the appropriate regulatory authority that states the lienholder or security interest holder is no longer in business or is unlicensed. If the regulatory agency states that the company is unlicensed:

    - Send by registered mail, return receipt requested, a letter to the lienholder or security interest holder, at their last known address as shown on the Department's title records.

    - Submit the returned undelivered letter with the green postal card intact with the following:

        - **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

        - **Title**

        - **Signed letter** from the regulatory agency stating the lienholder or security interest holder is out-of-business and/or unlicensed

        - **Returned letter** in an unopened envelope addressed and mailed to the Lienholder or Security Interest Holder "Registered mail, return receipt requested"

        - **Payment** - $18.00 title application fee. Contact your County Tag Office for acceptable methods of payment.

        - **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

This procedure does not include:

- Individuals who are lienholders or security interest holders
- Companies merged with other companies and operating under a different name
- Companies not regulated by a state agency

11. Deceased Lienholder or Security Interest Holder

If the lienholder/security interest holder was an individual as opposed to a business, the heir to the estate may release the lien/security interest. The release must be accompanied by a *certified copy* of the Probated Will, Letters of Administration or Form T-20 Affidavit of Inheritance. If a Form T-20 is submitted, a certified copy of the deceased's death certificate **must** also be submitted. If Form T-20 Affidavit of Inheritance is being submitted because the deceased left a Will with *limited assets* that is **not** to be probated, a legible copy of the *non-probated* Will with *limited assets* must also be submitted.

If the deceased's Will has been probated and *Letters of Testamentary* issued appointing an Executor, the Executor can release a lien or security interest by submitting the following to the County Tag Office where the owner resides:

- Completed lien release section on the title, or completed Form T-4 Lien or Security Interest Release on behalf of the deceased.
- A certified copy of the Letters of Testamentary appointing them as Executor.

If the deceased lienholder or security interest holder left a Will but it contains limited assets and the Will is **not** to be probated, the Heir can release a lien or security interest by submitting the following to the County Tag Office where the owner resides:

- Completed lien release section on the title, or completed Form T-4 Lien or Security Interest Release on behalf of the deceased.
- A certified copy of the deceased's death certificate
- A copy of the non-probated Will with limited assets
- Completed Form T-20 Affidavit of Inheritance

If the deceased lienholder or security interest holder left no Will, the Heir can release a lien or security interest by submitting the following to the County Tag Office where the owner resides:

- Completed lien release section on the title, or completed Form T-4 Lien or Security Interest Release on behalf of the deceased.
- A certified copy of the deceased's death certificate
- Completed Form T-20 Affidavit of Inheritance

12. Regulatory Authorities

Majority of regulatory authorities for lending institutions (State Credit Unions, Banks & Savings, and Loan Associations) in Georgia

Banks & Savings & Loan	Used Motor Vehicle Dealers
Federal Deposit Insurance Corporation (FDIC) Public Information Center 3501 Fairfax Drive Arlington, VA 22226 **Toll-Free Phone Numbers:** • 877-ASKFDIC (877-275-3342) • TDD: 800-925-4618	**State Board of Registration of Used Motor Vehicle Dealers & Used Motor Vehicle Dealer Parts** Georgia Secretary of State 237 Coliseum Drive Macon, GA 31271-3858 **Phone Number:** (478) 207-2440

Hours of Operation: • 8:00 am - 8:00 pm ET Monday – Friday • 9:00 am - 5:00 pm ET Saturday-Sunday **State Chartered Banks & Trust Companies** GA Department of Banking & Finance 2990 Brandywine Road, Suite 200 Atlanta, GA 30341-5565 **Phone Numbers:** (770) 986-1633 or **Toll Free:** (888) 986-1633 **Fax Number:** (770) 986-1654	**Credit Unions** **NCUA Home Office** National Credit Union Administration 1775 Duke Street Alexandria, VA 22314-3428 **Phone Number:** (703) 518-6300 **NCUA Local Office** (NCUA) – Region III Atlanta National Credit Union Administration 7000 Central Parkway, Suite 1600 Atlanta, GA 30328 **Phone Number:** (678) 443-3000 **State Chartered Credit Unions** GA Department of Banking & Finance 2990 Brandywine Road, Suite 200 Atlanta, GA 30341-5565 **Phone Numbers:** (770) 986-1633 or **Toll Free:** (888) 986-1633 **Fax Number:** (770) 986-1654

13. Electronic Liens – ELT

A. Electronic Liens on Title (ELT) Program

The Georgia Department of Revenue, Motor Vehicle Division has implemented an Electronic Liens on Title (ELT) program, which provides paperless vehicle titles to participating financial institutions. The ELT program exchanges lien information between the Department and the financial institution facilitated by one of the service providers.

The service provider's role is to transmit electronic security interest and lien notifications to the financial institution and the Department through a software application. See O.C.G.A. § 40-3-26, which requires that security interest holders and lienholders receive notice of recordings of security interests or liens electronically. Lien releases for Electronic Liens on Title (ELT) are also done electronically.

B. ELT Service Providers

Secure Title Administration, Inc.
866-742-1466
MDyer@SecureTA.com

Dealer Track Collateral Management Services (formerly FDI Collateral Mgt)
877-488-0517
CMSSales@dealertrack.com

Decision Dynamics, Inc. (DDI)
803-808-0117
info@etitlelien.com

PDP Group, Inc.
410-584-2099
contactpdp@pdpgroupinc.com

Southern ELT (USA ELT)
888-675-7477
www.southernelt.com

Title Technologies, Inc.
855-336-9023
titlinghelpdesk@autopoint.com

VINtek
877-488-0517
CMSSales@dealertrack.com

C. Lienholders

Lienholder address displayed is the physical address or, if the physical address is not available, the mailing address.

Search by Lienholder

14. Obtaining Motor Vehicle License Plate, Title, or Lien Records

Licensed motor vehicle dealers, owners of a vehicle, judgment creditors, attorneys and staff members, banks and lending institutions, insurance companies, motor vehicle manufacturers, or individuals involved in an accident can obtain motor vehicle license plate, title, or lien records.

These records can be received by written requests, in-person requests, Electronic Liens on Title (ELT) Inquiry System (through an ELT service provider), and Dealer Internet Inquiry.

Written Requests must include:

- Completed Form MV-20 Request for Motor Vehicle Data showing Proof of Interest in Vehicle
- Copy of requester's valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services
- Self-addressed stamped envelope
- Applicable Fee (see below)

In-Person Requests must include:

- Signed written request or completed Form MV-20 Request for Motor Vehicle Data: Proof of

Interest in Vehicle
- Requester's valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services
- Applicable Fee (see below)

Note: Only under the power of subpoena approved by the Department's Legal Affairs and Tax Policy Division can authorized persons obtain insurance information.

Electronic Liens on Title (ELT) Inquiry System:

Banks and Lending Institutions are authorized to access Lienholder information for vehicles directly through an ELT service provider's Electronic Liens on Title (ELT) Inquiry System. The following is a link to a list of current service providers. https://dor.georgia.gov/electronic-liens-title

A. Fees

Fees listed are per vehicle; if information is unavailable, since this fee covers the cost of research, the fee is still charged.

- License Plate/Title/Lien Information Printout: $1.00
- General Salvage Vehicle Information Printout: $1.00
- Search of records by name (if a record is found, you will be provided a printout of motor vehicle title and lien information): $1.00
- Letter of Verification (provides verification that a vehicle is not required to be titled): $5.00
- Title History (images): $5.00 per history

Requests for Certifications listed below must be made seven days in advance.

- Certification of a title record: $14.00
- Certification of a title and lien record: $14.00
- Certification of a license plate record (printout): $14.00
- Salvage Letter/Certification (this letter cannot be picked up in person - it will be mailed): $14.00

Section E – Registration Processes

1. Application to Extend Initial Registration Period

The initial registration period is the 30-day period immediately following the date of purchase of a new or used vehicle. If the dealer has not provided the buyer with a title or proof that a title has been issued within five business days of the expiration date of the dealer-issued temporary operating permit (TOP) tag, the buyer may apply for an extension to the dealer-issued temporary tag. The County Tag Office where the owner resides may grant one 30-day extension of the initial registration period and provide a new TOP.

To apply to extend the initial registration period, the buyer or dealer must submit the following to the County Tag Office where the owner resides:

- **Application** - The completed Form T-226 Application to Extend the Registration Period of a Motor Vehicle must be typed, hand printed, or electronically completed and signed by the vehicle owner. Original forms without alterations or corrections must be submitted. Photocopies or forms containing alterations or corrections will not be accepted. If the vehicle is jointly owned, only one of the owners is required to sign this application.

  This form must be submitted to the County Tag Office where the buyer resides. If the vehicle is used in connection with an established business, this form must be submitted to the County Tag Office where the business is located.

- **Copy of the dealer's invoice or bill of sale**

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  a. Filed by the insurance company directly in the Department's database.
  b. Insurance binder showing insurance liability coverage.

- **The Dealer-Issued Temporary Operating Permit (TOP) –** The TOP must be within five-days of expiration - The County Tag Office shall then issue a Tag Agent TOP to expire 30 days after the expiration of the dealer-issued TOP. The County Tag Agent should advise the customer that the dealer is required to apply for a title for the vehicle in their name. If the dealer is an independent dealer (sells used motor vehicles) and the dealer has failed to obtain a title or has failed to apply for a title in the required timeframe (30 days from the date of sale), the customer may submit a complaint to the Used Motor Vehicle Dealer Board.

2. Register a Newly Purchased Vehicle When Title Not Required

License Plates can be applied for at the County Tag Office where the owner resides. The following information is required:

- **Chain of Ownership** -one of the following:
    a. Original valid registration certificate, issued in owner's name and properly assigned to buyer
    b. Original signed Bill of Sale showing the chain of ownership from the registered owner, up through the buyer

- **Certification of Inspection** - Form T-22B Certification of Inspection must be completed by a Georgia law enforcement officer after making a visual inspection of the vehicle's serial plate.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
    a. Filed by the insurance company directly in the Department's database.
    b. Insurance binder showing insurance liability coverage.

- **Proof of residency**, which may include:
    - Valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services
    - Lease, deed, or closing statement of new residence
    - Current utility bill from new residence

3. Transfer Ownership of a Motor Vehicle (License Plate and Registration)

All license plates are issued to the vehicle owner; therefore, when an owner sells or transfers the ownership of a vehicle, the owner must remove the license plate from the vehicle before the sale or ownership transfer.

Current license plates and revalidation decals must be transferred from one vehicle you no longer own to another vehicle you purchase or acquire within seven days (O.C.G.A. § 40-2-29) of the vehicle's purchase or transfer date. The license plate is transferable to another vehicle the same owner acquires as long as both vehicles require the same class of license plate.

For example, if a car is sold and a light weight pick-up truck that weighs 14,000 pounds or less is purchased, the license plate and registration from the car may be transferred to the pick-up truck at the County Tag Office where the owner resides because both vehicles require the same class of license plate. However, if a car is sold and a trailer is purchased, the license plate and registration from the car cannot be transferred to the trailer because the car and trailer are issued different classes of license plates.

A permanent trailer license plate or permanent trailer replacement license plate **cannot** be transferred to another trailer even if the owner is the same.

A current registration and license plate means that the month, day and year of expiration have not passed.

A. General Rules

- **License Plate** - The seller should remove the license plate from the vehicle before it is sold. If a vehicle is purchased and the previous owner's license plate has been left on the vehicle, it should be removed from the vehicle and returned to the previous owner, if possible. If this is not possible, it should be surrendered to the County Tag Office where the owner resides.

- **Title** - If the vehicle requires a title, the original valid title, assigned to the buyers using their full legal names must be provided. An individual's full legal name is their complete name as it appears on their valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services.

- **Bill of Sale or Registration Certificate** - The seller must provide the buyer with a signed bill of sale or a legible copy of the vehicle's current registration certificate, when the vehicle does not require a title. If the County Tag Office verifies current registration information on Georgia's Title and Registration Information System, copies of registrations are not required when registering the vehicle in the buyer's name.

B. Transfer of a Current License Plate and Registration Certificate

In order to transfer a current registration and license plate from a vehicle that the owner no longer owns to another vehicle the owner purchases or acquires, the following must be submitted to the County Tag Office where the buyer resides within seven days of purchase:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Proof of Ownership** - One of the following:

    a. An original valid assigned title, when the vehicle requires a title; or,

    b. An original bill of sale and certificate of registration from the previous owner when the vehicle does not require a title. If the previous owner's Georgia certificate of registration is not submitted, the County Tag Office must verify registration by inquiry into Georgia's Title and Registration Information System.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
    - Filed by the insurance company directly in the Department's database.
    - Insurance binder showing insurance liability coverage.

- **Registration or Verification** -Registration for the license plate being transferred or verification by the County Tag Office personnel that the license plate is issued in the same name is required. Verification by the County Tag Office personnel must include inquiry into Georgia's Title and Registration Information System.

- **Fees** - Contact your County Tag Office for additional methods of payment. The fees are as follows:

- $18,00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
- $20.00 license plate/renewal decal fee; or $5.00 license plate transfer fee;
- If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
- any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

C. Transfer of an Expired License Plate and Registration Certificate

If the license plate and registration have expired (month, day and year of expiration on the registration have already passed) for a vehicle no longer owned, and transfer is being made to a newly purchased or acquired vehicle, the following must be submitted to the County Tag Office where the owner resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Proof of Ownership** - One of the following:

  a. An original assigned title, when the vehicle requires a title; or,

  b. An original bill of sale and a copy of the previous owner's registration when the vehicle does not require a title. If the previous owner's registration is not submitted, the County Tag Office personnel must verify registration by inquiry into Georgia's Title and Registration Information System.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Registration or Verification** - The registration certificate (tag receipt) for the license plate being transferred to the newly purchased/acquired vehicle or verification by the County Tag Office personnel that the license plate being transferred is issued in the buyer's name. Verification must include an inquiry into Georgia's Title and Registration Information System.

- **Fees** - Contact your County Tag Office for additional methods of payment. The fees are as follows:
  - $18.00 title application fee when the vehicle requires a title and application is made within 30 days of the date of purchase or ownership transfer;
  - $20.00 license plate/renewal decal fee; or $5.00 license plate transfer fee;
  - If a title is **not** applied for within 30 days of purchase date, a title penalty fee of $10.00;
  - any penalty fees due for late registration renewal or late application for title.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

4. How to Register Non-Titled Vehicles

In order to register a non-titled vehicle, the owner of the vehicle is required to establish proof of ownership. Proof of ownership is established with:

- **Bill of Sale** – The Bill of Sale must include the Vehicle's year, make, model, VIN, and be signed by the Seller, **and**

- **Certification of Inspection** - You must also submit an original Form T-22B Certification of Inspection, completed and signed by a Georgia law enforcement officer after they make a visual inspection of your vehicle's identification number (VIN) plate or serial plate.

  Any officer completing the Form T-22B Certification of Inspection, must query the G.C.I.C., Georgia Crime Information Center, to determine if the vehicle is stolen as well as indicate that the query was made on the face of the Form T-22B. This form will **not** be accepted if it is incomplete or contains alterations or erasures.

5. Vehicles Exempt from Registration

Vehicles not required to be titled or registered in Georgia:

- Mopeds

- Motorized carts

- All-terrain vehicles

- Off-road vehicles

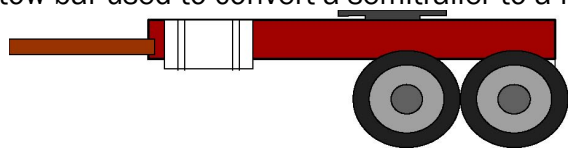
- Agricultural vehicles – Georgia does not register the following agricultural vehicles:
  - Trailer weighing less than 3,500 pounds factory weight and used exclusively to haul agricultural products from one place on the farm to another or from one farm or field to another.
  - Farm trailers, with no springs, hauling unprocessed farm products to their first market destination that are pulled from a tongue hitch and used primarily to transport fertilizer to the farm.
  - Any tractor or three-wheeled motorcycle used only for agricultural purposes.

- Car/Tow Dollies:
  - A manufactured or homemade car/tow dolly is required to be registered in the State of Georgia but it not issued a title in this state.
  - A 1985 and older year model car/tow dolly or a homemade car/tow dolly is required to be registered in Georgia but is not required nor issued a title in this state.

- A fifth-wheel is often referred to as a tow dolly, converter gear, or an auxiliary carriage and it connects a towed vehicle to another trailer or vehicle.

Fifth-Wheel Camper (Recreational Vehicle)

- A converter gear is not titled or registered in Georgia unless the gear is registered in this state under the International Registration Plan (IRP).
- A converter gear is an auxiliary under carriage assembly with a fifth-wheel device attached and a tow bar used to convert a semitrailer to a full trailer.



Converter Gear (CG) – License Plate Not Required in Georgia (Intrastate)

- Vehicles or equipment used for transporting cargo or containers between and within wharves, storage areas, or terminals within the facilities of any port under the jurisdiction of Georgia Ports Authority are exempt from registration in Georgia, when such vehicle or equipment is being operated:
  - Upon a public road, not part of the Dwight D. Eisenhower System of Interstate and Defense Highways;
  - By the owner or their agent within a radius of ten miles of the origin port facility; and
  - Accompanied by an escort vehicle equipped with one or more operating amber flashing lights that are visible from a distance of 500 feet.

6. Motor Vehicle Owners Exempt from Registration in Georgia

Applicant type definition	*Exempt:*
Nonresidents: Any person who does not reside in the Georgia but who accepts employment or engages in any trade, profession, or occupation in the state or enters his children in the public schools of this state.	For a period of 30 days without registering, provided the vehicles are properly registered and visibly display a valid license plate from their home state
Visitors: Any person who visits Georgia for pleasure purposes only, who does NOT reside in Georgia and who is not a nonresident as defined above.	For a period of 90 days provided the vehicle is properly registered and visibly display a valid license plate from their home state.
Nonresident Military Personnel: Stationed in Georgia, pursuant to military orders. *Note*: If military personnel choose to register vehicle in Georgia, they must comply with all requirements of vehicle registration and apply at the County Tag Office where they are stationed	If properly registered and visibly display a valid license plate from their home or record state.

Nonresident students: Note: If students choose to register vehicle in Georgia, they must comply with all requirements of vehicle registration and apply at the County Tag Office where the owner resides. Students are not allowed to register in Georgia for the purpose of avoiding out-of-state college fees.	While attending a Georgia college or university, provided the vehicle is properly registered in their home state and visibly displays a valid license plate from their home state.

A. Nonresident

A vehicle owned by a nonresident may be used and operated on the public streets and highways of this state for a period of 30 days without registering the vehicle in Georgia provided the vehicle displays a valid license plate from the owner's home state.

A **nonresident student** attending a Georgia college or university is exempt from registering their vehicles in Georgia as long as the vehicles display valid license plates from the student's home state. In order for a nonresident student to register their vehicle in this state, they must comply with all of the requirements of vehicle registration and register their vehicle at the County Tag Office where they reside. If they register their vehicle in their home state, the vehicle must visibly display a valid license plate from their home state or country.

Nonresident military personnel are not required to register their vehicles in Georgia as long as their vehicles display valid license plates from their home state. Nonresident military personnel have the option to purchase Georgia license plates provided they comply with all applicable requirements and are stationed in Georgia.

Nonresident military personnel who are stationed in Georgia based on military orders may be exempt from paying Title Ad Valorem Tax (TAVT) or ad valorem tax on any vehicle they own. The applicant is eligible for an exemption only if they do not register to vote in Georgia and do not own or co-own a home in Georgia for which they claim a homestead exemption.

B. Visitor Requirements

A vehicle owned by a **visitor** may be used and operated on the public streets and highways for pleasure purposes only for a period of 90 days without registering the vehicle in Georgia, provided the vehicle displays a valid license plate from the owner's home state.

C. Functionally Located Vehicles

A functionally located vehicle is a private passenger motor vehicle:

- Designed to carry ten passengers or fewer;
- Used for transportation of persons; and
- Used and located in a different county than the county of the primary owner's legal residence.

Functionally located vehicle example: an individual motor vehicle owner owns a summer home on St. Simons Island, Georgia, where his 2010 Ford Explorer is and remains all year; however, his legal residence is in Fulton County. His Ford Explorer, which is driven and located on St. Simons Island, may be registered in Glynn County as a functionally located vehicle provided there is compliance with all the business rules listed below. In this situation, any ad valorem taxes on the functionally located vehicle must be paid to the County Tag Office in Fulton County before registering and purchasing a license plate in Glynn County.

The following business rules apply to **functionally located vehicles**:

- Vehicle must be titled/registered to an individual or leased to an individual, not a business.
- If co-owned or leased, all owners or lessees must be individuals.
- Vehicle cannot be used by a college/university student in a county in which the student goes to school and is not a resident.
- Vehicle must have been located for at least 184 consecutive or non-consecutive days in the previous calendar year within the county the primary owner wishes to register the vehicle. Ad valorem taxes must be paid in the county in which the primary owner claims residency before registration renewal in the county where the vehicle is functionally located.

An application must be submitted each year. The application must be completed and two copies made for distribution as follows:

- The county of residence of the primary owner retains the original application.
- The primary owner retains a copy.
- The primary owner provides the county in which the vehicle is functionally located a copy of the application and the Georgia Title and Registration Information System receipt showing ad valorem taxes were paid.

7. Registration/License Plate Penalties

Initial Registration – You have seven days from the date of purchase to register your vehicle. You will be subject to fines and vehicle impoundment by law enforcement if you fail to register your vehicle and obtain a Georgia license plate within 30 days of establishing residency in Georgia or, for Georgia residents, 30 days from the purchase or acquisition date of the vehicle. The license plate must be properly affixed to the rear of the vehicle.

Renewal – If you fail to renew your vehicle's Georgia license plate registration during your county's established registration period, you will be charged the following penalties in addition to the regular registration fees and motor vehicle ad valorem taxes that are due:

- 10% of the amount of ad valorem tax due ($5.00 minimum)
- 25% of the license plate fees

Penalties for Not Transferring License Plate in the Required Timeframe

Georgia license plates remain with the vehicle's owner and not the vehicle. You have seven days from

the date of purchase to register your vehicle. You will be subject to fines by law enforcement if you fail to transfer your license plate between vehicles or you fail to register and purchase a new license plate within 30 days of the vehicle's purchase or acquisition date. You should transfer your license plate or purchase a license plate at the County Tag Office where you reside. If the vehicle is used primarily for a business located in another county in Georgia, the license plate should be applied for in the county in Georgia where the business is located.

Contact the Motor Vehicle Division Commercial Registration Unit for information regarding International Registration Plan (IRP) registration of commercial vehicles that travel in this state as well as other states and jurisdictions.

8. Register a Homemade Trailer

T-serial plates are issued by the County Tag Office where the owner resides for homemade trailers that are not required to be titled. The T-serial plate must be affixed before the trailer can be registered and a license plate issued. To obtain a T-serial plate, the following process is required:

16. **Affidavit** - Inform the Clerk at the County Tag Office where the owner resides that you have a homemade trailer and submit a completed, signed, and notarized Form T-23 Homemade Trailer Affidavit.

17. **Identification** – Provide a Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services.

18. **Receipts or Bill of Sale** – Parts receipts or bill of sale.

19. **County will provide Form T-22C and serial plate** - The County agent will enter the required information into the Title and Registration system and print Form T-22C (Permission for County Assigned Serial Plate for a Homemade Trailer). The County Agent will give you the Form T-22C and a serial plate.

20. **Affix the T-Serial Plate -** The T-serial plate must be permanently affixed to the trailer with rivets.

21. **Completion of T-22C** - Once the plate is affixed, you will need to have a Georgia law enforcement officer inspect the trailer. The law enforcement officer must complete Form T-22C certifying that the serial plate has been affixed to the trailer.

22. **Submit** to the County Tag Office where the owner resides:
    - Completed Form T-22C
    - $12.00 license plate fee. Contact your County Tag Office for payment methods accepted.
    - Applicable Ad Valorem Tax

Once this process is complete, the serial plate number is used as the vehicle identification number (VIN) or serial number in any subsequent motor vehicle transactions.

Note: Georgia does not issue titles for homemade trailers.

9. Register a Permanent Trailer

Motor vehicle owners in this state who own, lease or rent a trailer may apply for permanent trailer license plates for these trailers at the County Tag Office where the owner resides. If the trailer is used in connection with an established business located in a different county in this state, then apply for the permanent trailer license plate at the County Tag Office where the business is located.

Permanent trailer license plates can be issued to the following trailers:

- Leased and rental trailers owned by and leased or rented by a person, firm or corporation in the business of leasing or renting such trailers
- Trailers used in commercial logging
- Commercial trailers used for hauling unprocessed farm products
- Boat trailers
- Utility trailers
- Non-commercial cattle trailers
- Non-commercial livestock trailers

To apply, the owner must submit a request for a permanent trailer license plate with the following to the County Tag Office where the owner resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Fees** - As long as the same person or business owns the trailer that has been issued a permanent trailer license plate, the one-time license plate fee for the permanent trailer license plate is $48.00 plus any Ad Valorem Tax that may be due annually.

- **Restrictions** - The following restrictions apply to permanent trailer plates:
    - Permanent trailer plates are revoked if ad valorem taxes are not paid by date due.
    - If the trailer is sold or the ownership transferred, the permanent trailer license plate is revoked.
    - If the owner acquires another trailer and wants to register the trailer with a permanent trailer license plate, the license plate fee is $48.00 and any ad valorem tax that may be due.
    - If the new owner of the trailer that was sold or transferred wants to register the trailer with a permanent trailer license plate, the license plate fee is $48.00 plus any ad valorem tax that may be due.
    - Ad valorem taxes for trailers that are issued permanent trailer license plates must be paid each year to the County Tag Office where the owner resides or the business is located when not registered under the International Registration Plan in this state.
    - Permanent trailer license plates cannot be transferred between trailers.

10. Temporary Operating Permits (TOPs)

Only a temporary license plate issued by a registered motor vehicle dealer or the County Tag Office where the buyer resides will be considered valid. Any other type of temporary license plate is considered unlawful. State law requires all motor vehicles operated on Georgia roads and highways to be registered.

A. Dealer Issued TOPs

Dealers are required to issue Temporary Operating Permits (TOPs) for use on newly purchased vehicles during the 30 days a customer has to register. TOPs are valid for 45 days. Dealers are responsible for applying for a title for the buyer when the vehicle requires a title **but** are not required to apply for a new or transferred license plate. If the dealer does not apply for the license plate, the title must be issued or applied for in the buyer's name prior to applying for the license plate at the County Tag Office in the county where the buyer resides.

Dealers cannot issue an extension or additional TOPs, nor can the customer operate the vehicle legally with an expired TOP. If the dealer fails to obtain a title for transfer into the buyer's name (within five days before expiration of the TOP), the customer may apply for one 30-day TOP at the County Tag Office where the buyer resides. The buyer is required to:

- Complete and submit Form T-226 Application to Extend the Registration Period of a Motor Vehicle Purchased from a Georgia Motor Vehicle Dealer
- Turn in the dealer issued TOP for destruction
- Provide proof of ownership (dealer's invoice or bill of sale)
- Show valid Georgia driver's license

Dealers cannot issue a TOP when:

1. A vehicle will be registered under the International Registration Plan (IRP)
2. Vehicle has a salvage brand title
3. Vehicle is **not** self-propelled (i.e., trailer)
4. Dealer did **not** sell the vehicle

If a Dealer issued TOP Is lost or stolen less than 20 days from the date of issue, the dealership is required to issue a replacement. If the TOP is lost or stolen 21 days or more from the date of issue, replacement should be requested from the County Tag Office where the owner resides.

B. County Tag Office Issued TOPs

The County Tag Office may issue a 30-day Temporary Operating Permit (TOP) to the vehicle's registered owner under the following circumstances:

- **Vehicle Purchased From a Source Other Than a Georgia Registered Dealer** - Both registration and title for a newly purchased motor vehicle from a source other than a registered dealer must be applied for at the County Tag Office where the owner resides no later than seven business days after the date of purchase. The County Tag Office may issue a TOP which is valid for 30 days following the date of purchase. *See* O.C.G.A § 40-2-29.

- **License Plates Not in the** County Tag Office**'s Inventory** - When an owner registers a vehicle and requests a license plate not in the County Tag Office's inventory, the County Tag Office shall issue a 30-day TOP and enter the request in Georgia's Title and Registration Information System. The TOP is printed and registered in Georgia's Title and Registration Information System. This 30-day TOP should be given to the registrant for their use in operating the vehicle until the license plate is received. *See* O.C.G.A. §§ 40-2-8 and 40-2-33.

11. Boats and Watercraft

The Department of Revenue does not register or title boats and watercraft. Boats and watercrafts can be registered at your County's Property Tax Office and with the Georgia Department of Natural Resources.

12. Renew License Plate Registration

License plates can be renewed at the County Tag Office where the owner resides or the business is located. Renewal notices are not required. If a renewal notice is not received, the taxes and penalties still apply.

Address changes should be corrected on your Georgia driver's license prior to changing your address on your vehicle registration with your County Tag Office.

Registration decals are not issued for government, government motorcycle, permanent trailer, or permanent trailer replacement license plates.

A. Online Registration Renewals

Online registration is available in some counties. Renewal notices, if issued, have information about online registration if the county participates. Requirements for online renewals are:

- You must live in a participating county and have a Renewal Identification Number (RIN). RINs can be obtained online or can be found on your renewal notice or obtained from your County Tag Office.

- All registration fees, taxes, and convenience fees must be paid by debit card, credit card, or electronic check. A convenience fee is charged for all online transactions. You will know the actual cost before completing the transaction and may cancel at any time before the transaction is complete.

- **Emissions inspection**, if applicable. In counties requiring emissions testing, your vehicle must pass inspection prior to renewing. See Appendix A – Emissions Inspection Requirements, Georgia.

- **Proof of Insurance** must be filed by the insurance company directly in the Department's database.

B. In-Person or Mail-In Renewals

Vehicle registrations can be renewed in person at the County Tag Office where the owner resides or mailed to your County Tag Office. The following information is required:

- **Renewal notice** - If the renewal notice has incorrect information, you will need to complete Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Identification** - When applying in person, a valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services is required.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Payment for all fees and/or taxes due** – Contact your County Tag Office for acceptable methods of payment.

Penalties may apply for failure to renew license plates during the applicable registration period. See When to Register/Renew section for more information on registration/renewal deadlines.

C. Renewal Notice

Renewal notices are not required, but some counties send them as a courtesy. **You are still required to renew your vehicle's registration during your registration period even if you do not receive a renewal notice or if you receive an uncalculated total due renewal notice.** Renewal notices may be mailed to registered owners about 30 days prior to the owner's or the lessee's renewal deadline. If a vehicle is registered in a business name, a renewal notice may be mailed 60 days prior to the beginning of the business registration renewal month.

Registration fees and taxes may be due (i.e. annual license plate/decal fee, manufacturing fee, annual special license plate fee, liability insurance fees, mailing fee, annual ad valorem tax, etc.).

D. Corrections to Renewal Notice

If you receive a vehicle renewal notice with incorrect information, first follow the instructions that may appear on the front of the notice in the 'Message from your Tax Commissioner' area. If there are no instructions in this area, contact the County Tag Office where the owner resides. If a renewal notice is received for a vehicle you no longer own, you should notify your County Tag Office to cancel the registration.

E. Kiosk at Retail Locations

Vehicle renewals can be completed at kiosks located in many retail locations, if you reside in a participating county. See https://dor.georgia.gov/mvd-self-service-tag-kiosk.

13. Vehicles That Weigh Over 26,000 Pounds

All registrations for vehicles (that are not registered in Georgia under the International Registration Plan (IRP)) that weigh over 26,000 pounds gross vehicle weight (GVW) must be renewed each year based on the registration period identified in the **When to Register/Renew section**.

14. Disabled Person's License Plates and Parking Permits

Permanently Disabled Person's Parking Permits/Placards

A permanently disabled person means a person who:

- Is hearing impaired. A hearing impaired person means any person whose hearing is totally impaired or whose hearing is so seriously impaired as to prohibit the person from understanding oral communications when spoken in a normal conversational tone;
- Has disabilities whose disability or incapacity can be expected to last more than 180 days;
- Is so ambulatory disabled that they cannot walk 200 feet without stopping to rest;
- Cannot walk without the use of or assistance from a brace, a cane, a crutch, another person, a prosthetic device, a wheelchair, or other assistive device;
- Is restricted by lung disease to such an extent that their forced respiratory volume for one second, when measured by Spiro meter, is less than one liter, or when at rest their arterial oxygen tension is less than 60 millimeters of mercury on room air;
- Uses portable oxygen;
- Has a cardiac condition to the extent that their functional limitations are classified in severity as Class III or Class IV according to standards set by the American Heart Association;
- Is a blind individual whose central visual acuity does not exceed 20/200 in the better eye with correcting lenses or whose visual acuity, if better than 20/200, is accompanied by a limit to the field of vision in the better eye to such degree that its widest diameter subtends an angle of no greater than 20 degrees; or
- Is severely limited in their ability to walk due to an arthritic, neurological, or orthopedic condition or complications due to pregnancy.

Permanently disabled persons may apply for a permanently disabled person's parking permit/placard from the County Tag Office where the disabled person resides by submitting Form MV-9D Disabled Person's Parking Affidavit signed by a licensed doctor of medicine or osteopathic medicine, a podiatrist, an optometrist, or a licensed chiropractor. You do not have to own a vehicle to obtain a disabled persons parking permit/placard.

The Permanently Disabled Person's Parking Permit/Placard:

- Is 'blue' in color.
- Is issued at no charge.
- Must be replaced every four years.
- May be used in any vehicle that the disabled person is operating or in which the disabled person is a passenger.
- May be issued to an institution when the primary use of the vehicle is transporting

persons with disabilities. Institutions can apply for these permits at the County Tag Office in the county in Georgia where the institution is located.

A permanently disabled person may apply for both a disabled person's parking permit/placard and a disabled person's license plate with Form MV-9D Disabled Person's Parking Affidavit by checking the applicable boxes. The vehicle owner information is only required when applying for a disabled person's license plate. The applicable box on this form must be checked indicating the type of parking permit/placard or license plate being requested.

Temporarily Disabled Person's Parking Permit/Placard

A temporarily disabled person is a person with temporary limitations due to surgery or an accident. Temporarily disabled persons may apply for a temporarily disabled person's parking permit/placard from the County Tag Office where they reside by submitting Form MV-9D Disabled Person's Parking Affidavit signed by a licensed doctor of medicine or osteopathic medicine, a podiatrist, an optometrist, or a licensed chiropractor. You do not have to own a vehicle to obtain a disabled persons parking permit/placard.

The Temporarily Disabled Person's Parking Permit/Placard:

- Is 'red' in color.
- Is valid up to 180 days.
- Is issued at no charge.
- May be used in any vehicle that the disabled person is operating or in which the disabled person is a passenger.

Special Equipment Disabled Person Parking Permit/Placard

Disabled persons who, because of a physical disability, drive a motor vehicle which has been equipped with hand controls for the operation of the vehicle's brakes and accelerator; or who are physically disabled due to the loss of, or loss of use of, both upper extremities, may apply for a special equipment disabled person's parking permit/placard for the specially equipped vehicle by submitting Form MV-9D Disabled Person's Parking Affidavit to the County Tag Office where they reside.

The Special Equipment Disabled Person Parking Permit:

- Is 'gold' in color.
- Is issued at no charge.
- Must be replaced every four years.
- Is issued in the same name as the permanent parking permit/placard.

Disabled Person's License Plate

A person with disabilities, their spouse, child, ward or legal guardian who is a Georgia resident and owns or leases a motor vehicle may apply for a disabled person's license plate for their vehicle at the County Tag Office where the owner resides with the following:

- Renewal notice (if correct) or completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Application for individual and institutions** - Form MV-9D Disabled Person's Parking Affidavit must be completed and signed by a licensed doctor of medicine or osteopathic medicine, a podiatrist, an optometrist, or a licensed chiropractor, stating the vehicle owner or their spouse, ward or child is a person with disabilities whose disability or incapacity can be expected to last for more than 180 days, and stating the specific disability.

- **Application for Businesses** - Form MV-9BD Disabled Person's License Plate Affidavit for a Business – instructions for completion are included on the form.

- **Fees** - Annual $20.00 license plate fee.

- **Emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

- Proof of Insurance, by one of the following:
  - Filed by the insurance company directly in the Department's database.
  - Insurance binder showing insurance liability coverage.

- **Taxes** – Subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

A disabled person's license plate:

- May only be issued for a private passenger motor vehicle, private motorcycle, a light weight truck weighing 14,000 pounds or less, or a recreational vehicle used for personal transportation that is owned or leased by the applicant.

- May be issued for a motor vehicle owned by the disabled person or owned jointly with the disabled person.

- May be issued for a motor vehicle owned by the spouse, parent, or legal guardian of the disabled person.

- May not be transferred to another person upon the death of the disabled person or if the joint ownership of such vehicle ceases for any reason. The disabled person's license plate shall be canceled and the owner of such motor vehicle must apply for a regular category license plate for the vehicle.

- May be transferred to another passenger vehicle that the registrant purchases, if the previously owned vehicle is sold or is no longer owned by the disabled person, their spouse, child or ward.

- May not be used by any person who is not a disabled person or who is not entitled to obtain a disabled person's license plate.

Any of the following shall be guilty of a criminal offense:

- Anyone willfully and falsely representing as having the qualifications to obtain the disabled person's license plate.

- Any licensed doctor of medicine or osteopathic medicine, podiatrist, optometrist or licensed

chiropractor who knowingly and willfully makes a false or misleading statement in their affidavit stating that an applicant is a disabled person.

- Any person owning a vehicle bearing the disabled person's license plate who is not entitled to do so.

Disabled License Plate for a Business

A business may apply for a disabled person's license plate provided the employee that is disabled is the primary operator of the vehicle and Form MV-9D Disabled Person's Parking Affidavit is completed, as stated.

15. Prestige (Personalized) License Plates

Prestige license plates are only allowed on non-specialty (category code A1) license plates for private passenger vehicles and can be applied for at the County Tag Office where the owner resides. In addition to the standard requirements and fees, the following is required:

- **Application** - Completed Form MV-9B Special (Personal) Prestige License Plate Application.

- **Fee** – $20.00 standard tag fee plus additional $35.00 manufacturing fee and $35.00 special tag fee

  Note: Renewal fees for a prestige plate are $35.00 tag renewal fee (RNH) plus $20.00 standard tag fee (SSP).

Note: Department of Revenue Rule 560-10-22-.02 limits special prestige license plate letter and number combinations. Special prestige license plates will not be issued for letter/number combinations that fall into any of the following categories:

- Any combination of letters or numbers which are obscene according to current community standards, or which includes any reference to sex, sexual acts or body parts, or any reference to excrement or to bodily fluids.

- Any combination of letters or numbers which disparage a religious belief or being, race, ethnicity, gender, or sexual orientation.

- Any combination of letters or numbers which indicate an office or position unless the applicant holds such office or position, including, but not limited to, an elected office, employment as a police officer, firefighter, emergency medical technician, paramedic, or first responder.

- Any combination of letters or numbers which are profane.

- Any combination of letters or numbers subject to a trademark or copyright unless the applicant owns the trademark or copyright.

- Any combination of letters or numbers referring to a crime or criminal activity under state or federal law.

- Any combination of letters or numbers which might reasonably result in an immediate breach of the peace.

- The following combination of letters and/or numbers: hate, h8, hat, haytr, aytr, anti, ante, suck, suk, blow, or 69.

16. Specialty License Plates

Specialty License Plates

Specialty license plates can be applied for at the County Tag Office where the owner resides. The process for obtaining a specialty plate is the same as a standard plate. There are additional charges for specialty license plates. If the County Tag Office does not have the specialty license plate, a Temporary Operating Permit (TOP) will be issued and the license plate will be mailed to the customer. Fees for each different type of plate can be found on the Motor Vehicle Division website at:
https://mvd.dor.ga.gov/motor/plates/PlateSelection.aspx

Certain specialty license plates requiring unique qualifications may be applied for at the County Tag Office, including but not limited to:

- Military license plates (requires Form DD-214 showing eligibility)

- Surviving spouses (may transfer some military license plates from their deceased spouse) by providing:
    - Veteran's death certificate
    - Registration certificate (license plate receipt)
    - Marriage certificate

- Certified Firefighters

Specialty License Plate Process for Sponsors

Any sponsor interested in requesting the manufacture of specialty license plates commemorating an association, group, institution, or organization should submit a letter of intent (sample below) to the Director's Office of the Motor Vehicle Division. The signed letter, containing all the required information should be mailed to:

Georgia Department of Revenue
Motor Vehicle Division
Attn: Director's Office
P. O. Box 740381
Atlanta, Georgia 30374-0381

Upon receipt of the letter of intent, the Director's office will provide the required forms, requirements, and detailed application instructions. The application should include a design of the proposed license plate and a bond of $50,000 to serve as surety for monies collected from applicants by the sponsor. The sponsor should not accept applications and manufacturing fees for license plates until they have been approved to do so by the Department.

Once approved by the Department, the sponsor has two years to submit 1,000 prepaid applications with a manufacturing fee of $25.00 each for a total payment of $25,000.

- If the sponsor does not meet the requirements within the two-year timeframe, the license plate will not be produced. All application fees paid will be refunded to applicants.

- If the sponsor meets the requirements within the two-year timeframe, a letter of certification is provided to the sponsor verifying the requirements are met.

Sample Letter of Intent from Sponsor

<Insert Date>

Georgia Department of Revenue
Motor Vehicle Division
Attn: Director's Office
P. O. Box 740381
Atlanta, Georgia 30374-0381

Please accept this letter of intent from <Insert name of Sponsor>.

If additional information is needed, please contact us at the mailing address, telephone number, or email address below. Please mail us detailed instructions, forms, and other requirements needed to apply for the manufacture of special commemorative license plates.

We understand that we cannot accept individual applications and/or manufacturing fees until we have obtained approval from the Department of Revenue.

Sincerely,

<Insert name of Sponsor>
<Insert name of sponsor's contact person>
<Insert street address>
<Insert city, state, and zip code>
<Insert telephone number including area code>
<Insert email address>

Relinquishment of Ownership/Transferring Specialty or Prestige License Plates

Owners of prestige, college, commemorative or other special license plates not requiring special qualifications to obtain, may relinquish the ownership of the license plate to another person or persons by providing them with:

- A completed Form T-237 Relinquishment of a Georgia Prestige, College, Commemorative, or Other Special License Plate Not Requiring Special Qualifications. Both the owners relinquishing ownership and the persons accepting ownership of the license plate must sign this completed form. The relinquishing owners should retain a copy.

- Original registration certificate (license plate receipt), retaining a copy for reference.

- The original license plate.

Important: By signing the form and accepting the license plate and registration certificate, the new owner understands that any applicable registration fees and vehicle ad valorem taxes will be calculated based on their registration period and not the registration period of the license plate's previous owner. The new owner of this special license plate should not place the license plate on their vehicle until it has been properly registered to them through the County Tag Office where the new owner resides.

Surviving Spouse

Surviving spouses who are residents of Georgia are entitled to retain the following license plates in their name through the County Tag Office where they reside as long as they do not remarry.

- Purple Heart Recipients
- Pearl Harbor Survivors
- Veterans or Retired Veterans of World War II, Korean War, Vietnam War, or Operation Desert Storm
- Veterans of the Chosin Reservoir Campaign of 1950 in North Korea
- Former Prisoners of War
- Medal of Honor Recipients
- Disabled Veterans
- Certified Firefighters

Note: Former Prisoner of War license plates transferred to spouses also receive exemption from Title Ad Valorem Tax (TAVT).

The surviving spouse must submit legible copies of the following documents to the County Tag Office where they reside with any applicable registration forms, fees and vehicle ad valorem tax due.

- Death certificate;
- Registration certificate (license plate receipt);
- Marriage certificate.

17. History of Georgia License Plates and Colors

History of Georgia License Plates

1910: First State-Issued Plate
1910-1913: Undated Plates
1928: Disks and Plates Used
1941: First Reflectorized Tag
1956: County-Issued Tags
1959: First Historical Tag
1969: First Prestige Tag
1971: First 5-year Tag (All reflectorized)
1976: First 7-year Tag (All reflectorized)
1976: First Disabled Persons Tag
1976: Bicentennial Tag
1984: First College Tag in USA
1990: First Georgia IRP Tag

1990: “Peach” Tag (Graphic)
1990: First Wildlife Tag
1990: First Wildflower Tag

Motor Vehicle License Plate Colors

1910: Grey (Lustrous) on Black
1911: Black on Grey
1912: Black on Yellow
1913: Black on White
1914: Black on White
1915: White on Black
1916: Black on White
1917: Grey on Black
1918: Black on Green
1919: Black on White
1920: White on Dark Green
1921: Green on White
1922: White on Black
1923: White on Brown
1924: Black on Green
1925: White on Black
1926: White on Red
1927: Back on Yellow
1928: White on Blue
1929: Yellow on Blue
1930: Black on Light Grey
1931: White on Green
1932: White on Blue
1933: Blue on Orange
1934: Orange on Blue
1935: Blue on Orange
1936: Orange on Blue
1937: Blue on Orange
1938: Orange on Blue
1939: Blue on Yellow
1940: Orange on Green
1941: Yellow on Blue (Reflectorized – luminous peach)
1942: White on Blue
1943: White on Red
1944: Yellow on Black
1945: White on Black
1946: Black on Silver
1947: Maroon on Cream
1948: Black on Aluminum
1949: Red on Aluminum
1950: Black on Aluminum
1951: Green on Aluminum
1952: White on Black
1953: Orange on Black

1954: Black on Yellow
1955: Yellow on Black
1956: White on Black
1957: White on Green
1958: Black on White
1959: White on Black
1960: Black on White
1961: Black on Yellow
1962: Red on White
1963: White on Red
1964: Peach on Orange
1965: Black on White
1966: White on Red
1967: Red on White
1968: White on Green
1969: White on Black
1970: White on Blue
1971-1975: Blue on White (Reflectorized five-year tag)
1976-1982: Red on White (Reflectorized seven-year tag)
1983-1989: Green on White (Reflectorized seven-year tag)
1990-1996: Black on white/peach (Reflectorized seven-year tag)
1997-2003: Black on White (Reflectorized seven-year tag)

18. Multiple DUI Offender License Plate

A regular category license plate will not be issued, renewed, transferred or replaced for any vehicle that a multiple driving under the influence (DUI) offender owns or co-owns. Obtaining a new license plate prior to the issuance/reinstatement of their driving privilege is a criminal offense.

A person is a multiple DUI offender if the person has been:

- Convicted of driving under the influence of alcohol, drugs or other intoxicating substances two or more times in five years; and

- Court ordered to surrender the license plates to any motor vehicle that the multiple DUI offender owns or co-owns.

The court is required to notify the Motor Vehicle Division within ten days after issuing the order to surrender the license plates. All license plates issued to any vehicle a multiple DUI offender owns or co-owns must be sent to the County Tag Office where the owner resides.

Upon receipt of the license plates and court order, the County Tag Office shall fax or email a copy of the court order to the Department of Revenue's Motor Vehicle Division County Help Desk. The County Tag Office shall, within 30 days of receipt, forward the surrendered license plates to:

Georgia Department of Revenue
Motor Vehicle Division
Attn: County Help Desk
P.O. Box 740381
Atlanta, Georgia 30374-0381

After receiving the faxed court order, MVD will place a multiple DUI offender stop on all vehicles owned or co-owned by the violator to prevent the issuance, renewal, replacement or transfer of any vehicle license plate registration.

A. Co-owner

A multiple DUI offender license plate will be issued to a vehicle the multiple DUI offender owns or co-owns as long as the following requirements are met:

- The multiple DUI offender has been issued a provisional driver's license marked limited, probationary or valid in Georgia only

OR

- The multiple DUI offender's driver's license is suspended/revoked and the co-owner or other alternate driver:
  - is not a multiple DUI offender,
  - has an unexpired and valid driver's license,
  - does not have another vehicle that they solely own,
  - does not have another vehicle to drive,
  - has valid insurance,
  - is a member of the same household, and
  - depends on the multiple DUI offender's vehicle for the necessities of life, which are:
    - Going to and from work
    - Receiving scheduled medical care or obtaining prescription drugs
    - Going to and from school/college/church

To apply for a multiple DUI offender license plate, the following documents must be submitted to the County Tag Office where the multiple DUI offender resides:

- **Application** - Completed and signed Form T-215 Application for Issuance of a Special License Plate & Affidavit of Need & Eligibility. The multiple DUI offender and the alternate driver, if applicable, must sign this completed form and their signatures must be notarized.

- **Multiple DUI Offender and Co-owner/Alternate Driver's License** - A legible copy of the multiple DUI offender's driver's license marked limited, probationary or valid in Georgia only must be submitted. A legible copy of the co-owner or other alternate driver's license must be submitted if the co-owner or other alternate driver will be driving the vehicle.

- **Proof of Liability Insurance Coverage** - A copy of the SR-22 insurance information card must be submitted. Insurance information must also be electronically updated to the Department's insurance database by the insurer unless a binder, declarations page, or self-insurance or fleet insurance card is submitted.

- **MV-1 Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. This application must be completed in the same name as the name shown on Form T-215 Application for Issuance of a Special License Plate & Affidavit of Need & Eligibility.

- **Current Registration Certificate** - The current registration certificate (license plate receipt) issued in the applicant's name must be submitted.

- **Fees and Taxes** - Total fees and taxes due must be submitted. Contact your local County Tag Office for acceptable methods of payment. The license plate fee for a 'multiple DUI offender' license plate, 'AI' license plate category, is $20.00. Any ad valorem tax due must also be included in the payment. If the applicant did not receive a renewal notice showing the amount of ad valorem tax due, this information can be obtained from the County Tag Office where the owner resides.

The County Tag Office will:

- Collect the $20.00 'AI' license plate category fee if the application is 'approved'

- Collect Taxes – Could be subject to Title Ad Valorem Tax (TAVT), Annual Motor Vehicle Ad Valorem Tax, or Georgia Sales and Use Tax. See Information on these taxes.

- Issue a 30-day temporary operating permit (TOP) for the 'AI' license plate category if the application is 'approved.'

- Retain a copy of the original application, copies of the other required documents, and the approved faxed application for one year.

  Note: If the application is denied, return the denied application and supporting documents to the applicant.

The Department of Revenue Motor Vehicle Division will:

- Issue the multiple DUI offender license plate and mail it to the owner within five days of the date the TOP is issued

- Retain a copy of the approval and other required documents for three years

  Note: If application is denied, retain a copy of denial and other supporting documents for three years.

B. Important Notice Regarding Multiple DUI Offenders

The Motor Vehicle Division will update all customer identification numbers or drivers' license numbers with multiple DUI offender indicators to prevent registration/titling of vehicles unless one of the following completed forms is submitted and approved:

- Completed Form T-214 Purchaser's Statement of Fact (title)

- Completed Form T-215 Application for Issuance of a Special License Plate & Affidavit of Need & Eligibility

- Completed Form T-218 Authorization to Apply for a Regular Issue License Plate following the Reinstatement of Driving Privileges

For the purpose of vehicle registration, a person is a former multiple DUI offender if the person's driving privilege has been reinstated by the issuance of a non-provisional driver's license issued without any restricting **or** limiting notations.

To apply for a regular-issue license plate following the reinstatement of the former multiple DUI offender's driver's license, the following requirements must be met:

- The driver's license of the former multiple DUI offender has been reinstated and does not contain any restricting or limiting notations and any co-owner of the vehicle is not a multiple DUI offender.

- Form T-218 Authorization to Apply for a Regular Issue License Plate following the Reinstatement of Driving Privileges must be completed and signed by the vehicle's owner.

- A legible copy of the driver's license of the former multiple DUI offender must be submitted.

- A certified Motor Vehicle Record (MVR) must be submitted from the state that issued the driver's license.

- A legible copy of the insurance information card must be submitted. Insurance information must also be electronically transmitted by the insurer unless a valid binder, declarations page, or self-insurance or fleet insurance information card is submitted.

The Motor Vehicle Division will:

- Sign, date and apply the Department of Revenue seal to Form T-218 Authorization to Apply for a Regular Issue License Plate following the Reinstatement of Driving Privileges if the authorization is 'approved' and shall fax/email the approved form to the County Tag Office.

- Deny the authorization and fax/email the unsigned, undated Form T-218 Authorization to Apply for a Regular Issue License Plate following the Reinstatement of Driving Privileges to the County Tag Office with the reasons for rejection shown.

The County Tag Office will:

- Collect applicable taxes and license plate fees if the application is approved.

- Issue a license plate, if the application is approved.

- Retain the original Form T-218 Authorization to Apply for a Regular Issue License Plate following the Reinstatement of Driving Privileges, copies of the other required documents and the approved, faxed Form T-218 Authorization to Apply for a Regular Issue License Plate following the Reinstatement of Driving Privileges for three years.

- Return any denied application and supporting documents to the applicant.

Motor Vehicle Division will retain a copy of the approval and other required documents for three years.

19. Replace License Plate

A. License Plate Lost or Stolen

All lost or stolen license plates and/or decals should be reported to law enforcement and a police report filed. Replacement license plates can be applied for at the County Tag Office where the owner resides. The following information is required:

- **Application** - Form MV-7 Application for a Replacement License Plate and/or Renewal Decal must be completed in the same registered owners' names as the current license plate and/or renewal decal were issued. Original forms without alterations or correction must be submitted. Photocopies or forms containing alterations or corrections will not be accepted. The registered owner's full legal name must be used, which for individuals is their complete name as it appears on their valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services. If the vehicle is jointly owned, each individual owner's full legal name, valid Georgia driver's license or Georgia identification card number and signature are required. This form must also reflect the license plate number and/or the decal number that has been lost, stolen or damaged. If the application is in a company name, an authorized representative of the company must sign the application showing their position or job title with the company after their signature. A post office box number may be shown as the mailing address as long as a street address is also shown.

- **Copy of the police report** - If the license plate/renewal decal is missing or was stolen, it must be reported to the police department and a copy of the police report must accompany the application for replacement license plate or renewal decal. The application will not be processed without a copy of the police report unless the license plate/renewal decal is damaged and is not lost or stolen. In lieu of a police report, the damaged license plate/renewal decal must be surrendered to the County Tag Office.

- Mutilated/damaged license plate and/or decal, if applicable.

- If lost in the mail, completed Form T-200 Affidavit of Non-Receipt of an Original License Plate/Renewal Decal.

- Prestige license plates will not be issued with the same text. If a prestige plate with another combination is desired submit a completed Form MV-9B Special Prestige License Plate Application.

- Appropriate replacement license plate fee:
    - $8.00 for standard license plates
    - $43.00 for special prestige license plates ($8.00 replacement fee plus $35.00 manufacturing fee)

Note: Replacement fee may not apply if the license plate and/or decal was lost in the mail prior to receipt and within 90 days of issue date.

B. Original License Plate/Decal Lost in the Mail

If the license plate and/or renewal decal were lost in the mail before receipt by the registered owner, a replacement license plate and/or renewal decal can be issued 'free of charge' under certain conditions.

The registered owner must report the non-receipt of the license plate/renewal decal to law enforcement and obtain a copy of the police report. The police report must be submitted with the application for replacement license plate and/or renewal decal. In the case of non-receipt by mail, the owner cannot be charged a fee by law enforcement for a copy of a police report.

When a license plate/renewal decal, mailed by the issuing agency, is lost in the mail before the registered owner's receipt, the registered owner must apply for a replacement license plate and/or renewal decal within 90 days of the mailing date of the original license plate/decal by submitting the following to the County Tag Office where the owner resides:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1.

- **Affidavit** – An original completed and signed Form T-200 Affidavit of non-receipt of an original license plate/renewal decal must be submitted. This form must be typed, electronically completed and printed or legibly hand printed. The original form must be submitted without alterations or corrections. The signatures on this form must be notarized.

- **Police Report** - A copy of the police report indicating that the registered owner reported the license plate and/or renewal decal as 'lost in the mail' must be submitted.

- If the registered owner's county of residence has changed since the mailing of the original license plate and/or renewal decal, then the County Tag Office that issued the original license plate/decal must provide the date the license plate/decal was mailed.

C. Lost or Mutilated Government License Plates

Upon proof of loss or mutilation (due to accidental or natural causes) of any government license plate, the government agency may apply for a replacement government license plate by submitting the following to the County Tag Office where the vehicle is based:

- **Application**_– Completed Form MV-7 Application for a Replacement License Plate (Tag) and/or Decal must be submitted. Photocopies or forms containing alterations or corrections are not accepted. This application must be signed by the agency's authorized agent.

- **License Plate** - If the government license plate is mutilated, the mutilated license plate must accompany the application.

- **Police Report** - A copy of the police report, if the license plate is lost or stolen, must accompany the application.

- **Payment** – Government license plate fee of $3.00 per license plate must be submitted. Contact your County Tag Office for acceptable methods of payment.

Note: A person, firm, or corporation owning or operating any vehicle displaying a government license plate, after the ownership of the vehicle has been transferred to a non-government agency or when the

vehicle is no longer used exclusively for government functions, shall be guilty of a criminal offense.

D. Replacement Registration Certificate (License Plate Receipt)

If a license plate registration certificate (license plate receipt) is lost, stolen, damaged or becomes illegible, any dealer or owner of the vehicle may apply to the County Tag Office where the owner resides for a replacement of the last registration certificate issued. The following procedures must be followed when applying for a replacement registration:

- **Application** – Completed Form MV-7 Application for a Replacement License Plate (Tag) and/or Decal must be submitted to the County Tag Office where the owner resides in the same registered owners' name as the current Georgia registration certificate was issued. Photocopies or forms containing alterations or corrections will not be accepted. This form must reflect the license plate number and renewal decal number issued to the vehicle.

  If the vehicle is registered showing joint ownership, each owner's full legal name, valid Georgia driver's license or Georgia identification card number and signature are required. If the vehicle is registered in a company name, the company's authorized agent must sign this completed application and enter the company's printed name above their signature and their position or job title after their signature.

- **Current Owner, When Vehicle is Registered in the Previous Owner's Name** - The current owner must complete Form MV-7 Application for a Replacement License Plate (Tag) and/or Decal in the previous registered owner's name and provide the current title assigned to the current owner or a bill of sale when the vehicle does not require a Georgia title. The current owner will be required to sign this application in the space provided for their signature and record the words 'current owner' after their signature. Original forms are required without alterations or corrections.

- **Payment** – $1.00 fee for each replacement registration (decal) must be remitted. Contact your County Tag Office for acceptable methods of payment.

The County Tag Office is not required to report the issuance of replacement registration certificates to the Motor Vehicle Division and the County Tag Office retains the $1.00 fee.

E. Replacement County Name Decal

You may obtain a replacement county name decal, free of charge, from the County Tag Office where the owner resides upon request when your original county name decal is lost, stolen or damaged.

If your request is made in-person, you must present your valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services, the damaged county name decal, when applicable, and your current license plate registration certificate.

Please contact your County Tag Office to determine if mail requests are accepted for replacement of county name decals. If your request is by mail, please attach a copy of your current registration certificate (license plate receipt) or include a complete description of your vehicle (i.e. year model, make of vehicle and vehicle identification number) as well as the license plate number and the damaged county name decal, when applicable. Please be sure to provide your current address if your address has changed.

20. Apply for Refund of License Plate Fees Paid in Error

A refund of the license plate fee is only allowed in the situations described below. If you are authorized to receive a refund, please submit the items listed beneath the applicable situation, as shown below, to the County Tag Office where the owner resides.

- Erroneously purchased a license plate or decal for a vehicle you no longer own - submit the following:
  - License plate/decal issued in error
  - Registration card (tag receipt)
  - Signed affidavit from person requesting refund – including to whom the vehicle was sold and the date sold

- Improperly issued commercial license plate calculated in error by County Tag Office or MVD - submit the following:
  - Improperly rated license plate
  - Original owner's registration card (license plate receipt)

The Motor Vehicle Division will only issue refunds when payment was made to the MVD Main Office. If the fees were paid to the County Tag Office refunds must be requested from the County Tag Office.

For information regarding refunds of IRP registration/license plate fees, please contact the Commercial Registration Section of MVD at Commercial.Vehicles@dor.ga.gov.

A County Tag Office that is due a refund from MVD must update and authorize the refund on Georgia's Title and Registration Information System. The county will receive a credit toward their next submitted report to MVD rather than a refund check.

21. Registration Stats

Registration Stats – Daily total of registered vehicles in Georgia includes passenger cars, trucks, trailers, and other vehicles.

Section F - Tag Service Companies in Georgia

The Georgia Secretary of State publishes the State Regulations pertaining to Tag Service Companies. Persons processing license plate registration and/or title transactions for others through the County Tag Office in this state must register using their full legal name with each county in which they will be doing business and post a fidelity bond in the amount of $50,000 made payable to the County Tag Office. Contact the applicable County Tag Office for the required forms and more information regarding tag service companies.

Tag service companies must abide by the laws, rules and regulations related to tag service companies operating in Georgia. Below you will find the following:

- A copy of Georgia laws and rules and regulations pertaining to tag service companies,
- An application for tag service company registration,
- Form T-8 Limited Power of Attorney appointing a person within the tag service company, which must be completed and attached to each application being submitted for processing. These procedures for tag service companies are retroactive and shall apply to persons who have processed applications in the past as well as the present.

§ 40-2-25 of the Official Code of Georgia

(a) The commissioner is authorized and directed to promulgate rules and regulations governing the processing by private persons, in any manner whatsoever, of applications for the registration of vehicles.
(b)(1) The tax commissioner of each county shall be authorized to require any private person processing applications for the registration of vehicles pursuant to subsection (a) of this Code section to give an annual fidelity bond in the amount of $50,000 with good and sufficient surety or sureties, licensed to do business in this state, payable to, in favor of, and for the protection of either the payee, taxpayer, or the tax commissioner of the county in which such person processes such applications. Such bond shall be posted prior to the beginning of business operations each year and satisfactory proof of such bond shall be filed in the office of the tax commissioner requiring such bond prior to the beginning of business operations each year.
(2) Any person who violates any provision of paragraph (1) of this subsection shall be guilty of a misdemeanor.

1. Tag Service Companies Rules & Regulations

Department of Revenue Rule 560-10-28-.01 – Tag Service Company

(1) Defined. Any private person, firm, partnership, or corporation engaged within this State in the service of completing motor vehicle license tag application forms, computing motor vehicle tag fees and/or ad valorem taxes or handling motor vehicle license tag application forms in any manner whatsoever on behalf of and for another is a tag service company for the purpose of this chapter, except as otherwise provided in paragraph (2).

(2) Exceptions. Any private person, firm, partnership, or corporation lawfully operating within this State as a new or used motor vehicle dealer who completes motor vehicle license tag application forms,

computes tag fees and motor vehicle ad valorem taxes and handles such applications on motor vehicles bought or sold by such dealership businesses shall not be a tag service company for the purpose of this chapter.

Rule 560-10-28-.02 – Registration

Any private person, firm, partnership, or corporation qualifying and acting as a tag service company under the definition as set forth in this chapter shall, before engaging in such service, comply with the following registration requirements on an annual calendar basis:

(a) Each tag service company shall register with the Georgia State Revenue Commissioner at least 30 days before commencing business, through the office of the local county tag agent in the county where the main business office of the tag service company shall be located. The registration form shall be signed and sworn to by the owners of said company, or if said company is a corporation, by the president and secretary, and shall contain the following information:

1. The complete names and home addresses of all individuals with ownership interests in said tag service company and the length of time such individuals have resided at such address.

2. The complete names, addresses and telephone numbers under which such service shall operate including all branch offices of said service. (Cell phone numbers are not acceptable).

3. A list of the counties in this State in which said service will do business.

4. A statement that all city and county business license ordinances has been complied with and the date such business licenses were obtained.

5. The complete names of all employees and associates of said service and a description of any experience that such employees and associates have had in completing motor vehicle license tag application forms and computing motor vehicle ad valorem taxes.

6. The complete names of each owner, employee and associate of said service who has been engaged in the same or similar service in the three years prior to the date of registration and the names and addresses of any such service companies with which such individuals were previously associated.

Rule 560-10-28-.03 Submission of Documents, Fees and Taxes

(1) Documents, Fees and Taxes to be Submitted - Each motor vehicle license tag application to be submitted by a tag service company for or on behalf of another, before being delivered to the appropriate county tag agent, shall:

(a) Be completed in full with all questions answered, be signed by the applicant or their duly appointed representative, and

(b) Be accompanied by cash, check or money order, acceptable to the county tag agent and made payable to the County Tag Office, for the exact amount due for tag fees, ad valorem taxes and other necessary fees, and

(c) Be accompanied by a properly completed and executed power of attorney, form T-8A, as prescribed by the State Revenue Commissioner; no other power of attorney form shall be acceptable.

(2) When Documents, Fees and Taxes Submitted - Each license tag application received by a tag service company to be submitted for on or behalf of another shall be delivered to the appropriate county tag agent with all the necessary fees and documents necessary for the issuance of a motor vehicle license tag no later than three working days after being received by the tag service company.

(3) Accounting of Documents, Fees and Taxes - Each tag service company shall deliver a complete list of all applications such tag service company has received on a weekly basis. Such list shall contain the names of the applicants for whom they are acting, a description of the vehicle by year, make and model and the amount of fees and tax funds submitted with the application for such applications received during the week preceding the report. At the time the license tag applications received by the tag service company are being delivered to the appropriate county tag agent, the tag service shall deliver to the county tag agent an accounting list for the applications being delivered. Such list shall contain the name of the applicants for whom he is acting, a description of each vehicle applied for by year, make and model, and the amount of fee and ad valorem tax funds submitted for each application.

(4) Deficiency of Tag Fees and Ad Valorem Taxes -Any deficiency in the amount of payment for tag fees and ad valorem taxes due with each motor vehicle license tag application submitted by a tag service company shall be paid by the tag service company submitting same.

(5) Electronic Communications -A tag service company may use electronic or similar means in lieu of the document, signature, power of attorney and delivery requirements of paragraphs 1, 2, and 3 of this Rule. In handling a motor vehicle license tag application electronically, a tag service company shall be required to employ procedures acceptable to the county tag agent for the applicant to confirm the accuracy of all information submitted and to authorize the tag service company to submit the application. In addition, if a motor vehicle license tag application is processed electronically, payment may be submitted in a form other than required by paragraph 1 of this Rule which is acceptable to the county tag agent.

(6) Access to Motor Vehicle Registration Records - A tag service company which enters into an agreement to provide electronic registration or renewal of motor vehicles with the commissioner or a county tag agent shall be authorized to receive the addresses of applicants in order to verify applications for registration or renewal; and, in addition, shall be authorized to receive the following motor vehicle registration records in order to register or renew any motor vehicle:
(a) The vehicle identification number;
(b) The license tag number;
(c) The date of expiration of the registration; and
(d) The amount of tax owed.

(7) Restrictions on Use of Records -Unless permission is otherwise provided by the applicant, a tag service company shall <u>not</u> use an applicant's motor vehicle registration records for any purpose other than the provision of services regulated under this chapter, **nor** disclose such records to any person, firm, partnership, or corporation.

Rule 560-10-28-.04 Certain Advertising Prohibited.

No tag service company shall hold itself out as being affiliated with or being endorsed by the Georgia State Revenue Department or its duly authorized county tag agents, nor shall any tag service company employ any advertising method nor present any advertisement that would tend to establish the existence of any affiliation with or endorsement by the Georgia State Revenue Department or its duly authorized county tag agents.

FOR COUNTY USE ONLY!
_____ (County Tag Agent's Signature)
_____ (Date)
This registration is valid for 1 year from date of approval and must be renewed within 30 days of the approved yearend.

2. Tag Service Company Registration Form

Primary Name of Tag Service Company:	State of Georgia, County of:
Instructions: This registration from must be typed, electronically completed and printed, or legibly hand-printed in blue or black ink. The owner or official of the company must sign this registration certifying that the information shown is correct.	
Section I	
A. *(For use by non-incorporated Tag Service Companies)* – In the spaces below record the full legal names and residence address of all individuals with ownership interest in the tag service company and the length of time such individuals have resided there. Check here ☐ if extra pages are included.	
Full Legal Name of Owner(s)	
Home Address including city, state & zip	
Full Legal Name of Owner(s)	
Home Address including city, state & zip	
GA Driver's License Number	Length of Time in Residence
Full Legal Name of Owner(s)	
Home Address including city, state & zip	
GA Driver's License Number	Length of Time in Residence
Full Legal Name of Owner(s)	
Home Address including city, state & zip	
GA driver's license number	Length of Time in Residence
B. *(For use by Incorporated Tag Service Company)*	
Full Legal Name of Corporation	
Full Legal Name of Corporation	
Address of Main Office in Georgia including city, state, and zip	
Name of Manager of Tag Service Company	
Date Incorporated	State Incorporated

Section II

Record the full legal names, addresses & telephone numbers that such tag service company shall operate including all branch offices.
Check here □ if extra pages are included.

Full Legal Name of Tag Service Company	Telephone Number(s) including area code(s)
Business Address including city	
Full Legal Name of Tag Service Company	Telephone Number(s) including area code(s)
Business Address including city	
Full Legal Name of Tag Service Company	Telephone Number(s) including area code(s)
Business Address including city	
Full Legal Name of Tag Service Company	Telephone Number(s) including area code(s)
Business Address including city	

Section III

You will submit this Tag Service Company registration form to the county where you reside or the county where the corporation is located. You must provide a copy of this 'approved' registration, bond and the business licenses or permits to the County Tag Offices in those counties where you will be or intend to do business. List those counties' names below:

Section IV

Business Licenses or Permits Attachment A: Attach legible copies of the current business licenses or permits from the cities or counties in this state where this Tag Service Company is licensed to do business

Section V

Resume' of Experience Attachment B: Attach the names of the employee(s), associates and managers in the Tag Service Company; their dates of employment along with a short description of the specific training and/or experience each employee and associate has had in completing motor vehicle applications and/or related forms and computing and collecting motor vehicle fees and/ad valorem taxes. Give details of the same or similar service in the last three years prior to the date of this registration; the names and addresses of any tag service company with which such individuals were previously associated

3. Tag Service Company Affidavit

I, (We), the undersigned owner(s) of _____

(Name of Tag Service Company)

do hereby affirm that the foregoing information is true and correct. I/We also have received and read a copy of the rules and regulations promulgated by the Georgia Department of Revenue governing the operation of tag service companies within this State and will comply with same.

Sworn to and subscribed before me this _____ of _____, _____.
(Day) (Month) (Year)

_____
(Notary Public's Signature & Notary Seal or Stamp)

_____
(Date Notary Commission Expires)

_____
(Printed Name & Georgia Driver's License Number)

_____
(Signature)

_____
(Notary Public's Signature & Notary Seal or Stamp)

_____
(Date Notary Commission Expires)

_____
(Printed Name & Georgia Driver's License Number)

_____
(Signature)

_____
(Notary Public's Signature & Notary Seal or Stamp)

_____
(Date Notary Commission Expires)

_____
(Printed Name & Georgia Driver's License Number)

_____
(Signature)

Affidavit of Corporate Officer

I,_____, of _____
(Name of Corporate Officer & Position or Job Title) *(Name of Corporation)*

do hereby affirm that the foregoing information is true and correct. I also state that

_____
(Name of Corporation)

has received a copy of the Rules and Regulations promulgated by the Georgia Department of Revenue governing the operation of tag service companies within this state, has read and will comply.

Sworn to and subscribed before me this _____
(Day)

_____ _____
(Month) (Year)

_____
(Notary Public's Signature & Notary Seal or Stamp)

_____
(Date Notary Commission Expires)

_____
(Printed Name & Position or Job Title of Corporate Officer)

_____
(Corporate Officer's Signature)

_____
(Business Telephone Number including area code)

4. Power of Attorney – Tag Service Company

I hereby appoint:

Full Legal Name of Appointed Attorney-in-Fact			Date
of - Tag Service Company's Full Legal Name and Address			
As my attorney-in fact to apply for, or to transfer, a Georgia motor vehicle tag for the vehicle described below:			
Vehicle Make	Year Model	Body Style	Model Name or Number
Manufacturer's Identification Number (Serial Number)		License Plate (Tag) Number	State & Year of Issue

And for said purpose or purposes to sign my name and do all things necessary to this appointment. The undersigned owner states that they understands that the above named Tag Service Company is not affiliated with nor endorsed by the Department of Revenue or its duly appointed county tag agents. The undersigned owner acknowledges by the signing of this document that they understands that the power of acceptance or rejection of the attached application for a Georgia motor vehicle tag rests with the Department of Revenue individually or by and through their duly authorized agents that no motor vehicle license plate (tag) will be deemed to have been applied for until a properly completed tag application along with the necessary fees, taxes and documents have been received by the Commissioner of the Georgia Department of Revenue or his duly appointed county tag agents in full compliance with the rules and regulations promulgated by the Commissioner of the Department of Revenue governing Tag Service Companies operating within the State of Georgia .

Sworn to and subscribed before me this _____ of _____, 2_____. (Day) (Month) (Year)

Notary Public's Signature & Notary Seal or Stamp:	Owner's Signature:
Date Notary Commission Expires:	Owner's Printed Name & Position or Job Title:
Owner's Permanent Mailing Address including city, state & zip:	

5. Additional Tag Service Company Information

Any private person, firm, partnership, or corporation engaged within the state of Georgia in the service of completing motor vehicle license plate application forms, computing motor vehicle license plate fees and/or ad valorem taxes or handling motor vehicle license plate application forms in any manner on behalf of another is a tag service company. This excludes licensed franchise dealers (dealer selling new motor vehicles) and independent dealers (dealer selling used motor vehicles) in this state.

Any private person, firm, partnership, or corporation qualifying and acting as a tag service company under the definition shown above must comply with the following registration requirements on an annual calendar basis:

- **Register** - Each tag service company shall register with the Georgia State Revenue Commissioner at least 30 days before commencing business, through the office of the local County Tag Office in the county where the main business office of the tag service company shall be located. The registration form shall be signed and sworn to by the owners of said company, or if said company is a corporation, by the president and secretary, and shall contain the following information:

    1. The complete names and home addresses of all individuals with ownership interests in said tag service company and the length of time such individuals have resided at such address.

    2. The complete names, addresses and telephone numbers under which such service shall operate including all branch offices of said service.

    3. A list of the counties in this State in which said service will do business.

    4. A statement indicating that all city and county business license ordinances have been complied with, and the date such business licenses were obtained.

    5. The complete names of all employees and associates of said service and a description of any experience that such employees and associates have had in completing motor vehicle license plate application forms and computing motor vehicle ad valorem taxes.

    6. The complete names of each owner, employee and associate of said service who has been engaged in the same or similar service in the three years prior to the date of registration and the names and addresses of any such service companies with which such individuals were previously associated.

- **Bond** - Before processing any applications for motor vehicle registration the tag service companies must give an annual fidelity bond from a company licensed to do business in this state in the amount of $50,000 with good and sufficient surety or sureties, payable to, in favor of, and for the protection of either the payee, taxpayer, or the County Tag Office in the county in which such person processes such applications. Such bond shall be posted prior to the beginning of business operations each year and satisfactory proof of such bond shall be filed in the office of the tag agent requiring such bond prior to the beginning of business operations each year.

- **Power of Attorney** – Before doing business on behalf of a company or individual, the tag service must obtain a Form T-8A Power of Attorney appointing the person within the tag service company as the registrant's attorney-in-fact. A T-8A must accompany each application being submitted for

processing.

6. Tag Service Company Submission of Documents, Fees & License Plate Registrations

Each motor vehicle license plate application to be submitted by a tag service company for or on behalf of another, before being delivered to the appropriate County Tag Office, should contain the following:

- **Application** - Completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. The MV-1 must be completed in full with all questions answered and be signed by the registrant or their duly appointed representative.

- **Payment** – Must include payment for the exact amount due for license plate fees, ad valorem taxes and other necessary fees. Contact the County Tag Office for acceptable methods of payment.

- **Power of Attorney** - A properly completed and executed Form T-8A Power of Attorney as prescribed by the State Revenue Commissioner; no other power of attorney will be accepted.

- **Deadline** - Each license plate application received by a tag service company to be submitted for on or behalf of another shall be delivered to the appropriate County Tag Office with all the necessary fees and documents necessary for the issuance of a motor vehicle license plate no later than three working days after being received by the tag service company.

- **Weekly list** - Each tag service company shall deliver a complete list of all applications such tag service company has received on a weekly basis. Such list shall contain the names of the applicants for whom they are acting, a description of the vehicle by year, make and model and the amount of fees and tax funds submitted with the application for such applications received during the week preceding the report.

- **Accounting List as delivered** - At the time the license plate applications received by the tag service company are being delivered to the appropriate County Tag Office, the tag service company shall deliver to the County Tag Office an accounting list for the applications being delivered. Such list shall contain the name of the registrants for whom they are acting, a description of each vehicle applied for by year, make and model, and the amount of fee and ad valorem tax funds submitted for each application.

- **Deficiency in payment** - Any deficiency in the amount of payment for license plate fees and ad valorem taxes due with each motor vehicle license plate application submitted by a tag service company shall be paid by the tag service company submitting same.

- **Affiliation** - No tag service company shall indicate they are affiliated with or being endorsed by the Georgia Department of Revenue or its duly authorized County Tag Office. No tag service company shall employ any advertising method nor present any advertisement that would tend to establish the existence of any affiliation with or endorsement by the Georgia Department of Revenue or its duly authorized County Tag Offices.

Section G - County Tag Offices

1. License Plates, Decals, and TOPs Ordering, Receiving, Inventory

Georgia Correctional Industries (GCI) supplies all the standard plates, specialty plates, decals, temporary operating permits (TOPs), handicap placards, and stickers (county name, municipality, In God We Trust, government, educator, etc.). GCI monitors the inventory, maintaining a four-to-six week supply of standard plates (AA, A1), top fifty specialty plates, and decals. Any issues with stock levels or any needed items not on the inventory can be addressed/ordered through the County Ordering Portal.

Upon receipt of license plates or renewal decals, the County tag agent should do the following:

1. Compare each box of license plates and renewal decals to the bill of lading to determine that everything shown on the bill of lading is included in the shipment.

2. Verify the accuracy of the bill of lading, which shows the beginning and the ending license plate and renewal decal numbers included with the shipment.

3. Verify that the beginning and ending license plate and decal numbers are shown on the outside of each box or package.

4. Acknowledge receipt of the license plates and renewal decals by accepting inventory though Georgia's Title and Registration Information System.

5. If boxes are missing or are torn open and license plates or renewal decals are missing or damaged, the items should be updated in Georgia's Title and Registration Information System as follows: 'M' for missing or 'D' for damaged.

6. Check license plates and renewal decals within **each** box once the seal is broken **before** issuing to ensure license plates/renewal decals are in proper numerical sequence and none are missing, improperly printed or mutilated in any manner.

2. License Plate Envelopes and T-Serial Plates Ordering, Receiving, Inventory

License plate envelopes and T-serial plates can be ordered through the MVD County Helpdesk by submitting the order form via email.

3. County Audits

A certain percentage of counties will be audited each month.

- The day you take your inventory audit, contact the MVD Finance Office to signal the beginning of your audit. Finance will generate a Georgia's Title and Registration Information System Inventory Report that shows current inventory on hand at the time of your audit. This report will be used to reconcile with, upon completion of your audit.

- The day before you take the inventory audit, sort and arrange your inventory; i.e. license plates, T-serial plates, Temporary Operating Permits, decals; by type and series. You may pre-audit

any inventory that will not be used the day you conduct this audit.

- Do a physical count of all inventories on hand:
  - Plates
  - T-Serial Plates
  - Temporary Operating Permits
  - Decals (registration cards)
  - Disabled Person Permits

- Enter inventory count on the Tag Inventory Report by plate type with beginning/ending series numbers, and total quantity. Feel free to use additional pages if necessary. Prestige license plates (passenger/motorcycle) must be recorded individually on a separate sheet and attached to the inventory report.

- After completion of the physical count, the County Tax Commissioner should sign their name on the front of the inventory report "approved by" block.

- Make copies of the report for your records.

- Verify inventory levels in Georgia's Title and Registration Information System.

4. Electronic Funds Transfer (EFT)

In an effort to streamline business processes and provide increased efficiency surrounding our customer service initiatives, the Motor Vehicle Division encourages counties to participate in the Electronic Funds Transfer (EFT) program. The EFT program allows counties to submit payments by transferring funds from their bank accounts directly to the Department of Revenue. Please note, this is not giving any permission to the Department of Revenue to pull funds from county accounts, and counties remain in control of when and how much they submit each reporting period.

5. Security Recommendations

Inventories of license plates, decals, temporary operating permits (TOPs), county name decals, registration cards, and T-serial plates must be maintained in secure storage at all times. The County Tax Commissioner is responsible for ensuring that all inventory is stored in a secure manner to avoid theft or fraud.

The most desirable type of security storage is a safe where the combination is known only to one or two County Tag Office employees. The next most desirable secure storage area is a locked wall cabinet where the keys are controlled by one or two County Tag Office employees. The next acceptable type of secure storage area is a locked storage room where the keys are controlled by one or two County Tag Office employees. Access to the secure storage area would be limited to the County Tag Office employees who have been approved by the County Tax Commissioner. Several examples of unacceptable storage arrangements are as follows:

- License plate boxes stacked in the courthouse hallway.
- License plate boxes stacked in the reception room of the County Tag Office.
- License Plate boxes stacked behind the counter in the County Tag Office.
- Registration card boxes stacked behind the counter or on top of the counter in the County Tag

Office.

- License plate boxes and/or registration card boxes stored in county warehouse that is not separately secured and is accessible to county employees and others.
- License plate boxes and/or registration card boxes stored in supply room which is uncontrolled and/or unattended.

The security and safeguard of the County Tag Office inventory must be maintained at all times.

The un-issued decals, license plates, TOPs, county name decals, T-serial plates, and registration cards should be secured and safeguarded at the end of each business day. It is recommended that the cashier or employee designated to maintain control of the un-issued loose inventory record the un-issued serial number in each series of license plates, decals, registration cards, TOPs and T-serial plates at the end of each business day.

Upon opening for business the next day, the unused inventory should be verified against the previous day's records prior to release to the counter. This method will enable the County Tag Office employee to determine if any inventory is missing or otherwise unaccounted for.

The county tag agent is responsible for the box contents whenever the seal is broken and/or the box is opened. Whenever the seal is broken and/or the box is opened, a county tag agent employee should verify the contents of the box. If any of the contents of a box is missing or determined to be un-saleable, the items should be entered into Georgia's Title and Registration Information System database as 'M' for missing or 'D' for damaged. In the situation where the boxes are opened and 'screened' immediately upon receipt; missing or un-saleable items must be reported to the license plate vendor. Also, the missing or un-saleable items must be recorded on the boxes prior to being put into inventory. The County Tag Office employee screening the box contents should always initial and reseal the box.

6. Reporting and/or Surrendering Georgia License Plate (Tag)

When a license plate is being surrendered because of a court order, repossession, abandoned/derelict, or salvage vehicle, Form T-158 Report of and/or Surrender of Georgia License Plate must be submitted. The form must be properly completed as follows or it will be returned.

- **Section 1**: Show the complete mailing address of the company and the name of the authorized agent surrendering the license plate. Check the appropriate box, under Reason for Report. You will be either surrendering a license plate or declaring that there was 'no license plate' on the vehicle. Check only one box.

- **Section 2**: These are the only acceptable reasons for surrendering a license plate and/or making a report of a surrender of a license plate.

- **Section 3**: Show the complete vehicle and license plate information. The full and complete identification number of the vehicle must be shown or the form will be returned for this information. If **no** Georgia license plate is submitted, do not show a license plate number.

- **Section 4**: Check the appropriate method of delivery to the local County Tag Office.

- **Section 5**: This form must be signed by the authorized representative of the company surrendering the license plate.

Once the returned license plate is entered in Georgia's Title and Registration Information System database, it is boxed and sent for secure destruction and cannot be retrieved.

7. Registration/Title Applications, Supporting Documents, and Money Collected

All county tag agents in this state accepting registration/title applications shall endeavor to submit to the Department of Revenue, Motor Vehicle Division, on at least a weekly basis, reports of the license plate applications accepted. These reports shall be accompanied by the total monies due the state and any related applications/documents (when required). Payment should be with EFT, check, or money order for the total amount due the state made payable to the Department of Revenue. These reports, payments and related applications/documents must be submitted to the Department of Revenue's Motor Vehicle Division within seven calendar days from the close of the business week during which the registration/title applications were handled and the related sums of money received. Business week shall mean Monday through Friday or Saturday, if applicable.

If the County Tax Commissioner fails to submit the reports or monies due the state within the required timeframe, the following penalties shall be imposed:

- 10% of the amount due the state; plus,
- Interest at the Prime Rate plus 3% per month from the date the money is due until the date the money is paid. Any period of less than one month shall be considered to be one month.

Ref: O.C.G.A §§ 40-2-34 and 48-2-44.

8. Request for Extension

Before the expiration of the time period during which a license plate or title report is required to be filed with the Department or the related money remitted to the Department, the County Tax Commissioner may submit a request for an extension to the Director of the Motor Vehicle Division. This request must include the reason for the delay in submitting. Upon receipt of the request showing a justifiable cause, the Director is authorized to grant up to a 30-day extension of the deadline. Only one such extension may be granted.

9. County Tag Agent Fees

County Tax Commissioners may retain a $1.00 agent's fee for each registration or renewal/revalidation decal issued during any calendar year unless the license plate is a free license plate or one where the law specifically states an agent's fee cannot be retained. If no license plate fee is required for the issuance of the registration/renewal decal, then the County Tax Commissioner cannot retain an agent's fee.

County Tax Commissioners may retain 50¢ for each title application received when an $18.00 original title fee or an $8.00 replacement title fee is collected. When no title fee is required, County Tax Commissioners cannot retain a 50¢ agent's fee.

Ref: O.C.G.A. §§ 40-2-33 and 40-3-39.

Section H - Motor Vehicle Fees, Fines, and Penalties

Title applications and license plate registrations should be completed at the County Tag Office where the owner of the vehicle resides. Check with your County Tag Office for acceptable methods of payment.

1. Standard Fees

Type of Fee	Amount	Comments
Original Title Application Fee	$18.00	If vehicle requires a Georgia title. Owners have 30 days from the date the vehicle was purchased or transferred to apply for a title at the buyer's County Tag Office.
Title Fee for Change of Ownership or Lien/Security Interest Added or Deleted	$18.00	Original title must be provided.
License Plate Registration or Renewal Fee	$20.00	Regular passenger car or lightweight pick-up truck - other vehicles vary according to the MV Schedule.
Replacement Title Fee When Lost or Stolen	$ 8.00	The replacement title will have a legend/brand showing that it is a replacement title.
Replacement Title When Original has been Mutilated	$18.00	The mutilated title must accompany the application. There is no legend showing replacement title when the original title is returned.
Replacement title when lost in the mail, if mailed by MVD and owner did not receive – must be applied for within 60 days of issue date of lost title	No charge	A completed and signed Form T-216 Report of a Lost Title in the Mail **must** be submitted. This option cannot be used for titles mailed by MVD to the recorded security interest holders or lienholders.
Title Application Perfecting Child Support Lien	No charge	
Replacement License Plate or Decal	$8.00	
Replacement Prestige License Plates	$43.00	$8.00 replacement fee plus $35.00 manufacturing fee.
Replacement Specialty License Plates	Varies	$8.00 replacement fee plus manufacturing fees ranging from $25.00 to $35.00.
Sales Tax or Title Ad Valorem Tax (TAVT)	Varies	Subject to the price/value of the vehicle.
Mailing Fee	$1.00	
Specialty License Plate Manufacturing Fee	Varies	See specialty license plates for a list of manufacturing fees.
Special Handling Fee – For Expedited Title Processing (Replacement Titles and Title Corrections Only)	$10.00	Mail title application, supporting documents and fees/taxes due including $10.00 special handling fee to: Georgia Department of Revenue Motor Vehicle Division **Attn: Expedited Title Processing**

		P. O. Box 740381 Atlanta, Georgia 30374-0381
Special Handling Fee for State or Federal Agency	$10.00	For expedited title process.
Emission Inspections	Varies	For counties requiring emission inspection (metro Atlanta). See Appendix A – Emissions Inspection Requirements, Georgia.

2. Research Fees

	Amount	Comments
License Plate/Title/Lien Vehicle Information Printout	$1.00	Completed Form MV-20 Request for Motor Vehicle Data.
License Plate and Title Computer Printout	$1.00	Required to purchase a current license plate.
License Plate Information Computer Printout	$1.00	Each vehicle.
Search of Records by Name	$1.00	Each vehicle – If a record is found, you will be provided a printout of motor vehicle title and lien information.
General Salvage Vehicle Information Printout	$5.00	Completed Form MV-20 Request for Motor Vehicle Data. Letter of certification will only be mailed.
Salvage Letter/Certification	$14.00	Must be requested seven days prior to court date. Completed Form MV-20 Request for Motor Vehicle Data. This letter cannot be picked up in person. It will be mailed.
Certified Transcript of Title	$14.00	Must be requested seven days prior to court date. Completed Form MV-20 Request for Motor Vehicle Data.
Certified Transcript of License Plate	$14.00	Must be requested seven days prior to court date. Completed Form MV-20 Request for Motor Vehicle Data.
Certified Transcript of Lien	$14.00	Must be requested seven days prior to court date. Completed Form MV-20 Request for Motor Vehicle Data.
Abandoned Vehicle	$2.00	Completed Form MV-603 Notice of an Abandoned Vehicle and Request for Information.
Title History	$5.00	Completed Form MV-20 Request for Motor Vehicle Data.
Letter of Verification	$5.00	Completed Form MV-20 Request for Motor Vehicle Data.

3. Penalties

	Amount	Comments
Title penalty for failure to apply for Georgia title within 30 days of the vehicle's purchase or transfer date	$10.00	
Title penalty for changed or altered purchase or transfer date on the back of the title or document transferring ownership	$10.00	
Title penalty for failure to respond within 60 days of the date of a letter asking for additional information	$10.00	If previously applied for and additional action was required.
Title penalty for failure to apply for title within 30 days of purchase or transfer of ownership for title issued to a state or federal agency	No charge	
Failure to renew vehicle's Georgia license plate registration during your county's established registration period	10% of ad valorem tax due + 25% of license plate fees	Ad valorem penalty has a $5.00 minimum.
Dealer title ad valorem tax penalty for not submitting TAVT within 30 days of purchase	5% of TAVT due after day 30 and 5% additional every month thereafter	Contact your local County Tag Office for details.
Casual sale title ad valorem tax penalty for not submitting TAVT within 30 days of purchase	10% of TAVT after day 30 and 1% additional every month thereafter	Contact your local County Tag Office for details.

4. Insurance Fines

	Amount	Comments
Insurance Lapse	$25.00	Failure to maintain continuous insurance liability coverage on a vehicle with a current registration.
Insurance Reinstatement – First Offense	$60.00	Reinstate registration once the registration is cancelled due to failure to pay insurance lapse fee.
Insurance Reinstatement – Second Offense	$60.00	Reinstate registration once the registration is cancelled for the second time due to failure to pay insurance lapse fee.
Insurance Reinstatement – More Than Two Offenses in a Five-Year Period	$160.00	Reinstate registration once the registration is cancelled for more than two offenses in a five-year period due to failure to pay insurance lapse fee.

5. Unlawful Acts/Criminal Offenses

- Giving or accepting a title where the assignment has been signed without the buyer's name entered is a criminal offense. O.C.G.A. § 40-3-91(c) states: "*Any person, firm, or corporation which delivers or accepts a certificate of title assigned in blank shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than $100.00 or imprisoned for a period not to exceed 30 days for the acceptance or delivery of each certificate of title assigned in blank.*"

- Any person who makes a false statement in any application for the registration of a vehicle in this state shall be guilty of false swearing, whether or not an oath is actually administered.

- It is illegal to remove or transfer a license plate from the vehicle for which such license plate was issued.

  Note: The vehicle owner may transfer their valid Georgia license plate from a vehicle they no longer own to another vehicle they purchase/acquire (both requiring the same class of license plate) after the license plate has been properly transferred at the County Tag Office where the owner resides.

- Any person who mutilates, obliterates, defaces, alters, changes or conceals any numeral, letter, character, county name decal or other marking of any license plate issued under the motor vehicle registration laws of this state shall be guilty of a criminal offense.

- Any person who knowingly operates a vehicle bearing a license plate on which any numeral, letter, character, county name decal, or other marking has been willfully mutilated, obliterated, defaced, altered, changed or concealed shall be guilty of a criminal offense.

- Any person who knowingly operates a vehicle bearing a license plate issued for another vehicle and not transferred as required by law shall be guilty of a criminal offense.

- Any person who removes a license plate from a vehicle or affixes to a vehicle a license plate not authorized by law for use on it, with intent to conceal or misrepresent the identity of the vehicle or its owners, is guilty of a criminal offense.

- Any person owning or operating any vehicle on the public highways and streets of this state without registering and obtaining a license plate to operate the vehicle in the timeframe required or without renewing the registration and license plate during their registration period shall be guilty of a criminal offense.

- It is a criminal offense to operate any vehicle required to be registered in this state without a valid county name decal affixed to the license plate when a county name decal is required by law and a space is provided on the license plate for the county name decal.

- Every motor vehicle shall at all times have the license plate issued to it firmly attached to it in such a manner that it will not swing and that it will be plainly visible. The license plate shall be properly affixed to the rear of the vehicle. No license plate shall be covered with any material unless the material is colorless and transparent. No apparatus that obstructs or hinders the clear display and legibility of a license plate shall be affixed to the rear of any motor vehicle required to be registered in the state. Any person who violates these provisions of law shall be guilty of a criminal offense.

  Exception: A license plate issued for a tractor used as a traveling power plant for drawing carrying loads independently shall display the license plate issued to it on the front of the vehicle. It shall be the duty of the operator of any vehicle to keep the license plate legible at all times.

- No person shall affix to the rear of a motor vehicle any temporary or permanent license plate not issued by the State of Georgia which is intended to resemble a license plate which is issued by the State of Georgia.

Section I – Insurance

Motor vehicle owners and lessees are required by law to maintain continuous Georgia liability insurance coverage on vehicles with active registrations. Driving a vehicle while the registration is suspended, revoked, or cancelled is a criminal offense. Additional penalties will apply if convicted of driving a vehicle with a suspended or cancelled registration.

The state has an insurance database, Georgia Electronic Insurance Compliance System (GEICS), which provides an online tool for law enforcement and County Tag Office personnel to use to check the insurance status of any vehicle registered in the Georgia.

1. Owner's/Lessee's Responsibilities

Motor vehicle owners and lessees in Georgia are required to maintain continuous Georgia liability insurance coverage on their vehicles.

An owner or lessee of a motor vehicle must have acceptable proof of Georgia liability insurance to be able to:

- Legally drive the vehicle;
- Register and obtain a Georgia license plate; and
- Renew, replace, or transfer their existing Georgia license plate.

Non-motorized vehicles, i.e. trailers, campers, etc., and vehicles exempt from registration in this state, i.e. snowmobiles, bicycles, mopeds, all-terrain vehicles, golf carts, etc., do not require insurance. See the information in this manual under the heading 'Vehicles Exempt from Registration' to view a list of vehicles exempt from registration in this state.

2. Incorrect Vehicle Identification Number (VIN)

The vehicle identification number (VIN) on your vehicle, your insurance policy information card, and your vehicle's current registration receipt and title must match.

If your insurance policy information card does not reflect your vehicle's correct and complete VIN, please contact your insurer immediately since only your insurer can add, delete or modify information on the insurance database.

If your registration certificate (tag receipt) and title do not reflect your vehicle's correct and complete VIN, please contact the County Tag Office where the owner resides immediately for assistance in obtaining a new registration receipt and/or title showing the correct information.

3. Insurance Related Penalties/Fines

Georgia law requires a motor vehicle to be continuously insured. The Department of Revenue is required by law to suspend and/or revoke the registration of any motor vehicle in this state that is not continuously insured with Georgia mandatory liability insurance.

The insurer must electronically transmit insurance information, within 30 days of the date the coverage is to begin, to the Department's GEICS insurance database. Insurers must also electronically transmit insurance information pertaining to terminations of vehicle liability insurance coverage to the insurance database.

4. Lapse in Coverage

A lapse in coverage means ten or more days during which the records of the Department do not reflect that a motor vehicle was insured by a policy of minimum liability insurance. If there is a lapse in coverage, a 30-day *Notice of Pending Suspension* letter will be mailed to the vehicle's registered owner advising the owner that their vehicle's registration is subject to suspension. This letter will include what is required to avoid suspension and fines.

If the lapse fee is not paid within 30 days of the *Notice of Pending Suspension* letter's date, the vehicle's registration will be suspended. To cancel the suspension, the vehicle owner must pay the $25.00 lapse fine and a $60.00 reinstatement fee. The vehicle owner is eligible to cancel their vehicle registration to avoid the fines and fees under the following circumstances:

- Vehicle is registered in another state,
- Vehicle was sold or traded to a dealer,
- Vehicle was repossessed, stolen, wrecked, or salvaged by an insurance company, or junked, or
- Vehicle is not being operated because the vehicle is inoperable or stored and used seasonally for agricultural or other purposes.

The vehicle owner may submit a completed Form MV-18J Application for Voluntary Registration Cancellation to the County Tag Office where the owner resides along with proof.

Lapse and reinstatement fines can be paid online, at the County Tag Office where the owner resides, or by mail. Driving a vehicle with a cancelled, suspended or revoked registration is a criminal offense and may result in the impoundment of the vehicle by law enforcement.

5. Notice of Insurance Termination

When a Notice of Insurance Termination is electronically transmitted to the Department's insurance database, the transmitted vehicle identification number (VIN) is cross-referenced with the VIN on the Department's registration and title database. If the transmitted VIN matches a VIN on the registration or title database, 30 days will be given for new liability insurance information to be electronically transmitted by the insurer to the insurance database.

6. New Insurance Information Received – No Lapse in Coverage

If new insurance information is received within the 30-day period allowed and there is no lapse in coverage, a valid insurance indicator will remain on the vehicle's record. A lapse means ten or more days during which the records of the Department do not reflect that a motor vehicle was insured by a policy of minimum motor vehicle insurance.

7. New Insurance Information Received - Lapse in Coverage

If new insurance information is **not** received within the 30-day period allowed and there is a lapse in coverage, a valid insurance indicator will **not** remain on the vehicle's record. A lapse means ten or more days during which the records of the Department do not reflect that a motor vehicle was insured by a policy of minimum motor vehicle insurance.

If the lapse fine is not paid within 30 days of the *Notice of Pending Suspension* letter's date, the vehicle's registration will be suspended. To cancel the suspension, the vehicle owner must pay the $25.00 lapse fine and a $60.00 reinstatement fee. The vehicle owner is eligible to cancel their vehicle registration to avoid the fines and fees under the following circumstances:

- Vehicle is registered in another state,
- Vehicle was sold or traded to a dealer,
- Vehicle was repossessed, stolen, wrecked, or salvaged by an insurance company, or junked,
- Vehicle is not being operated because the vehicle is inoperable or stored and used seasonally for agricultural or other purposes.

The vehicle owner may submit a completed Form MV-18J Application for Voluntary Registration Cancellation to the County Tag Office where the owner resides along with proof.

Lapse and reinstatement fines can be paid online, at the County Tag Office where the owner resides, or by mail. Driving a vehicle with a cancelled, suspended or revoked registration is a criminal offense and may result in the impoundment of the vehicle by law enforcement.

8. No New Insurance Information Received

If no new insurance information is received within the 30-day time period allowed, a *Notice of Suspension* will be mailed to the vehicle's registered owner advising the owner that their vehicle's registration has been suspended and providing information on fines and requirements to reinstate suspension.

Driving a vehicle while the registration is suspended, revoked, or cancelled is a criminal offense and may result in the impoundment of the vehicle by law enforcement.

9. Acceptable Proof of Insurance

Acceptable proof of insurance includes one of the following:

- **Owned or leased vehicles** - proof of insurance electronically submitted by owner's/lessee's insurance company directly to the Department's database. Access to the Insurance State Inquiry Application.

- **Rented vehicles (not leased)** – the rental agreement showing insurance coverage and the driver's personal insurance card (if no insurance is purchased from the rental company) must be carried in the rental vehicle while it is being driven.

- **Fleet vehicles** – Fleet insurance policy card must be carried in the vehicle while it is being driven.

- **Newly purchased vehicles** – Bill of sale dated within 30 days of the date the vehicle was purchased and a valid insurance binder issued by the insurer, licensed in Georgia

- **Self-insured owners** – a valid self-insured insurance card and a certificate of self-insurance issued by the Georgia Insurance and Safety Fire Commissioner.

  A self-insurer is any owner who has on file with the Georgia Insurance and Safety Fire Commissioner's office an approved self-insurance plan. This plan provides coverage, benefits, and an efficient claims handling procedure equal to those provided by an automobile liability insurance company. It should comply with all state laws, rules, and regulations.

- **Vehicles registered under the Georgia International Registration Plan (IRP)** – a valid insurance policy information card issued by an insurer, licensed in Georgia, in the registered owner's name reflecting the vehicle identification number (VIN). This card must be carried in the vehicle at all times while it is being driven.

By law, the Department of Revenue is required to:

- Suspend and revoke registration of any vehicle that does not have continuous Georgia liability insurance coverage.

- Fine the vehicle owner/lessee $25.00 for lapse in coverage while vehicle is actively registered.

- Fine the vehicle owner/lessee up to $160.00 in addition to the $25.00 (if not paid within 30 days).

- Not allow registration to be renewed or reinstated, for any of the following:

  - Fines have not been paid

  - Unresolved lapse in coverage

  - Vehicle is not insured

Motor vehicle owners and lessees are required to:

- Maintain continuous Georgia liability insurance coverage on all registered vehicles

- Voluntarily cancel the vehicle registration immediately if the vehicle is not in service, using Form MV-18J Application for Voluntary Registration Cancellation

- Not drive or let anyone else drive a vehicle that does not have a valid vehicle registration and Georgia liability insurance coverage

If you, the vehicle owner, do not have acceptable proof of insurance as shown above under the heading *Acceptable Proof of Insurance*, you will be unable to register and purchase a Georgia license plate for your vehicle; unable to renew, replace or transfer your existing Georgia license plate; and subject to fines and vehicle impoundment by law enforcement.

If you allow someone else to drive your vehicle, you must provide the driver with acceptable proof of insurance as shown above under the heading *Acceptable Proof of Insurance* and your valid insurance policy information card.

10. Insurance Card Requirements

Requirements related to insurance cards:

- Insurers are required to issue an insurance policy information card for each vehicle they insure.
- Insurance cards must be carried in the vehicle at all times.
- Insurance cards may be needed in the following situations:
    - Traveling in other states where the Georgia database is not recognized.
    - Exchanging insurance information, if involved in an accident.
    - Proving liability insurance coverage for self-insured vehicles, fleet vehicles and vehicles registered under the Georgia IRP.
- Insurance cards are not acceptable proof of insurance coverage for vehicles other than self-insured, fleet and IRP registered vehicles.

A. Required Electronic Transmission of Insurance Information

Insurers are required to transmit insurance information electronically to the Department of Revenue.

Note: Self-insured vehicles, fleet vehicles and IRP registered vehicles must maintain Georgia liability insurance coverage, but are exempt from the electronic transmitting requirements.

B. Insurance Policy Information Cards

An insurer is required by law to issue their insured an insurance policy information card for each vehicle they insure. The insurance policy information card must be carried in the vehicle at all times when the vehicle is driven, even though insurance cards are no longer acceptable proof of insurance for all vehicles except:

- Vehicles registered in this state under the International Registration Plan (IRP);
- Self-insured vehicles; and
- Vehicles insured under a fleet insurance policy.

Insurance policy information cards (not including fleet and self-insured cards) must contain the following

information:

- Name of the insurer
- Policy number
- Policy issue or effective date
- Policy expiration date
- Name of insured, and
- The year, make, model, and vehicle identification number (VIN) for the insured vehicle.

C. Fleet Insurance Policy Information Cards

When a vehicle is insured under a fleet insurance policy, the fleet insurance policy information card must contain the following information:

- Name of the insurer
- Policy number
- Policy's original issue date
- Policy's expiration date
- Name of the insured; and
- The words 'Fleet' and 'Georgia.'

Additional information may be included on the card but may not substitute for any required information. The back of each fleet insurance policy information card shall contain the statement: 'Keep this card in your motor vehicle while in operation.'

Neither the vehicle identification number (VIN) nor the vehicle registrant's name is required on a fleet insurance policy information card.

D. Self-Insured Policy Information Cards

Insurance policy cards for self-insured vehicles should comply with the following:

The front of each card shall bear the card's title, Georgia Self-Insured Policy Information Card. Each card shall contain:

- The name of the self-insured;
- The self-insured certificate number issued by the Georgia Insurance and Safety Fire Commissioner's office;
- Issue date;
- Expiration date;
- The vehicle identification number (VIN); If the owner did not report the VIN to the Commissioner of Insurance, the word FLEET should be shown at the bottom of each card; and,
- If the self-insurer did not report the VIN to the Commissioner of Insurance, each card shall bear the statement, 'The current status of actual motor vehicle liability insurance coverage is maintained by the Georgia Department of Revenue and is accessible to law enforcement agencies upon a check of the vehicle registration.'

For more information regarding insurance policy information cards, see: https://dor.georgia.gov/insurance-card-requirement.

11. Voluntarily Cancelling Registration

A. Voluntary Cancellation of Vehicle Registration by Registered Owner

The vehicle's registered owner may voluntarily cancel their vehicle registration with the County Tag Office where the owner resides without surrendering the license plate when the vehicle is not going to be driven for any reason. To avoid lapse and reinstatement fines from being charged, you must cancel your vehicle registration before canceling the vehicle's insurance.

You may reinstate your vehicle registration with the County Tag Office where the owner resides after paying all accrued vehicle ad valorem taxes and registration fees and with acceptable proof of Georgia liability insurance and acceptable proof that your vehicle has passed emissions inspection requirements, when emissions testing is required for your vehicle in your county of residence. See Appendix A – Emissions Inspection Requirements, Georgia.

B. Voluntary Cancellation of Registration by Military Personnel

Resident or nonresident military personnel on active duty may voluntarily cancel their Georgia vehicle registration with the County Tag Office where the owner resides prior to, during, or after deployment when the vehicle is stored and not driven during their absence by submitting Form MV-18J Voluntary Cancellation of Registration.

Upon their return, they may reinstate their vehicle registration at the County Tag Office where the owner resides after:

- Paying all applicable taxes and registration fees at the County Tag Office where the owner resides. Contact your County Tag Office for acceptable methods of payment.
- Obtaining Georgia mandatory liability insurance for the vehicle and submitting acceptable proof of insurance coverage.
- Submitting a completed Form MV-18G Service Member's Affidavit for Mandatory Insurance Relief.
- Emissions inspection, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.

Any assessed lapse and reinstatement fines may be waived by the service member's County Tag Office upon presentation of the member's official military orders showing deployment outside the U.S. on active military duty during the time the vehicle was uninsured.

12. Registration Termination

Motor vehicle owners and lessees are required by law to maintain **continuous** Georgia liability insurance coverage on vehicles with active registrations. Driving a vehicle while the registration is suspended, revoked, or cancelled is a criminal offense.

A. Insurance Termination

- Insurers have 30 days to submit new insurance information electronically to the Department's insurance database.
- A lapse in coverage will occur when there are ten days or more between the effective date of new insurance and the termination date of the previous insurance policy.
- When there is a lapse in coverage, the Department will impose and mail a notice of the $25.00 lapse fine. You have 30 days to pay the lapse fine to avoid additional charges.
- If the $25.00 fine is not paid within 30 days, the Department will mail a *Notice of Suspension* and the vehicle registration will be suspended or revoked.
- You may be fined up to $160.00 in addition to the $25.00 fine.
- Driving a vehicle with a suspended, revoked or cancelled registration is a criminal offense and can result in additional fines or penalties.

Learn more about penalties, fines, lapse of insurance coverage, registration suspension, and registration reinstatement.

B. Suspended Registration – First Occurrence

If there is a registration suspension and it is the first occurrence, the vehicle's registered owner must do the following to have their vehicle registration reinstated:

- Obtain and maintain continuous Georgia liability insurance on their vehicle,
- Pay a lapse fee of $25.00; pay a $60.00 reinstatement fee,
- Pay any other registration fees and vehicle ad valorem taxes due, if it is during the owner's registration period. If a renewal notice showing the amount of the registration fee and ad valorem taxes due is not received, the registered owner should contact the County Tag Office where the owner resides for this information.

Lapse and reinstatement fees should be paid to the County Tag Office where the owner resides.

C. Suspended Registration - Second Occurrence During any Five-Year Period

The vehicle's registered owner must do the following to have their vehicle registration reinstated:

- Obtain and maintain continuous Georgia liability insurance on their vehicle.
- Pay a $25.00 lapse fee, a $60.00 reinstatement fee plus any vehicle registration fee and ad

valorem taxes that may be due if it is during their registration period. If the registered owner did not receive a renewal notice showing the amount of registration fees and ad valorem taxes due, they should contact the County Tag Office where the owner resides for this information.

D. Suspended Registration - Third Occurrence During any Five-Year Period

The vehicle's registered owner must do the following to have their vehicle registration reinstated:

- Obtain and keep continuous Georgia liability insurance on their vehicle.
- Pay a $25.00 lapse fee, a $160.00 reinstatement fee plus any vehicle registration fee and ad valorem taxes that may be due if it is during their registration period. If the registered owner did not receive a renewal notice showing the amount of registration fees and ad valorem taxes due, this information can be obtained from the County Tag Office where the owner resides.

E. Request for Waiver of Lapse/Reinstatement Fees

If a lapse fee and reinstatement fee were calculated in error due to one of the following reasons, the vehicle's registered owner may submit a request that the fees be waived to the County Tag Office where the owner resides:

- The insurer did not transmit a valid insurance coverage record to the insurance database that resulted in a lapse fee and reinstatement fee being calculated. The insurer has now transmitted a valid insurance record showing that the vehicle has had continuous insurance coverage.
- A service member was deployed on official military duty while the vehicle was uninsured and the vehicle was stored and not driven on the public roads and highways of Georgia while the vehicle was uninsured.

Form MV-18J Application for Voluntary Registration Cancellation must be completed and signed. The applicable box must be checked indicating the reason why the vehicle was uninsured. All applicable spaces on the form must be completed. The form must be submitted to the County Tag Office where the owner resides. Additional documents and/or forms such as those listed below may be required to support a request for a waiver or a refund of insurance related fees.

- A valid insurance indicator on the vehicle's record; or
- Acceptable Proof of Georgia Liability Insurance Coverage.

F. Motor Vehicle Insurance Fines

$25.00 Lapse fine (each lapse)
$60.00 Restoration/reinstatement fine – first offense
$60.00 Restoration/reinstatement fine – second offense
$160.00 Restoration/reinstatement fine– more than two offenses in a five year period.

13. Payment of Insurance Fines

The following insurance fees can be paid online or at the County Tag Office where the owner resides:

- Lapse in Vehicle Insurance Coverage Fines
- Vehicle Registration Suspension Fines

Payment of Insurance Penalties and Fees may not reinstate a suspended vehicle registration pursuant to the Department of Revenue guidelines for reinstatement.

Contact the County Tag Office where the owner resides if you have questions concerning your vehicle registration.

***Note**: Payment transactions must be completed before midnight Eastern Standard Time of the due date to avoid late penalty fee. Although your payment confirmation may reflect Pacific Time, your payment timing will be determined using the Eastern Standard Time date and time of your completed transaction.*

Payments online are not processed same-day. For same-day service please go to the County Tag Office where the owner resides.

You will need the following information (found on your Pending Suspension/Suspension letter):

- Reference number
- VIN
- File number
- Registered vehicle owner's name

Failure to enter the information correctly will prevent your insurance status from being updated.

14. Insurer's Requirements

Insurers issuing liability insurance policies for motor vehicles in this state are required by law to electronically report insurance information to the department's insurance database, within 30 days of the date the insurance coverage is to begin. Terminations, additions, or deletions of vehicles from existing policies must also be electronically reported.

Vehicles registered in this state under the International Registration Plan (IRP), self-insured vehicles and fleet vehicles must have Georgia liability insurance but are exempt from the electronic reporting requirements.

A. Insurer Must Be Licensed

Insurers must be licensed with the Georgia Insurance and Safety Fire Commissioner's Office (ICO) to be able to issue insurance policies in this state.

B. Insurer Must Register With the Department of Revenue

To be able to electronically transmit the required insurance records to the insurance database, the

insurer must first register with the Georgia Department of Revenue. To register, the insurer must have a valid National Association of Insurance Commissioners (NAIC) number. The insurer may access the on-line registration site at https://mvd.dor.ga.gov/geics/login.asp.

After successfully registering, the required login information to access the insurance database will be provided.

C. When Not to Transmit

Insurers should not electronically transmit insurance information for the following:

- Comprehensive coverage only policies.
- Vehicles exempt from registration in Georgia, i.e. snowmobiles, bicycles, mopeds, all-terrain vehicles, golf carts, etc. To view a list of vehicles exempt from registration in Georgia, please see the information in this manual under the heading, 'Vehicles Exempt from Registration."
- Non-motorized vehicles, i.e. campers, trailers, etc.
- Vehicles insured under a fleet vehicle insurance policy. See the definition of a 'fleet vehicle policy' in the Definition Section in this manual.
- Vehicles registered in Georgia under the International Registration Plan (IRP).
- Self-insured vehicles. See the definition of self-insurer in the Definition Section in this manual.

Licensed insurers with the Office of Insurance and Safety Fire Commissioner must electronically transmit information to the Department of Revenue's Insurance Database.

D. Additional Information on Insurer Requirements

For commercial vehicles registered under a commercial insurance policy, insurers must electronically report insurance information, as shown in the GEICS Reporting Guide.

- How does the GEICS Insurance Database work?
    - Vehicle Identification Numbers (VIN) electronically transmitted to GEICS database are cross-referenced with the VIN on Georgia's Title and Registration Information System.
    - If the VIN submitted matches the VIN in Georgia's Title and Registration Information System, a valid insurance coverage indicator shows in the system on the vehicle record.
    - Law enforcement and County Tag Offices in this state have access to Georgia's Title and Registration Information System and can check insurance status.
    - If the VIN submitted passes the VINA check (Vehicle Identification Number Analysis) but does not match a VIN in Georgia's Title and Registration Information System, the insurance information is re-processed for 30 days before being returned as an error.

- Only insurers are allowed to add, delete, or edit information in GEICS.

- What is VINA? Vehicle Identification Number Analysis is a program installed on the Department's databases that checks entered VINs against established VIN patterns provided by vehicle manufacturers.

- Insurance information cards are required to be issued to policyholders for each vehicle insured. The insurance information card must be carried in the vehicle at all times while the vehicle is in operation.

- VINs must match – Motor vehicle owners are instructed to contact their insurer immediately when their insurance policy information card does not match the vehicle's complete and correct VIN, since any changes to GEICS would have to be made by the insurer. If the registration receipt does not match the vehicle's complete and correct VIN, the vehicle owner is instructed to contact the County Tag Office where the owner resides.

Section J – Dealers

Dealers, distributors, manufacturers, and transporters should register with the Business Registration Unit at the MVD Main Office. Information on titles, registrations, and license plates can be found under Title and Registration Processes.

1. Definitions

- **Franchise Dealer** – any person with an established place of business in Georgia engaged in the business of buying, selling, exchanging, or leasing new motor vehicles under a franchise agreement with a vehicle manufacturer.

- **Independent Dealer/Wholesaler** – any licensed person with an established place of business in Georgia engaged in the business of buying, selling, or exchanging used motor vehicles.

- **Motorcycle Dealer** – any person with an established place of business in Georgia engaged in the business of buying, selling, or exchanging new or used motorcycles.

- **Used Parts Dealer** – any person with an established place of business in Georgia engaged in the business of buying, selling, or using motor vehicle parts, either as a used motor vehicle parts dealer, a motor vehicle dismantler, a motor vehicle rebuilder, a salvage pool dealer, or a salvage dealer.

- **Transporter** – any person with an established place of business in Georgia engaged in the business of transporting vehicles from, to, or within Georgia.

2. Expiration, Registration Period, and Mailing Fees

Expiration dates are determined by the first letter of your business name and will expire at the end of the month according to the schedule below. License plates may be renewed up to 30 days prior to the expiration date. If you renew after the end of your registration period, you will be charged a 25% penalty of $15.50 on the master license plate only.

A. Registration Expiration Schedule

Business Name begins with	Expiration Month
A or B	January
C or D	February
E, F, 4, 5, or 8	March
G or H	April
I or J	May
K or L	June
M, N, or 9	July
O, P, or 1	August
Q or R	September
S, T, 2, 3, 6, or 7	October

U, V, or W	November
X, Y, Z or 0	December

B. Schedule of Mailing Fees

1 License Plates	$1.00
2 License Plates	$2.00
3 License Plates	$3.50
4-6 License Plates	$5.50
7-9 License Plates	$6.00
10-15 License Plates	$6.25
16-20 License Plates	$6.50
21-25 License Plates	$6.75
26 or more	$7.00

If picking up the license plates, the mailing fee should not be included in the payment. You will be contacted after the license plates and registrations are processed to schedule a date and time for pick-up.

C. Dealer, Distributor, Manufacturer & Transporter Registration Contact Information

By Mail	Georgia Department of Revenue Motor Vehicle Division **Attn: Business Registration Unit** P. O. Box 740381 Atlanta, GA 30374-0384
In-Person	Business Registration Window 4125 Welcome All Rd Atlanta, GA 30349
By Telephone	1-855-406-5221
By E-Mail	business.registration@dor.ga.gov

3. Dealer Registration Process

Franchise, independent, motorcycle, used parts, and mobile/manufactured home/trailer dealer registrations can be done at the MVD Office in person, by mail, or through the drop-off box (see contact information listed above):

- **Application** - Completed Form MV-6 Dealer, Distributor, & Manufacturer Tag Application.
- **Agents Application** - Completed Form MV-6A Authorize/Add/Delete Agents Application.
- **Renewal** - Completed Form MV-6C Dealer, Distributor, Manufacturer, & Transporter Renewal Application.

- **License** - Photocopy of Georgia Business License or Georgia Occupational License.

- **Telephone** - Proof of publicly listed telephone numbers in Georgia. ***Note: Cell phones are not accepted.***

- **Tax ID** - Photocopy of proof of your State of Georgia Tax ID number.

- **Sales Tax Certificate** - Photocopy of Form ST2 Georgia Sales Tax Certificate (Department of Revenue/Sales & Use Tax Division 1-877-423-6711).

- **Identification** - Photocopy of each authorized agent/representative's Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services.

- **Citizenship Affidavit** - Completed Motor Vehicle Affidavit for Citizenship Verification.

- **More Than Two Additional License Plates** - When applying for more than two additional license plates, completed MV-6B Dealer, Distributor, Manufacturer, & Transporter Application for Additional Tags certifying the number of vehicles the applicant sold during the previous calendar year based on business records. When recording actual number, the "Actual Number" box must be checked. Only three license plates (one master and two additional) will be issued without showing number of vehicles sold in previous year on MV-6B Dealer, Distributor, Manufacturer, & Transporter Application for Additional Tags.

- **Photographs** - Photographs of signs, sales rooms or offices, and car lot to validate established place of business in Georgia.

- **Payment** - Check or money order for the total fees due payable to the Department of Revenue:
  - $62.00 master license plate fee.
  - $12.00 for each additional license plate requested.
  - If a franchise (new) car dealer, $25.00 annual franchise fee. This fee is authorized by law to allow the Department to administer the *Motor Vehicle Fair Practices Act*.

*The Department has the right to limit the number of additional license plates issued when the numbers certified in **Form MV-6B Dealer, Distributor, Manufacturer, & Transporter Application for Additional Tags** differ from the Department's records, business records, or investigative findings. The Department may request additional documents to validate the need for additional license plates.*

A. Dealer License Plates Can be Used

- On vehicles in the company's inventory that are being demonstrated to a potential buyer.

- To transport an inventory vehicle from one location to another.

- On dealership owned vehicles used by officers and employees of the dealership. Employees are defined as persons working for these businesses at least 36 hours per week.

B. Dealer License Plates Cannot be Used

- On privately owned vehicles.
- On vehicles for hire or lease.
- On vehicles used in the operations of a dealership such as rentals, delivery, parts delivery, towing, rollbacks, courtesy, or other manner.
- By friends or family members of employees or officers of the business.

You are subject to fines by law enforcement if you use these license plates illegally. If it is determined that these license plates were unlawfully used, license plates may be revoked and confiscated.

Note: If you go out-of-business, you **must** turn in all license plates, with a signed letter indicating the reason for return, to the MVD Business Registration Unit at the address shown above.

C. Replace a Dealer License Plate

To replace a dealer license plate, submit the following to the MVD Business Registration Unit:

- Damaged license plate or copy of the police report detailing how the plate was lost or stolen, with the plate number listed on the report.
- Completed Form MV-6 Dealer, Distributor, Manufacturer & Transporter Tag Application.
- Check or money order for $12.00 payable to the Department of Revenue.
- If license plate was lost in the mail prior to your receipt, completed Form T-200 Affidavit of Non-Receipt of an Original License Plate/Renewal Decal in lieu of $12.00 payment.

4. Manufacturer or Distributor Registration

Manufacturer or distributor registrations can be done at the MVD Office by mail or through the drop-off box:

- **Application** - Completed Form MV-6 Dealer, Distributor, & Manufacturer Tag Application.
- **Agent Application** - Completed Form MV-6A Authorize/Add/Delete Agents Application.
- **Renewal** - Completed MV-6C Dealer, Distributor, Manufacturer & Transporter Renewal Application.
- **License** - Photocopy of Georgia Business License or Georgia Occupational License.
- **Telephone** - Proof of publicly listed telephone numbers in Georgia. ***Note: Cell phones are not accepted.***
- **Tax ID** - Photocopy of proof of your State of Georgia Tax ID number.

- **Sales Tax Certificate** - Photocopy of Form ST2 Georgia Sales Tax Certificate (Department of Revenue/Sales & Use Tax Division – 1-877-423-6711).

- **Identification** - Photocopy of each authorized agent/representative's Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services.

- **Citizenship Affidavit** - Completed Motor Vehicle Affidavit for Citizenship Verification.

- **More Than Two Additional License Plates** - When applying for more than two additional license plates, completed MV-6B Dealer, Distributor, Manufacturer, & Transporter Application for Additional Tags certifying the number of vehicles the applicant distributed or manufactured during the previous calendar year based on business records. When recording actual number, the "Actual Number" box must be checked. Only three license plates (one master and two additional) will be issued without showing number of vehicles sold in previous year on MV-6B Dealer, Distributor, Manufacturer, & Transporter Application for Additional Tags.

  The first three license plates (one master and two additional license plates) issued to *Wholesalers* are the same license plate category as *Independent Retail Used Car Dealer*. For additional license plates, wholesaler requests will depend on the number of wholesale vehicles sold as shown on their MV-6B application. For example, if the wholesaler sells 60 vehicles wholesale, MVD will issue three wholesale dealer license plates (one for every 20 vehicles sold wholesale). **Businesses must submit current bills of sales each renewal year to maintain additional plates issued the prior year.**

- **Photographs** - Photographs of signs and sales rooms or offices to validate established place of business in Georgia.

- **Payment** - Check or money order for the total fees due payable to the Department of Revenue
  - $62.00 master license plate fee.
  - $12.00 for each additional license plate requested.

- Submitted to MVD

A. Manufacturer/Distributor License Plates Can be Used

- On vehicles in the company's inventory that are being demonstrated to a potential buyer.

- To transport an inventory vehicle from one location to another.

- On manufacturer/distributor owned vehicles used by officers and employees of the business. Employees are defined as persons working for these businesses at least 36 hours per week.

B. Manufacturer/Distributor License Plates Cannot be Used

- On privately owned vehicles.

- On vehicles for hire or lease.

- On vehicles used in the operations of a manufacturer/distributor such as rentals, delivery, parts delivery, towing, rollbacks, courtesy, or other manner.

- By friends or family members of employees or officials of the business.

You are subject to fines by law enforcement if you use these license plates illegally. If it is determined that these license plates were unlawfully used, license plates may be revoked and confiscated.

Note: If you go out-of-business, you **must** turn in all license plates, with a signed letter indicating the reason for return, to the MVD Business Registration Unit at the address shown above.

C. Replace a Manufacturer/Distributor License Plate

Submit the following to the MVD Business Registration Unit:

- **License Plate or Police Report** - Damaged license plate or copy of the police report detailing how the plate was lost or stolen (lost manufacturer/distributor license plate number must be listed on report).

- **Identification** - Copy of valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services.

- **Application** - Completed Form MV-6 Dealer, Distributor, Manufacturer & Transporter Tag Application.

- **Payment** - Check or money order for $12.00 payable to the Department of Revenue.

- **Lost in Mail** - If license plate was lost in the mail prior to your receipt, completed Form T-200 Affidavit of Non-Receipt of an Original License Plate/Renewal Decal in lieu of $12.00 payment.

5. Transporter Registration

Transporter registrations can be done at the MVD Office by mail or through the drop-off box:

- **Application** - Completed Form MV-6D Application for Transporter License Plate

- **Renewal Application** - Completed MV-6C Dealer, Distributor, Manufacturer & Transporter Renewal Application.

- **Agent Application** - Completed Form MV-6A Authorize/Add/Delete Agents Application

- **License** - Copy of Georgia Business License or Georgia Occupational License.

- **Telephone** - Proof of publicly listed telephone numbers in Georgia. ***Note: Cell phones are not accepted.***

- **Tax ID** - Copy of proof of your State of Georgia Tax ID number.

- **Tax Certification**- Copy of Form ST2 Georgia Sales Tax Certificate (Department of Revenue/Sales & Use Tax Division – 1-877-423-6711).

- **Identification** - Copy of each authorized agent/ representative's Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services.

- **Citizenship Affidavit** - Completed Motor Vehicle Affidavit for Citizenship Verification.

- **More Than Two Additional License Plates** - When applying for more than two additional license plates, completed MV-6B Dealer, Distributor, Manufacturer, & Transporter Application for Additional Tags certifying the number of vehicles the applicant transported during the previous calendar year based on business records. When recording actual number, the "Actual Number" box must be checked. Only three license plates (one master and two additional) will be issued without showing number of vehicles transported in previous year on MV-6B Dealer, Distributor, Manufacturer, & Transporter Application for Additional Tags.

- **FEIN** - Federal Employer Identification Number (FEIN).

- **US DOT Number** (if applicable). Available online:
  - U.S. Department of Transportation website: http://www.dot.gov
  - Federal Motor Carrier Safety Administration (FMCSA) website: http://www.fmcsa.dot.gov 1-800-832-5660

- **Photographs** - Photographs of signs and sales rooms or offices to validate established place of business in Georgia.

- **Payment** - Check or money order for the total fees due payable to the Department of Revenue
  - $62.00 master license plate fee.
  - $12.00 for each additional license plate requested.

- Submitted to MVD

The Department has the right to limit the number of additional license plates issued when the numbers certified in affidavit MV-6B Dealer, Distributor, Manufacturer, & Transporter Application for Additional Tags differs from the Department's records, business records, or investigative findings. The Department may request additional documents to validate the need for additional license plates.

A. Transporter License Plates Can be Used

To transport a vehicle from one location to another as defined in Department of Revenue Regulations. Transports must start or end in Georgia.

B. Transporter License Plates Cannot be Used

- On privately owned vehicles.

- On vehicles used for hire or lease.
- On vehicles used in the operations of a business such as rentals, delivery, parts delivery, towing, rollbacks, courtesy, or other manner.
- By employees, officers, friends or family members of employees or officials of the business.

You are subject to fines by law enforcement if you use these license plates illegally. If it is determined that these license plates were unlawfully used, license plates may be revoked and confiscated.

Note: If you go out-of-business, you **must** turn in all license plates, with a signed letter indicating the reason for return, to the MVD Business Registration Unit at the address shown above.

C. Replace a Transporter License Plate

Submit the following to the MVD Business Registration Unit:

- **Damaged License Plate or Police Report** - Damaged license plate or copy of the police report detailing how the plate was lost or stolen (lost transporter license plate number must be listed on report).
- **Application** - Completed Form MV-6D Application for Transporter License Plate.
- **Payment** - Check or money order for $12.00 payable to the Department of Revenue.
- If license plate was lost in the mail prior to your receipt, completed Form T-200 Affidavit of Non-Receipt of an Original License Plate/Renewal Decal in lieu of $12.00 payment.

6. Additional Information

A. Licensed Dealer Responsibilities

As a selling dealer, you are required to:

- Keep the dealership name and address current at all state licensing agencies.
- When a title is required, apply in your customer's name for any vehicle purchased from your dealership within 30 calendar days of the date of sale. Your customer will be unable to apply for or transfer a license plate until their title is applied for. The State Board of Registration of Used Motor Vehicle Dealers may impose fines when a selling dealer fails to comply.
- Issue an official Temporary Operating Permit (TOP) for any vehicle purchased from your dealership for customer's use in operating their vehicle during the application period. Your customer is subject to fines and possible impoundment of the vehicle by law enforcement if they operate a vehicle without a valid license plate/TOP or if the license plate/TOP is expired.

When financed, the security interest holder's interest in the vehicle can be perfected as of their contract's creation date by:

- Applying for a title or
- Filing a Form T-53D Notice of Security Interest (showing the security interest holder information) within 20 calendar days of the contract's creation date with either the County Tag Office where the owner resides or the MVD Main Office. This submission does not relieve the dealer of the requirement to apply for the title, when a title is required.

B. Penalties

- $10.00 penalty, when title is required, if dealer fails to apply for a title in their customer's name within 30 days of the date of sale.
- Additional Title Ad Valorem Tax fee penalties (in addition to other fees and penalties) if title is not applied for within 30 days of date of sale when title is required.
- The customer cannot obtain or transfer a license plate if the dealer failed to apply for the title.
- Civil penalties and criminal charges, if the selling dealer fails to apply for a title or perfect a security interest.
- Subject to fines and/or loss of dealer license by the Georgia Secretary of State, Professional Licensing Boards Division.

Email questions to: business.registration@dor.ga.gov.

C. Temporary Site Permits (Tent Sales)

A temporary site permit is issued by the Department for any location at which new or used motor vehicles are sold or offered for sale on a temporary basis. Any licensed franchise motor vehicle dealer in Georgia wishing to conduct a temporary site sale must apply for a permit from the Motor Vehicle Division at least 60 days prior to the date of the event by mailing or delivering the following application with the required documentation and filing fee to:

Mailing Address	In Person Address
Georgia Department of Revenue Motor Vehicle Division Attn: Dealer Temporary Site Permit P.O. Box 740381 Atlanta, Georgia 30374-0381	Georgia Department of Revenue Motor Vehicle Division Business Registration Unit Window 4125 Welcome All Road Atlanta, Georgia 30349 *Hours of Operation:* *7:30 am. - 4:30 pm – Monday through Friday, excluding State Holidays*

- **Application** - Completed Form T-240 Motor Vehicle Dealer Temporary Site Permit Application .

- **Payment** - The filing fee of $100.00 must also be submitted with the application. Pay the filing fee with cash (in-person only), check or money order made payable to the Department of Revenue.

Applications will be approved in accordance with the following statutory requirements:

- The business must be registered and in good standing with the Department of Revenue as a franchise motor vehicle dealer.

- The temporary site must be located in the county where the business has established its permanent dealership or in an adjoining county.

- The temporary site may not be used for a period exceeding 96 hours in any 30-day period of time.

- No new motor vehicle dealer may purchase more than three temporary site permits within a calendar year.

- A written agreement with the owner of the real property where the sale is to occur is required.

- All participants must be listed on the application no matter what role they play.

During the temporary sale, the Temporary Site Permit issued by the Department must be displayed in a prominent location at the site.

The Temporary Site Permit is valid only for the dates and hours of the sale indicated in the application.

***Note**: A Temporary Site Permit is **not** transferable to any other dealer or location.*

Reference: O.C.G.A § 40-2-39.

D. Limited Consumer Information

Non-personal, motor vehicle information may be requested from the Department of Revenue, Motor Vehicle Division. This information will be released in the form of a printout when the following is provided:

- Vehicle identification number (VIN).

- $1.00 for each VIN.

- A self-addressed stamped envelope, for mail-in requests.

Mailed to:
Georgia Department of Revenue
Motor Vehicle Division
Attn: Limited Consumer Information
P. O. Box 740381

Atlanta, GA 30374-0381

In person:
Georgia Department of Revenue
Motor Vehicle Division
4125 Welcome All Road
Atlanta, Georgia 30349

Note: If incorrect VIN is provided the fee cannot be refunded if a record is not found.

Information provided on the consumer printout:

- VIN
- Vehicle year model
- Vehicle make
- Vehicle model name or number
- Number of cylinders
- Vehicle body style
- Fuel code
- Vehicle body color
- Odometer information - one of the following:
    - Odometer reading in full miles as of title application date
    - Odometer discrepancy legend/brands
    - Exempt odometer status (when odometer declaration is not required by law)
    - Exceeds mechanical limits – When an odometer declaration is made indicating that the vehicle's odometer has rolled over 99,999 miles on a five-digit odometer or 999,999 miles on a six-digit odometer
    - Not actual mileage – when an odometer declaration is made indicating that the reading is not the actual miles the vehicle has traveled or if the odometer is broken or has been repaired
- Purchase date
- "Y" for yes or "N" for no, stating whether vehicle was purchased from a dealer
- New or used vehicle status at the time of purchase/transfer
- Title status
    - Cancelled – Title has been cancelled.
    - Control Number – A title has not been issued in the registered owner's name. (Some vehicles are not required to have a Georgia title).
    - Current Title, Held – Title has not been printed or no transfer or change to the vehicle will be allowed.
    - Parts Only – Title cannot be transferred. The vehicle's parts can only be used to rebuild or repair other vehicles.
    - Non-Titled Vehicle – A title not issued for this type or year model vehicle.
    - Current Title, Not Held – Title has been printed and sent to the owner or the security interest holder.
    - Unclaimed – Title was mailed to either the owner or the lienholder or security interest holder and returned to Motor Vehicle Division by the Post Office.

- Legends or Brands
    - Flood Damage
    - Rebuilt
    - Salvage
    - Undisclosed Liens
    - Manufacturer Buyback
    - JTWROS – Joint Tenants with Rights of Survivorship
    - Minor – Title issued in guardian's or adult's name and the name of a minor is also printed on the title
    - Fire Damage
    - Special Construction
    - Bonded
    - OOS Salvage – Out of State Salvage
- Number of owners
- Number of lienholders/security interest holders

E. Dealer Inquiry

Georgia licensed motor vehicle dealers can access information through the Electronic Title and Registration (ETR) system and may retrieve motor vehicle license plate and title information.

Note: For more information on ETR system access, dealers should contact their ETR vendor. This service is not available to out-of-state or jurisdiction dealers.

Registration is required to access the Registration and Title Dealer Internet Inquiry Database

Pursuant to O.C.G.A. §§ 40-2-130 and 40-3-23, the Department of Revenue Commissioner is required to maintain motor vehicle certificates of title and license plate registration records which contain vehicle identification numbers (VIN), title and tag registration numbers, owner and lienholder information and other information that the Revenue Commissioner may determine to be necessary. Notwithstanding the fact that motor vehicle records are exempt from the provisions of any law requiring that such records be open for public inspection, motor vehicle dealers may access certain information in the database.

Dealers can access the dealer internet inquiry database for the exclusive purpose of carrying out legitimate motor vehicle transactions in which the dealer is engaged in buying, selling, exchanging, renting, offering, or negotiating the sale or exchange of motor vehicles.

Obtaining Access to the Dealer Internet Inquiry Database

To obtain access to the dealer internet inquiry database:

- Read and agree to the Agreement for Access to the Georgia Department of Revenue, Motor Vehicle Division Database.

- Complete Form MV-47 Dealer Internet Inquiry Registration authorizing one person at the dealership to access the Department's Registration and Title Database. With the initial registration, only one person at your dealership may access the database.

- A signed request on company letterhead that includes the dealership's permanent 12-digit customer number assigned by the Department. Your 12-digit customer number is located on the current master dealer license plate receipt. The authorized agent or owner of your dealership must sign the request and include their position or title.

- Mail or email the above information to:

  Georgia Department of Revenue
  Motor Vehicle Division
  Attn: Business Registration Unit
  P. O. Box 740381
  Atlanta, GA 30374-0381

  Email: business.registration@dor.ga.gov

The registration is processed and codes to access the database will be mailed to your dealership. Once you receive the access codes, registration can be completed with Georgia Technology Authority (GTA) and the non-refundable $100.00 account deposit can be paid to set up the new GTA billing account. Contact GTA at: (404) 463-7212.

Users will be notified by email when the account is active.

Obtaining Registration (License Plate) and Title Information

Once registration is complete, your designated employee may retrieve motor vehicle license plate and title information from the Georgia's Title and Registration Information database by following these instructions.

Important: Please enter the correct and complete vehicle identification number (VIN). The dealer internet inquiry database is an inquiry-based system, and you will be charged $2.00 per inquiry, even if a record is not found. Designated users must use a computer located at the dealership to access the data from the Department's database. You are responsible for any unauthorized use of this database.

- Access the web site at: https://services.georgia.gov/gta/gratis/jsp/index.jsp.

- Enter your 12-digit permanent MVD assigned customer number, then tab to the next field.

- Enter your User Number, then tab to the next field.

- Enter your password, then tab to the next field.

- Enter the vehicle identification number (VIN), then click on the "Search Button."

Note: Enter the VIN carefully – no refunds are allowed if the VIN number is not correctly entered even if a record is not found.

- If a record is found, it will appear at this time.

Protecting the Security and Confidentiality of Motor Vehicle Records

While MVD makes every effort to keep its records accurate, MVD cannot and does not warrant the accuracy of information or data obtained through this service. The information and data obtained through the database is and shall remain the property of MVD. It may be used solely by the dealer for the exclusive purpose of selling, exchanging, renting with option to purchase, offering, or attempting to negotiate a sale or exchange of an interest in a motor vehicle. This information may not be used for any other purpose.

The information may not be reproduced, retransmitted, distributed, sold, published, or circulated, in whole or in part. This prohibition includes, without limitation, forwarding via electronic or other means, copies of the contents of the database to others. The information or data available through the service is solely for use in a specific transaction regarding the specific motor vehicle to which the information or data applies.

The dealer is responsible for protecting and securing User Identification Number and password from unauthorized use and disclosure. In the event you become aware of or believe that there has been any theft or unauthorized use of your User Identification Number, the Department of Revenue should be notified immediately at business.registration@dor.ga.gov.

Disclaimer of Warranties and Liabilities

Access to the database is provided on an "as is" basis. Because of the inherent hazards and uncertainties of electronic distribution, there may be delays, omissions, or inaccuracies in the information available through the database. Use is at your own risk.

MVD shall not be liable for any claim, loss, or injury arising from the use of the service, caused in whole or in part by negligence or by matters beyond its control. MVD shall not be liable for consequential, special, incidental, or similar damages, even if advised beforehand of the possibility of such damages. Liability of MVD, if any, is created and determined by the Georgia Tort Claims Act, O.C.G.A. § 50-21-1 et. seq.

MVD cannot guarantee or warrant that this service or information downloaded from the database do not contain viruses, worms, "Trojan horses," or other destructive features. If you download any files from this site, you do so at your own risk. Users agree to defend, indemnify and hold harmless the State of Georgia, the Department of Revenue, and the Motor Vehicle Division, its commissioners, deputy commissioners, directors, officers, employees, and agents from any claims or expenses, including reasonable attorney fees, related to any violation of the user agreement.

F. Dealer Reassignment Forms

The assignment spaces on the title should be used to transfer ownership of the vehicle. Failure to apply for the title will cause additional ad valorem tax fee penalties (in addition to other fees and penalties).

In rare cases, when the vehicle's title, assigned to the dealership, is not available at the time of sale (i.e. title is in the office's safe and the vehicle is sold after business hours, etc.) or all the assignment spaces on the vehicle's title have been completed, a licensed dealer may use a Secure Dealer

Reassignment Form to transfer the ownership of a vehicle to the customer. The Secure Dealer Reassignment Form should not be used if the title is available.

Secure Dealer Reassignment Forms can **only** be used:

- **After** the title has been completed transferring ownership of the vehicle to dealership.
- **If** the dealership is the owner of the vehicle prior to selling or transferring ownership.
- **Provided that, when** the title becomes available, the Dealership will enter the Dealer Reassignment Form's control number in the title assignment space where the customer's name is usually entered. The Dealer Reassignment Form must accompany the title when a title is applied for in the customer's name.

Dealer Reassignment Forms can only be purchased from the following authorized dealer associations:

Independent (Used) Automobile Dealers Association

Georgia Independent Automobile Dealers Association (GIADA)
6903-A Oak Ridge Commerce Way
Austell, Georgia 30168
Phone: 770-745-9650
Toll Free: 800-472-8101
Fax: 770-745-9100
Email: info@giada.com

New (Franchise) Automobile Dealers Association

Georgia Automobile Dealers Association (GADA)
2255 Cumberland Parkway, Building 900
Atlanta, Georgia 30339-4515
Phone: 770-432-1658
Fax: 770-432-9100
Email: info@gada.com

G. Dealer Issued Temporary Operating Permits (TOPs)

At the time of sale, a Georgia licensed motor vehicle dealer is required to issue one temporary operating permit (TOP) free of charge to the customer. Department of Revenue Rule 560-10-32 provides all the requirements of a dealer issuing a TOP:

- Customers are allowed to apply for a new license plate or transfer a valid same category license plate from a vehicle they no longer own (i.e. a trailer license plate cannot be transferred to a car, etc.).
- The dealer cannot issue an extension or additional TOP, nor can the customer operate the vehicle legally with an expired dealer-issued TOP.
- The customer will be unable to register and obtain or transfer a license plate if the title has not been issued in their name (when a title is required).

- The dealer is responsible for applying for the title for the customer when the vehicle requires a title, but the dealer is not required to apply for new or transferred license plate.

- The dealer is not allowed to charge the customer for the TOP.

If the selling dealer fails to make title application for the customer within five days before the expiration of the license plate (25 days from date of purchase), the customer may apply for one 30-day TOP at the County Tag Office where the buyer resides. The customer will be required to provide:

- The original dealer-issued TOP for destruction

- Proof of ownership (dealer's invoice)

- Valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services

- Completed Form T-226 Application to Extend the Registration Period of a Motor Vehicle Purchased from a Georgia Motor Vehicle Dealer

The Dealer Cannot Issue a TOP When the Vehicle is:

- To be registered under the International Registration Plan (IRP)

- A salvage vehicle

- Not self-propelled

- Not sold by the dealer

Format for Temporary Operating Permit Card Stock

Dealer issued TOP card stock shall:

- Be the same size as the state-issued license plate.

- Be made of heavy stock paper to resist deterioration or fading due to exposure to weather conditions.

- Provide a rectangular box centered at the bottom of the card stock for adhering the official TOP sticker.

- Be white or light colored background.

- Contain a delaminating feature that will, if removed, destroy the official TOP sticker.

- Repel commercially available inks and marking pens.

- Reflect your dealership's name and address in spaces around the TOP sticker.

The Law Prohibits Dealers from:

- Issuing multiple TOPs per vehicle, per buyer.
- Extending or renewing the TOP beyond the initial expiration date.
- Issuing TOPs or license plates to a vehicle to be registered under the International Registration Plan (IRP).
- Issuing TOPs to a demonstrator, or for an employee's use, or for transporting vehicles from one location to another.
- Including the words "tag applied for" or similar statements on the TOP sticker or card stock.
- Issuing TOPs when the dealer's primary business is the sale of salvage and other vehicles where total loss claims have been paid.
- Issuing TOPs when the dealer's primary business is the sale of parts or junk vehicles.
- Placing TOPs on a vehicle other than the one sold.
- Issuing TOPs to a non-self-propelled vehicle (i.e., trailer, etc.).
- Producing license plates resembling any license plate or temporary permit issued by the state.
- Charging the customer a fee for TOPs.

Storage and Shipping Requirements

- TOPs shall be stored in a secure area (not visible or accessible except in the course of a business transaction).
- Delivery or shipment of TOPs shall be secure in order that any delivery is traceable from the point of origin to the point of delivery.

TOPs are the Responsibility of the Licensed Dealer.

The TOP stickers can be ordered from the dealer associations:

Used Car Dealer Association

Georgia Independent Automobile Dealers Association (GIADA)
6903-A Oak Ridge Commerce Way
Austell, Georgia 30168
Telephone: 770-745-9650
Toll Free: 800-472-8101
Fax: 770-745-9655

New Car Dealer Association

Georgia Automobile Dealers Association (GADA)
2255 Cumberland Parkway
Building 900
Atlanta, Georgia 30339-4515
Telephone: 770-432-1658
Fax: 770-432-9100

H. Requirements for Authorized Agents for Dealership

Requirements for authorized agents for dealership to conduct business on behalf of a company:

Complete Form MV-6A Authorize/Add/Delete Agents Dealer, Distributor, Manufacturer and Transporter Tags with all required information for authorized agents to conduct business on behalf of the business.

Once approved, all the authorized agents' names are entered into Georgia's Title and Registration Information System. Authorized county and state personnel can easily check this database to see if a person is authorized to conduct business on the company's behalf. The name on Georgia's database and their identification must match.

When your authorized agent conducts business on your company's behalf (i.e. signing and/or picking up documents/license plates/titles) with either the state or county, their name must be in Georgia's database and they must show their valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services.

Information must be kept current - Keep your authorized agent list and your company's name and address current with all state licensing agencies.

Add or Delete Authorized Agents: Complete Form MV-6A Authorize/Add/Delete Agents Dealer, Distributor, Manufacturer and Transporter Tags showing your company's 12-digit MVD assigned number. Submit this completed application to the Business Registration Unit of MVD. There is no charge for this service.

Name Change or Out of Business - If your company name changes or you go out of business, you must turn in all of your license plates (i.e. dealer, distributor, manufacturer or transporter) to the Business Registration Unit together with a signed letterhead statement to this effect. For name changes, you must obtain new license plates and a new permanent MVD assigned number after changing your name with all of the required state licensing agencies. (Must submit new documents and license plate fees).

Address Changes Only - For address changes only, please submit a completed Form MV-6 Motor Vehicle Dealer, Manufacturer, Transporter and Distributor License Plate Application to the MVD Business Registration Unit. There is no charge for an address change and you are not required to turn in your license plates for cancellation.

Instructions for Dealer, Distributor, Manufacturer, and Transporter License plates.

Email questions to business.registration@dor.ga.gov.

I. Valuation of Motor Vehicles Subject to Taxation

The Georgia Revenue Commissioner is charged by law with the annual valuation of the motor vehicles subject to taxation in this state. The Motor Vehicle Title Ad Valorem Assessment Manual is prepared annually by the Georgia Department of Revenue and contains the official assessments and the assessment procedures that are used by County Tag Offices.

Newly purchased vehicles are exempt from sales and use tax and the annual ad valorem tax. Instead, these vehicles will be subject to a one-time Title Ad Valorem Tax (TAVT) that is based on the value of the vehicle. Additional registration or mailing fees may also apply.

Contacts

- Contact the County Tag Office where the buyer resides for questions about paying motor vehicle ad valorem taxes, registration and titles.
- E-mail motorvehicleinquiry@dor.ga.gov for questions about the valuation on your motor vehicle.
- Contact the Georgia Department of Revenue, Taxpayer Services Division for questions about ad valorem tax that can be deducted on your income tax return.

TAVT QUICK REFERENCE GUIDE FOR DEALERS

- Dealers should collect the state and local Title Ad Valorem Tax (TAVT) fee from customers purchasing vehicles that will be titled in Georgia, unless an exemption applies. Payment of the TAVT provides an exemption from sales tax on the motor vehicle and the buyer will also be exempt from the annual ad valorem tax, or "birthday tax."
- TAVT should be collected by the dealer and submitted, along with the application for certificate of title Form MV-1 Tag and Title Application, to the County Tag Office where the buyer resides.
- The TAVT and application for title must be received by the County Tag Office within 30 days of the date of purchase or a late penalty will be assessed against the dealer. Additional dealer penalties accrue every subsequent 30 days during which the TAVT and title application have not been submitted.
- Generally, the TAVT is calculated by multiplying the applicable rate times the Fair Market Value (FMV), as defined by law.
- FMV is defined differently depending on whether the motor vehicle is new or used.
    - For **new** motor vehicles, FMV is defined as the greater of the retail selling price (or in the case of a lease, effective January 1, 2018, the total of the base payments pursuant to the lease agreement) or the value listed in the Motor Vehicle Title Ad Valorem Assessment Manual. The higher number that is used is then reduced by any rebate, cash discount, and trade-in when the sale is from a dealer.
        - **Retail selling price** is defined to include the sales price, plus any fees, mark-ups or add-ons such as doc fees.
        - The assessment manual values are available on the Department of Revenue website: https://onlinemvd.dor.ga.gov/Tap/Option1.aspx#message

- For **used** motor vehicles, FMV is the value listed in the Motor Vehicle Title Ad Valorem Assessment Manual, minus trade-in for dealer sales.
    - For a **used** motor vehicle not listed in the manual, FMV is the value from the bill of sale ***OR*** the base "average trade-in" value provided by the National Automobile Dealers Association (NADA) from January of the current year, whichever is higher, minus trade-in for dealer sales.

- The TAVT rate is variable and may go as high as 9%.

- Leased vehicles are subject to TAVT upon application for certificate of title. Thereafter, the monthly lease payments are exempt from sales and use tax. Leased vehicles are also thereafter exempt from annual ad valorem tax.

- Dealers should not collect Georgia sales tax or TAVT from buyers residing in other states who are required to apply for title and/or license plate in their state of residence.

State and Local Title Ad Valorem Tax (TAVT) Fee Questions and Answers

For the purpose of TAVT, what is a "lease" and what is a "rental"?

Under O.C.G.A. § 48-5C-1, a "lease" is any transfer of possession or control of a motor vehicle for a term lasting more than 31 consecutive days for consideration. A "rental" is any transfer of possession or control of a motor vehicle for a term lasting 31 consecutive days or fewer.

To which vehicles and titles does TAVT apply?

TAVT applies to any motor vehicle for which a Georgia title is issued, unless an exemption applies. If it is a motor vehicle for which no title is required, then TAVT does not apply. Likewise, if there is a vehicle that has a title but it is not a ***motor*** vehicle, then TAVT does not apply. For those vehicles that are not subject to TAVT, ordinary sales and use tax rules still apply.

The following are examples of vehicles that do not qualify as a "motor vehicle for which a title is issued" and thus would not be subject to TAVT:

- Pull-behind trailers
- Pull-behind campers
- Any motor vehicle for which a title is not issued such as:
    - Vehicles manufactured prior to 1963 (these vehicles are not eligible to receive a Georgia title)
    - 1963-1985 model year vehicles that do not have a Georgia title (these vehicles may have a Georgia title but are not required to in all cases)

Furthermore, there are certain types of titles that are exempt from TAVT:

- Titles being corrected, replaced, or reissued to the same owner
- Addition or substitution of lienholders on the title so long as the owner of the motor vehicle remains the same
- Bonded titles pursuant to O.C.G.A. § 40-3-28 issued to registered Georgia dealers
- Titles issued pursuant to the foreclosure of a mechanics lien in O.C.G.A. § 40-3-54
- Titles issued to certain persons acquiring abandoned vehicles under Chapter 11 of Title 40

- Titles issued to an insurance company paying out a claim on a stolen vehicle under O.C.G.A. § 40-3-43
- Titles issued to a registered rebuilder, retail dealer, or manufacturer for the purpose of resale
- Titles issued pursuant to the foreclosure of a security interest in the name of the security interest holder pursuant to Part 6 of Article 9 of Title 11
- Motor vehicles titled in Georgia on which the TAVT has been paid and the owner subsequently moves out of state but later returns and retitles the same motor vehicle in Georgia
- Titled vehicles registered under the International Registration Plan (IRP)

Likewise, there are certain types of buyers who are exempt from TAVT:

- Government entities
- Certain veterans

What is the Fair Market Value (FMV) of the motor vehicle?

The FMV is defined by statute in different ways depending on whether the vehicle is new or used and what type of valuation data is available for the vehicle.

How is FMV determined on a *new* motor vehicle?

The dealer should compare the retail selling price (or in the case of a lease, effective January 1, 2018, the total of the base payments pursuant to the lease agreement) and the value listed in the Motor Vehicle Title Ad Valorem Assessment Manual. The greater of these two values is the starting point. For the majority of new car transactions, the retail selling price if purchased, or, if leased, effective January 1, 2018, the total of the base payments pursuant to the lease agreement, will be higher than the assessment manual value. After the higher amount is determined, then that amount is reduced by any trade-in value and any rebate or cash discount offered by the selling dealer at the time of the sale (manufacturer rebates provided *after* the time of the sale do not qualify). The remaining balance is the FMV.

The retail selling price if purchased, or the total of the base payments if leased, includes any charges for labor, freight, delivery, dealer fees, and similar charges and dealer add-ons and mark-ups, including any charges necessary to complete the sale such as doc fees and ETR transaction fees. Retail selling price if purchased, or the total of the base payments if leased, does not include any extended warranty or maintenance agreement itemized on the dealer's invoice to the customer or any finance, insurance, and interest charges for deferred payments billed separately.

For the Fair Market Value of a *new* motor vehicle, what items are and are not considered part of taxable base for the "retail selling price" or, in the case of leases, the "base payments pursuant to the Lease Agreement"?

The retail selling price if purchased, or the total of the base payments pursuant to the Lease Agreement (effective January 1, 2018) if leased, is meant to mirror the taxable base that was formerly used for purposes of sales tax.

Items that would be considered part of the retail selling price if purchased, or the total of the base payments pursuant to the Lease Agreement (effective January 1, 2018) if leased, include, but are not limited to the following:

- Sale Price of the Vehicle
- Labor Charges

- Freight Charges
- Delivery Charges
- Dealer Fees including Doc Fees and Electronic Title and Registration (ETR) Fees
- Transaction Fees
- Dealer Add-Ons and Mark-Ups
- For Leases only: Lease Acquisition Fee

Items that would ***NOT*** be considered part of the retail selling price if purchased, or the total of the base payments pursuant to the Lease Agreement (effective January 1, 2018) if leased, include, but are not limited to, the following:

- Extended Warranty or Maintenance Agreement Itemized on the Invoice
- Finance, Insurance, and Interest Charges for Deferred Payments Billed Separately

Remember that for a dealer sale, the retail selling price if purchased, or the total of the base payments pursuant to the Lease Agreement (effective January 1, 2018) if leased, is reduced by the trade-in value and any rebate or cash discount taken by the selling dealer at the time of sale in order to calculate the FMV.

Where can I find motor vehicle values listed in the Motor Vehicle Title Ad Valorem Assessment Manual?

At our website at https://onlinemvd.dor.ga.gov/Tap/welcome.aspx.

How is Fair Market Value determined on a *used* motor vehicle sold by a dealership?

For a used motor vehicle, the FMV is the value listed in the Department of Revenue Motor Vehicle Assessment Manual, with a reduction for trade-in value since it is a dealer sale. If the vehicle is not listed in the assessment manual, use the **greater of** the value listed on the bill of sale or the NADA base "average trade-in" value from January of the current year, and then take a reduction for the trade-in value from the value that is used since it is a dealer sale.

How is Fair Market Value determined on a *used* motor vehicle sold by someone other than a dealership?

For a used motor vehicle sold by someone other than a dealership, the FMV is the value listed in the Motor Vehicle Title Ad Valorem Assessment Manual, with no reduction for trade-in value. If the vehicle is not listed in the assessment manual, use the **greater of** the value from the bill of sale and the NADA base "average trade-in" value from January of the current year. No reduction for trade-in value is allowed in a non-dealer sale.

I am selling a *used* car that *is listed* in the Motor Vehicle Title Ad Valorem Assessment Manual. What amounts are included when determining the Fair Market Value?

The amount that is relevant for purposes of determining FMV is only the value listed in the assessment manual, with a reduction for trade-in as part of a dealer sale. Even if the car is sold with upgrades or the selling price is higher than the assessment manual value, the only value that should be utilized is the value listed in the manual. As part of a dealer sale, there should also be a reduction for any trade-in value.

I am selling a *used* car that is *not listed* in the Motor Vehicle Title Ad Valorem Assessment Manual. What amounts are included when determining the Fair Market Value?

In this case, the FMV is the higher of the value from the bill of sale or the base "average trade-in" value provide by NADA from January of the current year. When determining the "value from the bill of sale," you must include the price of the motor vehicle plus any other items, sold with the vehicle, that **add actual value** to the vehicle. For example, if the customer adds a roof rack or a stereo, the price of both items must be included in the "the value from the bill of sale." On the other hand, the doc fee would not be included in "the value from the bill of sale" because a doc fee does not add actual value to the vehicle.

If NADA value is used, the only value that should be considered is the NADA value, and the other items should not be considered.

In either case, as part of a dealer sale there should also be a reduction for any trade-in value allowed from the value that is used to determine the FMV.

What items are and are not considered to add actual value to the vehicle for the purposes of determining Fair Market Value of a *used* car when the value is *not listed* in the Motor Vehicle Title Ad Valorem Assessment Manual and the "value from the bill of sale" is being used?

Items that would be considered to add actual value are those items that become part of the vehicle and include, but are not limited to, items such as the following:

- Bed liners
- Floor mats
- Lights
- Leather seats
- Rims
- Roof racks
- Stereo equipment
- Tires

Items that would NOT be considered to add actual value to the vehicle include, but are not limited to, the following:

- "Doc fee" or other similar types of processing and service fees such as ETR fees
- Financing or interest charges
- Fuel or similar good that will be depleted during the use of the vehicle such as gas, oil, wiper fluid, Nitrous Oxide System (NOS), etc.
- Lemon law fees or any other federal, state, or locally mandated fees
- Trinkets or prizes such as shirts, key chains, coffee mugs, etc.

If a vehicle taken in trade is subject to an installment note with a balance, what is the correct trade-in value?

The allowance for another motor vehicle taken in trade is made without a deduction for liens, in the same manner as was previously done for sales tax.

What is the rate of the TAVT?

The rate is variable and can go as high as 9%.

How is TAVT liability calculated for a motor vehicle?

After determining FMV, the TAVT liability is calculated by multiplying the FMV by the TAVT rate in effect on the date of purchase. Remember that the vehicle value utilized for the calculation is different depending on whether the vehicle is new or used as well as what valuation data is available (see information on valuation above).

- For a new motor vehicle purchased from a dealer, the formula is expressed as follows: (vehicle value ***minus*** trade-in value ***minus*** dealer rebate ***minus*** cash discount) ***multiplied by*** rate ***equals*** TAVT

- For a used motor vehicle purchased from a dealer, the formula is expressed as follows: (vehicle value ***minus*** trade-in value) ***multiplied by*** rate ***equals*** TAVT

- For a used motor vehicle in a non-dealer sale, the formula is expressed as follows: Vehicle value ***multiplied by*** rate ***equals*** TAVT

How does the sale and use tax exemption apply?

When the customer pays the TAVT they are exempt from sales and use tax on the vehicle purchase transaction. If a customer has an explicit TAVT exemption provided in O.C.G.A. § 48-5C-1, such as a disabled veteran's exemption, they are also exempt from sales and use tax on the vehicle purchase transaction. The sales and use tax exemption applies to the sale of the motor vehicle itself as well as those items that **add actual value** to the same motor vehicle. Generally, this means that most items on the same bill of sale for a particular motor vehicle at the time of the **same transaction**, where the TAVT is paid or where there is an explicit TAVT exemption provided in O.C.G.A. § 48-5C-1, will be exempt from sales and use tax. The exemption from sales and use tax also applies to items other than the motor vehicle that would have been considered part of the taxable base for sales tax purposes, such as the "doc fee."

Each vehicle must be considered separately, so a second vehicle on the same bill of sale must be looked at separately to determine what tax applies.

The sales and use tax exemption for items that become a part of the vehicle does not extend or apply to other items purchased in the same transaction that do not become part of the vehicle. For example, if a customer purchases a car where the TAVT is paid and also buys ten tires, the tires affixed to the car would not be subject to sales tax, but the other tires would be subject to sales tax.

For the IRP exemption from TAVT, the extent to which the vehicle registered under IRP will also receive an exemption from sales and use tax is determined by O.C.G.A. § 48-8-3(33)(A).

Is the Transportation Special Purpose Local Option Sales Tax (TSPLOST) also exempted from a motor vehicle sale?

Yes. The sale, purchase, or lease of a motor vehicle where TAVT has been paid or where there is an explicit exemption from TAVT in O.C.G.A. § 48-5C-1 is also exempt from all sales and use tax, including TSPLOST.

How is TAVT remitted to the county and the state?

Effective January 1, 2018, all dealer transactions, including TAVT payments, are required to be submitted electronically (online) via the Georgia Electronic Title and Registration (ETR) system.

Does the dealer remit a monthly TAVT return similar to sales and use tax?

No. The TAVT is calculated on a vehicle-by-vehicle basis and must be paid, and the application for title submitted, within **30 days** of the date of purchase.

Is the dealer required to collect and remit the TAVT and title application to the county?

Yes

What happens if the dealership is not able to submit the supplication for title and/or the TAVT to the county of residence within 30 days of the date of purchase?

A penalty of 5% of the TAVT liability will be assessed on the dealer for any application and/or TAVT that is not submitted to the County Tag Office where the buyer resides within 30 days from the date of purchase.

Are there any other late penalties after 30 days?

Yes. If the TAVT is not submitted within 60 days of the date of purchase, the dealership will be assessed a penalty equal to 10% of the TAVT. A penalty of 15% of the TAVT will be assessed if the TAVT is not submitted within 90 days. A penalty of 20% of the TAVT will be assessed if the TAVT is not submitted within 120 days. Thereafter, an additional penalty of 25% of the TAVT will be imposed if the payment is submitted more than 150 days late.

What is the "date of purchase" for the purpose of determining the penalty deadlines?

The date of purchase is the date of purchase reported on Form MV-1 Tag and Title Application.

Circumstances When Sales and Use Tax May Still Apply

What sales are exempt from sales and use tax?

The exemption from sales and use tax applies to the sale or purchase of a motor vehicle as well as to fees and other items which are part of the contract for sale of a motor vehicle.

Are lease payments also exempt from sales and use tax?

Yes. For leases of a motor vehicle for longer than 31 consecutive days, the gross monthly lease charge is exempt from sales and use tax.

Since most of my sales are now exempt from sales tax, can I exclude those sales from my monthly sales and use tax return?

No. Exempt motor vehicle sales must still be reported as non-taxable sales on your monthly sales and use tax return.

All of my sales are exempt from sales and use tax. Do I need to continue filing a monthly sales and use tax return?

Yes. Although you no longer return any sales tax, you must continue to file monthly sales and use tax returns for at least six consecutive months, after which you may be eligible to apply for a reduced frequency of filing. *See* Department of Revenue Rule 560-12-1-.22.

Will sales and use tax continue to apply to items like doc fees?

No. Ancillary charges such as doc fees incurred as part of the contract for purchase of a motor vehicle will be exempt from sales and use tax. However, for a new motor vehicle, such charges and fees are included in the retail selling price when determining the amount subject to TAVT.

Does sales and use tax still apply to sales of tangible personal property and services if no motor vehicle sale takes place?

Yes. If the item of tangible personal property or service is not transferred in the course of a motor vehicle sale, the general rules of sales and use tax apply. For example, the parts used to repair a customer's vehicle are subject to sales and use tax.

Are parts used in the non-warranty repair of motor vehicles subject to sales and use tax?

Yes. The parts used to repair a customer's vehicle are subject to sales and use tax. If the charges for parts and labor are itemized on the customer's invoice, only the charges for parts would be subject to the tax.

Is repair labor subject to sales and use tax?

Repair labor that is separately stated on the invoice is not subject to sales and use tax. Repair labor not separately stated is subject to sales and use tax.

Are repairs covered under a manufacturer's factory warranty subject to sales and use tax?

No. Sales and use tax is not due for parts used in repairs covered by a manufacturer's factory warranty regardless of whether the vehicle was subject to sales tax or TAVT when sold.

Are repair charges paid by an insurance company or under an extended warranty subject to sales tax?

The parts used in the repair are subject to sales tax, but the repair labor is not taxable if separately stated on the invoice.

Are customer charges for shop supplies used to repair a motor vehicle subject to sales and use tax?

Yes, a charge for shop supplies, when separately stated on a dealer's invoice to the customer, is subject to sales and use tax. Therefore, a dealer may purchase these items under terms of resale through the issuance of properly executed Form ST-5 Sales Tax Certificate of Exemption because the dealer will later collect sales tax from the customer. However, in the event a dealer does not separately itemize and charge customers for shop supplies, a dealer must pay tax on its own purchase of such supplies or accrue use tax on such items.

Is a charge for a wheel alignment or tire rotation subject to sales and use tax?

No. Only items of tangible personal property are subject to sales and use tax. Labor is therefore not subject to the tax. Charges for labor must be separately stated on the invoice.

Are parts used to recondition a new or used vehicle for resale subject to sales and use tax?

No. Use of parts to recondition a dealer's vehicle for resale is treated as a sale of parts for resale purposes. See Department of Revenue Rule 560-12-2-.009(7).

Is sales tax due on a free oil change?

No. However, the dealer accrues use tax based on the cost price of the materials used.

Is goodwill extended to a dissatisfied customer subject to sales tax?

Goodwill is considered a transaction where the company gives items to the customer without charge; thus no sales tax liability would be incurred by the customer. However, the dealership generally owes use tax on goodwill transactions based on the cost price of parts. A repair or service covered by a factory warranty is not considered a goodwill transaction and thus a dealership would not owe use tax on the parts used.

Does a dealer incur use tax on shop supplies?

It depends. A charge for shop supplies, when separately stated on a dealer's invoice to the customer, is subject to sales and use tax. Therefore, a dealer may purchase these items under terms of resale through the issuance of properly executed Form ST-5 Sales Tax Certificate of Exemption. However, in the event a dealer does not separately itemize and charge the customer for shop supplies, a dealer must pay tax on the purchase of such supplies or accrue tax on such items.

Is use tax due on paint used in a body shop?

Yes. When sales tax is not charged by the vendor, the paint, sandpaper, tape, and brushes used to repair vehicles are treated as items used and not resold. The dealership would be liable for tax on the paint at the time of the dealer's purchase unless specifically itemizing the quantity, color and the price on the customer's invoice and collecting sales tax on such itemized sale of paint.

Does a dealer incur use tax for free oil changes or customer adjustments?

Yes. Generally, by furnishing the wholesaler with Form ST-5 Sales Tax Certificate of Exemption, the dealership can purchase oil, filters, and other repair parts exempt for resale – and later charge the customer sales tax on those items. But, when an oil change or an adjustment is provided at no charge to the customer, the dealer is treated as the user of the item and thus is liable for use tax at the cost price of the item.

Does a dealer incur any tax liability when a vehicle is sold with a "Tires for Life" allowance?

Yes. Even if the vehicle is subject to TAVT, a "tires for life" program or similar dealer-sponsored lifetime programs are not considered a resale of tires. Thus, the dealer is responsible for use tax at the cost price of the tires when a tire is withdrawn from inventory to be placed on a vehicle.

Is use tax due on promotional items given to prospective buyers?

Yes. Promotional items such as key chains, lighters, and other items are not considered purchased for resale. A dealer incurs a use tax liability on the cost price of these items unless the supplier previously charged sales tax at the time of purchase.

Do dealers need to collect Form ST-5 Sales Tax Certificate of Exemption on sales of vehicles to wholesalers?

Yes, to verify the sales tax exemption on audit.

Leases

For the purpose of TAVT, what is the difference between a "lease" and a "rental"?

Under O.C.G.A. § 48-5C-1, a "lease" is any transfer of possession or control of a motor vehicle for a term lasting more than 31 consecutive days for consideration. A "rental" is any transfer of possession or control of a motor vehicle for a term lasting 31 consecutive days or fewer.

Are leased vehicles subject to TAVT?

Yes.

Is the lease or rental of an automobile subject to sales and use tax?

Rental charges are subject to sales and use tax based upon the county where the motor vehicle is to be registered; however, lease payments are exempt from sales and use tax. For rentals, the tax is computed on the gross rental charge.

Does sales and use tax apply to cash buy-downs?

No. A cash buy-down is treated as a cash payment rendered to lower a lease payment and, like lease payments, is exempt from sales and use tax.

Does sales and use tax apply to a manufacturer's rebate used to buy down a lease payment?

No. A manufacturer's rebate is treated as a cash payment rendered to lower a lease payment and, like lease payments, is exempt from sales and use tax. This is deemed to be the manufacturer paying for part of the vehicle on behalf of the buyer.

Is a buy-out amount or purchase option at the end of a lease subject to sales and use tax?

No. However, because the title will be transferred to the lessee (who is now the buyer), the lessee will be liable for the TAVT at the time they apply for a certificate of title. A buy-out or purchase option of a lease, when exercised, is a purchase so long as title passes to the customer for consideration; thus, this transaction is exempt from sales and use tax because it is subject to TAVT.

Is a finance charge used to compute a lease payment subject to sales and use tax?

No. The finance charge is part of the lease payment and is therefore exempt from sales and use tax.

Is an amount charged for optional waiver of damage or insurance on a lease subject to sales and use tax?

No. A charge for an optional waiver of damage or insurance is not subject to sales and use tax.

Is a leased vehicle allowed to receive trade-in credit?

No. When trading in a leased vehicle, there is no allowable credit on the new purchase.

Rental Motor Vehicle Concerns

What is a "rental motor vehicle concern"?

"Rental motor vehicle concern" means a person or legal entity that owns or leases five or more rental motor vehicles and that regularly rents or leases such vehicles to the public for value. Certain rental motor vehicle concerns are eligible to pay a reduced rate of TAVT if the statutory requirements are met.

Can any company that rents motor vehicles qualify for a reduced rate?

No. Only those companies which average $400.00 of sales tax per vehicle attributable to the "rental charge" of each vehicle are eligible. The term "rental charge" is defined to include only those amounts derived from rentals of 31 days or fewer. Therefore, only companies that regularly rent vehicles for 31 days or fewer will have eligible tax payments for the purpose of qualifying for this reduced rate. To qualify, the vehicle owner must rent at least five motor vehicles at all times.

What is the reduced rate applicable for qualifying rental motor vehicle concerns?

Qualifying rental motor vehicle concerns will be eligible to pay at a rate of .625% for a state TAVT and .625% for a local TAVT, totaling a combined 1.25% TAVT rate for motor vehicle purchases. The reduced rate applies to a motor vehicle designed to carry fifteen or fewer passengers and used primarily for the transportation of persons that is rented without a driver.

How does a rental motor vehicle concern qualify for the reduced rate?

Rental motor vehicle concerns that believe they qualify for the reduced rate must apply for certification. This is done by submitting Form MV-15 Rental Certification Affidavit to the Georgia Department of Revenue along with any documentation required by the form. ***Additional documentation may be requested on a case by case basis.*** Failure to submit any required documentation may result in the denial of certification.

Electronic Title and Registration (ETR)

What is ETR?

ETR stands for Electronic Title and Registration. The ETR service allows dealerships to process title and registration work electronically at the point of sale through private vendors that have been certified by the Department of Revenue for this purpose. The service allows for electronic payment of TAVT and electronic submission of title work. ETR is a tool for dealers to submit title applications and TAVT payments, thereby eliminating the need for submission by mail or in person to the various County Tag Offices.

Note: Effective January 1, 2018, pursuant to O.C.G.A. § 40-3-33(d), all dealer transactions, except for TAVT exempt transactions, are required to be submitted via ETR.

Can dealerships submit title applications and remit TAVT through ETR?

Yes. The ETR process provides a consolidated method of processing title applications and remitting TAVT payments electronically and remotely to the county where the vehicle will be registered.

However, a TAVT exempt transaction **cannot** be processed through ETR. Accordingly, a TAVT exempt transaction, such as certain disabled veterans transactions, must be processed manually by the dealer. However, the reduced rate for an approved rental car concern may be processed through ETR.

Exemptions and Special Circumstances

* OUT-OF-STATE BUYERS

Do I need to collect sales and use tax or TAVT from a buyer who is not a resident of Georgia and will be titling the vehicle in another state?

No. TAVT should not be collected because there will not be a Georgia certificate of title issued for the vehicle. Likewise, the so called "drive out" exemption for sales and use tax still applies to buyers who are residents of another state.

What documentation is the dealer required to collect for a customer who is an out-of-state resident?

The dealer should have the customer execute Form ST-8 Certificate of Exemption Nonresident which should be retained by the dealership for audit purposes. Form ST-8 Certificate of Exemption Nonresident will suffice for the non-collection of both sales and use tax and the TAVT.

* VETERAN'S EXEMPTIONS

Which veterans are exempt from TAVT?

- Disabled veterans receiving a grant from the U.S. Department of Veterans Affairs to purchase and adapt a vehicle for their disability;
- 100% disabled veterans entitled to receive service-connected benefits, or who are entitled to a statutory award from the U.S. Department of Veterans Affairs for loss of certain faculties;
- Former Prisoners of War or their surviving spouse that has not remarried;
- Purple Heart recipients; and
- Medal of Honor recipients.

What does the county tag agent do if a buyer claims to be a veteran who is exempt from the TAVT?

The paperwork for these exemptions should be completed by the dealership and submitted along with the application for certificate of title to the County Tag Office where the vehicle will be registered. Even though these veterans are receiving an exemption from TAVT, they will still receive the same exemption from sales tax and annual ad valorem tax as those who are required to pay TAVT.

Can veteran exemptions be processed in conjunction with an ETR transaction?

No. For veteran exemptions provided on Form MV-30 Affidavit for Relief of State and Local TAVT, the dealer must do all title and TAVT work manually.

What paperwork must be completed for the veteran exemptions?

Form MV-30 Affidavit for Relief of State and Local TAVT contains the list of classifications of veteran exemptions. Form MV-30 should be completed and the box for the appropriate exemption claimed by the veteran should be checked. Any required supporting documentation should be included.

* MILITARY SERVICE MEMBERS STATIONED IN GEORGIA

Do nonresident military service members stationed in Georgia pay TAVT when they purchase a vehicle in Georgia?

Nonresident service members are subject to special rules due to the requirements of federal law. Please see *TAVT Information Bulletin: Nonresident Service Members of the Armed Forces.*

Do resident military service members stationed in Georgia pay TAVT when they purchase a vehicle in Georgia?

Yes. If a military service member is a Georgia resident, then such military service member will be subject to TAVT (unless they qualify for one of the exemptions above) and will receive the associated exemption from sales and use tax and annual ad valorem taxes. The dealer should collect the TAVT in accordance with the regular TAVT collection procedures in this manual.

* PURCHASES MADE BY A GOVERNMENTAL ENTITY

Do governmental entities pay TAVT when they purchase a vehicle in Georgia?

No. Motor vehicles purchased by state, county, consolidated government, municipality, independent school district or other governmental entities not otherwise subject to sales tax and annual ad valorem tax are not subject to TAVT.

What documentation is the dealer required to collect on a purchase made by a governmental entity?

The dealer should collect a copy of the purchase order showing that the purchase was made by a governmental entity. A copy of the purchase order should be submitted by the dealer to the County Tag Office where the buyer resides along with the application for certificate of title.

* OLDER MOTOR VEHICLES

Are vehicles of model year 1962 or older subject to TAVT?

No. Under O.C.G.A. § 40-3-4, motor vehicles with model year 1962 or older are not issued a Georgia title. TAVT only applies to vehicles for which a title is issued. Therefore no TAVT is due. These vehicles are subject to annual ad valorem tax. If purchased from a dealer, vehicles are also subject to sales and use tax.

Are sales of motor vehicles with model year 1962 or older subject to sales tax?

Yes. These vehicles are subject to sales and use tax because they do not fall under the requirements of O.C.G.A. § 48-5C-1.

Are vehicles of model year 1963 through 1985 subject to TAVT or sales tax?

It depends. Motor vehicles model year 1963 through 1985 may or may not have a Georgia title.
If the dealership sells a vehicle that is not titled, then no TAVT should be collected and instead regular sales and use tax rules apply.

However, a motor vehicle with model year from 1963 through 1985 that does have a title will be subject to TAVT, and the dealership should collect TAVT in accordance with the regular TAVT collection procedures in this manual.

Any motor vehicle model year 1986 or newer should have a Georgia title and will be subject to TAVT.

* LOANER VEHICLES

Are loaner vehicles subject to TAVT?

The law provides that a loaner vehicle is not subject to TAVT for a period not to exceed 366 days. Immediately upon the expiration of such 366-day period, if the dealer does not return the loaner vehicle to inventory for resale, the dealer is required to pay TAVT.

A loaner vehicle, for purposes of TAVT, is defined as a vehicle owned by a dealer which is withdrawn temporarily from inventory for exclusive use as a courtesy vehicle. A courtesy vehicle can be loaned to a customer whose motor vehicle is being serviced by such dealer at no charge for a period not to exceed 30 days per customer.

* DEALER EXEMPTIONS AND REFUNDS

Can a dealer acquiring a title be exempt from TAVT?

In some instances, a dealer can be exempt from TAVT when acquiring a title in the name of the dealership. Please reference Form MV-66 Affidavit of Relief of State and Local TAVT. If the dealer qualifies for one of these exemptions, the executed Form MV-66 should be submitted to the County Tag Office where the buyer resides along with Form MV-1 Tag and Title Application.

Can a dealer request a refund for TAVT?

A dealer may submit Form MV-33 TAVT Refund Request to the County Tag Office where the buyer resides to request a refund of TAVT when applicable.

Examples

Calculating the Amount of Tax

- In January 2014, Dealer and Customer agree to a purchase price of $5,000, as listed on the bill of sale, on the sale of a **used** motor vehicle. The model year of the vehicle is 1988, and it is not listed in the Motor Vehicle Title Ad Valorem Assessment Manual. Customer has no trade-in and Dealer does not provide a rebate.

  Because the vehicle is not listed in the assessment manual, Dealer must first determine the Fair Market Value (FMV) under the alternative method provided by O.C.G.A. § 48-5C-1(a)(1)(B) for used motor vehicles. Under the alternative method for used vehicles, Dealer must compare the NADA base "average trade-in" value from January of the current year with the value listed on the bill of sale, selecting the greater of the two values. Here, NADA provides a vehicle value of $4,500. Therefore, dealer uses the value on the bill of sale which is $5,000.

  Next, the dealer calculates the TAVT by reducing the Fair Market Value by any trade-in value, and multiplying the balance by the TAVT rate. Here, there is no trade-in and the TAVT rate is 6.75% in 2014. Therefore, Dealer calculates the TAVT by multiplying $5,000 times 6.75% to reach the TAVT liability of $337.50.

Sales Tax Exemptions

- Customer purchases a **new** car from Dealer with a sales price of $20,000.
  - Adds a stereo system worth $500, floor mats worth $200, and a roof rack worth $300.
  - Dealer charges a doc fee of $500.
  - The value with the additions and doc fees results in a total cost to the customer of $21,500.
  - The value listed in the Motor Vehicle Title Ad Valorem Assessment Manual is $19,000 and there is no trade-in, rebate or cash discount.

  Because this is a new car, the higher of the retail selling price or the value listed in the assessment manual should be used. Because the retail selling price is higher, the Fair Market Value (FMV) for the vehicle is $21,500. Customer will pay $21,500 multiplied by the TAVT rate of 6.5% for that year, for a total of $1,397.50 for the TAVT. No sales tax is due.

- Customer purchases a **used** car from Dealer with a sales price of $20,000.
  - Adds a stereo system worth $500, floor mats worth $200, and a roof rack worth $300.
  - Adds a dealer doc fee of $500.

  On the bill of sale, the price for the car with the upgrades and doc fee results in a total cost to the customer of $21,500. The value listed in the Motor Vehicle Title Ad Valorem Assessment Manual is $19,000 and there is no trade-in. The FMV for the vehicle is $19,000. Customer will pay $19,000 multiplied by the TAVT rate of 6.5% for that year, or $1,235 for the TAVT. No sales tax is due.

- Customer purchase a **used** car from the dealer with a sales price of $20,000.
  - Adds a stereo system worth $500, floor mats worth $200, and a roof rack worth $300.
  - Adds a dealer doc fee of $500.

On the bill of sale, the price for the car with the upgrades and doc fee results in a total cost to the customer of $21,500. There is no value in the Motor Vehicle Title Ad Valorem Assessment Manual for the vehicle. Since the car is a used vehicle and no value is listed in the assessment manual, the starting point is to use the higher of the value from the bill of sale or the NADA base "average trade-in" value from January of the current year.

The value from the bill of sale includes the vehicle itself and any additional items that add actual value to the vehicle, which in this example includes the stereo system, floor mats, and roof rack. Accordingly, the value from the bill of sale is $21,000, the NADA value is $18,000, and there is no trade-in. The value that should be used is the higher value from the bill of sale. Customer will pay $21,000 multiplied by the TAVT rate of 6.5% for that year, or $1,365 for the TAVT. No sales tax is due.

- Customer purchases a motor vehicle with a FMV of $19,000, and a trailer with a purchase price of $500. The TAVT only applies to *motor* vehicles and the sales tax exemption is only applicable when the TAVT was paid or where the vehicle is otherwise subject to O.C.G.A. § 48-5C-1 but has a specific exemption from TAVT. Therefore, TAVT of $1,250 ($19,000 multiplied by the applicable TAVT rate of 6.5%) must be collected by the dealer for the car, and the sale of the motor vehicle is exempt from sales tax. However, the trailer is not subject to TAVT and therefore is subject to sales tax.

- Customer purchases a motor vehicle for which the TAVT is paid. The same customer returns to the dealership two months later and buys new floor mats for the same car. The sale of the floor mats is a separate and distinct transaction and is a sale of tangible personal property. Because the sale of the floor mats did not occur at the same time as the sale of the motor vehicle, the sale of the floor mats is subject to sales tax.

J. Frequently Asked Questions for Dealers and Customers

How is fair market value determined for a *used* motor vehicle?

- A used motor vehicle is any motor vehicle which has been the subject of a sale at retail to the general public.
- For a used motor vehicle, the fair market value is the value identified in the Motor Vehicle Title Ad Valorem Assessment Manual. This value is calculated by averaging the current wholesale and retail values of the motor vehicle pursuant to O.C.G.A. § 48-5-442. Accordingly, the fair market value for a used motor vehicle for purposes of TAVT will generally be the same as the value that was used in the old annual ad valorem tax system.
- A reduction is made for a trade-in when the sale was made by a dealer, but not when the sale was made by a private individual.

What if the *used* motor vehicle is NOT listed in the Motor Vehicle Title Ad Valorem Assessment Manual?

- If the vehicle is a used vehicle and not listed in assessment manual, the fair market value will be the higher of
    - the value from the bill of sale or
    - the value listed in a used car market guide designated by the Revenue Commissioner
- A reduction is made for a trade-in when the sale was made by a dealer, but not when the sale was made by a private individual.

How is TAVT calculated?

- The TAVT is calculated by multiplying the fair market value by the rate in effect on the date of purchase. Current rates are available through the Online TAVT Calculator.
- A reduction is made for a trade-in when the sale was made by a dealer, but not when the sale was made by a private individual.

How is the trade-in value determined?

As defined in O.C.G.A. § 48-5C-1, the "trade-in value" is the value of the motor vehicle as stated in the bill of sale for a vehicle which has been traded in to the dealer in a transaction involving the purchase of another vehicle from the dealer.

Where do I apply for my title and pay TAVT?

- The application for title and TAVT payment must be submitted to the County Tag Office in which the buyer resides. The TAVT must be paid at the time application for title and registration are made.
- If you purchase your vehicle at a dealership, effective January 1, 2018, the dealer must electronically submit the application for title and TAVT payment on your behalf.

Where do I go to transfer a title?

Title applications must be submitted to the County Tag Office where the buyer resides.

Can the fair market value of the vehicle be appealed?

Yes, the value can be appealed in the same manner as values for ad valorem tax purposes are appealed. The appeal takes place at the county level.

Can a vehicle be transferred to an immediate family member or inherited by an immediate family member without paying TAVT?

Whether a motor vehicle transferred to or inherited by an immediate family member will be subject to TAVT depends on whether the former owner has paid TAVT:

- If the former owner of the vehicle has not paid TAVT and was paying annual ad valorem tax on the vehicle, the new owner may choose to either:
    - Continue paying annual ad valorem tax on the vehicle, and therefore not be subject to TAVT ***OR***
    - At the time of transfer, pay TAVT based on the fair market value of the vehicle at the applicable rate for the current year.

- If the vehicle is acquired from a family member who paid TAVT at the time they purchased the vehicle, then the new owner's TAVT rate will be 0.50% (one-half of one percent). In this case the new owner does not have the option to revert back to the annual ad valorem system.

Note: Immediate Family member is defined as a spouse, parent, child, sibling, grandparent, or grandchild and includes those who have obtained such status through a legal determination recognized in this state, such as stepparent and stepchild.

What evidence is required to prove a family transfer or inheritance?

The transferor and transferee will have to complete an affidavit on a notarized form affirming that such persons are immediate family members. Anyone who falsely attests shall be subject to a penalty up to $5,000.

I am a new resident of Georgia. How does TAVT affect me?

New individual residents moving to Georgia are required to register and title their motor vehicle in Georgia and must pay

- 50% of the TAVT within 30 days of moving to the state and
- the remaining 50% within the next 12 months.

Note: Lessees and businesses are required to pay the full TAVT at time of title application

What happens if TAVT is not timely remitted to the County Tag Office where the buyer resides?

- If the purchase is made at a dealership, the dealer has 30 days from the date of purchase to remit the title application and TAVT payment to the County Tag Office where the buyer resides. If remitted later than 30 days from the date of purchase, the dealer will begin to accrue penalties.

- For non-dealer sales, i.e. a ***casual sale***, the buyer must remit the title application and TAVT payment to the County Tag Office where the buyer resides. If paid later than 30 days from the date of purchase, there is a penalty of 10% of the amount of the TAVT owed plus an additional 1% per month for every month late. Please note that motor vehicles purchased through a casual sale must be registered within seven days from the date of purchase, and the titling of the motor vehicle and payment of the TAVT should take place at that time.

I am a Georgia resident but I plan to buy a car in another state. Will I be required to pay TAVT when I title this motor vehicle in Georgia?

Yes.

I am a not a Georgia resident but I plan to buy a car in Georgia. I will immediately drive it back to my home state and will be titling and registering the motor vehicle in my home state. Will I be required to pay TAVT?

No. Form ST-8 Certificate of Exemption – Nonresident should be executed to provide for the ***drive out*** exemption. You will not pay TAVT or Georgia sales and use tax but will be subject to the taxing rules of your home state. Please refer to Form ST-8 Certificate of Exemption – Nonresident to ensure you qualify for this exemption.

Are leased motor vehicles subject to TAVT?

Yes.

What vehicles are NOT subject to TAVT?

TAVT does not apply to:

- Motor vehicles for which no title is required
- Vehicles that have a title but are not ***motor*** vehicles

Note: For those vehicles not subject to TAVT, sales and use tax and annual ad valorem tax may still apply.

For example, the following are not subject to TAVT:

- Pull-behind trailers
- Pull-behind campers
- Mopeds
- Any vehicle for which a Georgia title has not been issued, such as
    - Vehicles manufactured prior to 1963 (these vehicles are not eligible to receive a Georgia title)
    - 1963-1985 model year vehicles that do not have a Georgia title (these vehicles may have a Georgia title but a title is not required in Georgia)

I have a motor vehicle with a model year between 1963 and 1985 and want to have it titled. Does TAVT apply?

Yes. 1963-1985 model year motor vehicles for which a title is issued are subject to a TAVT of 1% and will receive the associated sales and use tax exemption and the exemption from the annual ad valorem tax.

What other TAVT exemptions are available?

- Titles being corrected, replaced, or reissued to the same owner
- Additional or substitution of lienholders on the title so long as the owner of the motor vehicle remains the same
- Bonded titles pursuant to O.C.G.A. § 40-3-28 issued to registered Georgia dealers
- Titles issued pursuant to the foreclosure of a mechanic's lien under O.C.G.A. § 40-3-54
- Titles issued to certain persons acquiring abandoned vehicles under Chapter 11 of Title 40 of the Georgia Code
- Titles issued to an insurance company paying out a claim on a stolen vehicle under O.C.G.A. § 40-3-43
- Titles issued to a registered rebuilder, retail dealer, or manufacturer for the purpose of resale
- Titles issued pursuant to the foreclosure of a security interest in the name of the security interest holder pursuant to Part 6 of Article 9 of Title 11 of the Georgia Code
- Motor vehicles on which the TAVT was paid and the owner subsequently moves out of state but later returns and retitles the same motor vehicle in Georgia
- Vehicles registered under the International Registration Plan

Are motor vehicles acquired by veterans exempt from TAVT?

The following veterans may be eligible to receive an exemption from TAVT:

- Disabled veterans receiving a grant from the U.S. Department of Veterans Affairs to purchase and adapt a vehicle for their disability
- Disabled veterans who are 100% disabled and entitled to receive service-connected benefits, or who are entitled to a statutory award from the U.S. Department of Veterans Affairs for loss of certain faculties
- Former Prisoners of War or their surviving spouse that has not remarried
- Purple Heart recipients
- Medal of Honor recipients

I plan to donate my car to a non-profit organization. Does the non-profit organization have to pay TAVT when the title is transferred to its name?

If a vehicle is donated to a 501(c)(3) non-profit organization for the purpose of being transferred to another person, then that organization shall only pay a TAVT rate of 1% of the fair market value of the motor vehicle when the vehicle is titled in the name of the non-profit organization.

If I pay TAVT do I still have to register my vehicle every year and pay the license plate renewal fee? What other fees still apply?

You are still required to annually register your vehicle at the County Tag Office where you reside and pay:

- $20.00 standard renewal fee, and
- Specialty license plate renewal fee, if applicable.

You must continue to maintain continuous liability insurance as required by Georgia law.

If you live in one of the 13 emissions counties, the annual emissions test is still required prior to registration. See Appendix A – Emissions Inspection Requirements, Georgia.

K. When a Power of Attorney Can and Cannot be used

The Federal Truth in Mileage Act restricts the use of a Form T-8 Limited Power of Attorney between the seller and the buyer when making the odometer declaration and the acknowledgement of the declaration. The person signing as the seller and declaring the odometer reading **cannot** use a limited power of attorney to sign for the buyer acknowledging the odometer reading.

There is one exception: if a vehicle is transferred from the vehicle owner's name to the vehicle owner's company name or from the vehicle owner's company name to the vehicle owner's name, the owner can sign as both the seller and the buyer as long as an affidavit is submitted affirming the person as the sole owner of the company.

Powers of Attorney and affidavits can only be signed by a natural person. A business cannot be appointed as an attorney-in-fact or give an affidavit. The Power of Attorney and all affidavits must include the full legal name of the person appointed.

General and "Limited" Powers of Attorney

- May be used to authorize another person to act on the grantor's behalf to complete, sign, and/or pick up motor vehicle title and/or license plate registration documents.

- May not be used when the vehicle requires an odometer declaration on an acceptable secure document.

- May be used if the vehicle is exempt from the odometer declaration requirements and when someone other than the buyer is being appointed as the seller's attorney-in-fact.

Limited Power of Attorney and Dealer Sales

Form T-8 Limited Power of Attorney is limited in how it can be used when a vehicle is traded into a dealership and when an individual purchases a vehicle from a dealership. Please make note of the following scenarios to better understand the limitations of the limited power of attorney.

Trade-Ins

- The owner trades in their vehicle at a dealership. At the time of the trade-in, the owner has the title to the vehicle and assigns it to the dealership. There was **no** need for a Form T-8 Limited Power of Attorney since the owner completes this business transaction in person.

- The owner trades in their vehicle at a dealership. At the time of the trade-in, the owner does not have the title to the vehicle. It was lost or with the lienholder or security interest holder. The dealership requested that the owner sign Part A of *Form T-8S Secure Power of Attorney*. There was **no** need for a Form T-8 Limited Power of Attorney since the owner completes this business transaction in person.

Dealer Sales (Used Vehicle Trade-in)

- A customer is buying a used vehicle. They have cash and do **not** need to obtain a loan. At the time of purchase, the title is still with the previous owner's lienholder or security interest holder and as a result, the dealership will have the customer sign Part B of *Form T-8S Secure Power of Attorney* and a completed Form MV-1 Tag and Title Application. See Instructions for completion of the MV-1. There is no need for a limited power of attorney.

- The customer is obtaining a loan to buy a used vehicle. At the time of purchase, the title is available; however, it is locked up and the sales representative does **not** have access to the title. The sales representative will have the customer sign the completed *Form T-8S Secure Dealer Reassignment Supplement*.

Form T-8S Secure Power of Attorney

Form T-8S Secure Power of Attorney contains language and security features recommended by the *Federal Truth in Mileage Act* to deter illegal reproduction and to help make alterations visible to the naked eye. *Form T-8S Secure Power of Attorney* is designed for use by dealerships to allow them to

accept vehicles that have been traded-in and to sell those vehicles when the title is **not** available at the time of transfer because it is lost or being held by a lienholder or security interest holder. This power of attorney is printed on security paper and provides language and spaces for an odometer declaration and an acknowledgment, which the other powers of attorney do not.

Secure power of attorney:

1. Provides spaces for the seller to enter the odometer reading at the time of sale.
2. Provides boxes for the seller to check when the entered odometer reading does not reflect the total actual miles the vehicle has traveled.
3. Provides spaces for the seller to print and sign their name declaring the entered odometer information is correct.
4. Provides spaces for the buyer to print and sign their name acknowledging the odometer disclosure made by the seller.
5. Allows the appointed attorney-in-fact to apply for a replacement when the original title is missing.
6. Authorizes the attorney-in-fact to transfer the odometer information exactly as shown on this form to the title when the title becomes available.

Form T-8S Secure Power of Attorney can only be used in the rare instances when the title is not available at the time of sale or transfer because the title is missing or is being held by the owners' lienholder or security interest holder. If the owner's title is available (i.e. at home in the owner's safe), a secure power of attorney cannot be used. In this case, the title should be retrieved and properly assigned to the buyers.

Part A – Form T-8S Power of Attorney to Disclose Mileage

Part A is designed for the current owner to appoint the dealership as their attorney-in-fact to sign all documents required to secure a title and to disclose the mileage on the title when it becomes available. Part A must reflect the current odometer reading, name and address of the current owner, and the name of the dealership. Both the current owner and a representative of the dealership must sign Part A.

Part B – Form T-8S Power of Attorney to Review Title Documents and Acknowledge Disclosure

Part B is only valid if Part A is completed. Part B does **not** always have to be completed, since it is possible for the title to be available at the time of transfer to a new owner. In Part B, the current owner will always be the dealership shown in Part A. The representative signing for the dealership in Part A does **not** have to be the same representative signing in Part B.

Part C – Form T-8S Certification

(To be completed only after Part A or Part A and B have been completed)

The dealership's representative shown in Part C will be the individual required to complete all title assignments on behalf of the dealership, the seller and the buyer, if applicable. The dealership's representative shown in Part C does **not** have to be the same individual shown in Part A or Part B. Parts A and B of this form are for odometer disclosure. The actual appointment of an attorney-in-fact is made in Part C. The person named as attorney-in-fact in Part C is the only person authorized to complete the assignment on the title. The T-8S is a multi-part form. The original *green copy* must accompany the title, application and fees. The *yellow copy* is used to make application for a replacement title. Note: only completed Part A is required to apply for a replacement title.

Note to Leasing Companies: *When a vehicle is purchased from a leasing company, a T-8S Secure Power of Attorney Form may be used. There are times when Form T-8S is acceptable if used as a power of attorney form and* ***not*** *in conjunction with the Federal Truth in Mileage Act. For example, the T-8S may be used to appoint someone to sign for the owner on the application.*

Note*: Secure power of attorney forms are not available at the County Tag Offices or the MVD Main Office.* These forms may be purchased from one of the following two authorized dealer associations:

Independent (Used) Automobile Dealers Association

Mailing Address:
Georgia Independent Automobile Dealers Association (GIADA)
6903-A Oak Ridge Commerce Way
Austell, Georgia 30168
Telephone Number: 770-745-9650
Toll Free: 800-472-8101
Fax: 770-745-9100
Email: info@giada.com

New (Franchise) Automobile Dealers Association

Mailing Address:
Georgia Automobile Dealers Association (GADA)
2255 Cumberland Parkway, Building 900
Atlanta, Georgia 30339-4515
Telephone Number: 770-432-1658
Fax: 770-432-9100
Email: info@gada.com

Secure Dealer Reassignment Supplement Form

As long as there is a complete chain-of-ownership, dealers can use the *Secure Dealer Reassignment Supplement Form* and the assignment spaces on the back of a Manufacturer's Statement of Origin (MSO) or certificate of title to transfer the ownership of a vehicle. They may use the *Secure Dealer Reassignment Supplement Form* even when there are still title assignments available. Subsequent dealers may then go back to the title and use the available assignments. The *Secure Dealer Reassignment Supplement Form* may be purchased from one of the approved dealer associations listed above.

Section K – Commercial Vehicle Title and Registration

The Georgia Trucking Portal offers a one-stop shop to access all CVISN credentialing applications including International Fuel Trade Agreement (IFTA), International Registration Plan (IRP), Unified Carrier Registration (UCR), Georgia Intrastate Motor Carrier (GIMC), Trip/Fuel/Hunters Permitting as well as Oversize/Overweight Permitting.

Policy Bulletins:
Commercial Customers
Mandatory Electronic IRP Registration Requirement

1. Commercial Vehicle Registration	
Online **IRP and IFTA Registrations**	Georgia Trucking Portal website at https://www.cvisn.dor.ga.gov/
Questions: **Email** **Telephone**	commercial.vehicles@dor.ga.gov 1-855-406-5221

2. Trucks and Charter Buses Traveling Outside Georgia – IRP Registration Required

IRP registration is required for vehicles traveling outside Georgia, operating at a combined gross weight in excess of 26,000 pounds and/or three or more axles.

If not registering IRP, the license plate should be purchased from the County Tag Office where the owner resides or the business is located.

3. Vehicles Exempt from IRP Registration

IRP specifically exempts the following Georgia vehicles from IRP registration:

- Government-owned vehicles
- City pick-up and delivery vehicles
- Recreational vehicles (defined as a vehicle used for personal pleasure or travel by an individual or his family)
- Vehicles operating entirely within the state of Georgia
- Any vehicle or combination with a gross weight of 26,000 pounds or less.

Section L – Customer Service Operations

1. Service Types	
License Plate and Registration	County Tag Office
Unclaimed License Plates	MVD Business Registration Unit
Replacement License Plates/Decals	County Tag Office
Titles	County Tag Office
Regular Vehicle Titles	County Tag Office
Regular Titles	County Tag Office
Commercial Vehicle Titles	County Tag Office
Lien Release Titles	County Tag Office
Court Order Titles	County Tag Office
Title Corrections	County Tag Office
Salvage Vehicle Titles	MVD Salvage Unit
Rebuilt Vehicle Titles	MVD Salvage Unit
Research on Titles	MVD Titles Unit
Child Support Hold Releases	MVD Titles Unit
Unclaimed Titles	MVD Titles Unit
Insurance Payments	County Tag Office
Cancellation of Registration	County Tag Office
Disabled Person's Parking Placard	County Tag Office
Dealer, Distributor, and Manufacturer Registrations	MVD Business Registration Unit
Temporary Site Permits	MVD Business Registration Unit
Transporter Registrations	MVD Business Registration Unit

2. Commercial Trucks and Charter Buses	
Commercial Titles	County Tag Office
Commercial Registrations Information	Georgia Trucking Portal
IRP Registration	Georgia Trucking Portal – IRP Application
IFTA Registration	Georgia Trucking Portal – IFTA Application
Trip Permits	Georgia Trucking Portal – Trip Permits
Email	Commercial.Vehicles@dor.ga.gov
Frequently Asked Questions	Online – Georgia Trucking Portal - FAQ

3. MVD Business Registration Unit	
Mail	Georgia Department of Revenue Motor Vehicle Division Attn: Business Registration Unit P. O. Box 740381 Atlanta, Georgia 30374-0381
In Person or Drop Box	Georgia Department of Revenue Motor Vehicle Division Attn: Business Registration Unit 4125 Welcome All Road Atlanta, Georgia 30349
Email	Business.Registration@dor.ga.gov

4. MVD Salvage Unit	
Mail	Georgia Department of Revenue Motor Vehicle Division Attn: Salvage Title Unit P. O. Box 740384 Atlanta, Georgia 30374-0384
In Person or Drop Box	Georgia Department of Revenue Motor Vehicle Division Attn: Business Registration Unit 4125 Welcome All Road Atlanta, Georgia 30349
Email	MotorVehicleInquiry@dor.ga.gov

5. MVD Title Research Unit	
Mail	Georgia Department of Revenue Motor Vehicle Division Attn: Title Research Unit P. O. Box 740381 Atlanta, Georgia 30374-0381
In Person or Drop Box	Georgia Department of Revenue Motor Vehicle Division Attn: Title Research Unit 4125 Welcome All Road Atlanta, Georgia 30349
Email	MotorVehicleInquiry@dor.ga.gov

6. MVD Main Office/Contact Center	
Hours	8:00 am – 4:30 pm
Address	Georgia Department of Revenue Motor Vehicle Division 4125 Welcome All Road

	Atlanta, Georgia 30349
Phone	1-855-406-5221
Titles	MotorVehicleInquiry@dor.ga.gov Include name, VIN and license plate number
Business Registration	Business.registration@dor.ga.gov
Commercial Registration	Commercial.vehicles@dor.ga.gov

The **Customer Service Operations** of the Motor Vehicle Division is a 'same day service' that processes title transactions, such as transferring titles and issuing replacement titles. There is an additional $10.00 special handling fee (per transaction) for the use of this service in addition to the other processing fees. A title may also be applied for through the mail or hand delivered to the County Tag Office where the owner resides or to the Motor Vehicle Division Main Office. All types of transactions require clearance from the National Crime Information Center (NCIC) prior to title issuance. If NCIC clearance is **not** received, a title **cannot** be issued. All customers must have a valid picture ID in order to pick up title documents being returned for additional requirements, or to obtain research for a vehicle. Acceptable identification includes:

- Valid Georgia driver's license or Georgia identification card issued by the Georgia Department of Driver Services
- Valid out-of-state driver's license

Commercial customers (at MVD Main Office for Titles) are limited to the following number of transactions:

Tickets Issued	Transactions processed at a time:
7:30 am to 3:30 pm	Five
After 2:00 pm	One

***Note**: Only one transaction ticket can be processed if you arrive at the window after 4:00 pm.*

7. Authorized to Sign Title Applications

An individual may be authorized to sign title applications or pick up titles on behalf of a company with MVD. The company appoints the individual by submitting two original Forms T-19 Affidavit for an Owner to Sign for a Company, Corporation, Or Partnership, or Form T-19A Affidavit To Receive a Title for a Company, Corporation, or Partnership to:

Georgia Department of Revenue
Motor Vehicle Division
Attn: Title Processing Unit
Post Office Box 740381
Atlanta, GA 30374-0381

MVD personnel will stamp both original forms and return one of the two original powers of attorney to the submitter. The attorney-in-fact must submit a legible copy of this power of attorney showing the original is on file with MVD with each transaction in which they are acting as the company's attorney-in-fact. A *limited* power of attorney, Form T-8 Limited Power of Attorney, cannot be used to declare and acknowledge the mileage reading in the same assignment.

8. Expedited Title Process

The Expedited Title Process is when a title application is processed expeditiously through the Motor Vehicle Division's Customer Service Operations. There is a $10.00 special handling fee for **each** title application processed through this section. This special handling fee is in addition to the title fee and any title penalty fees due for late application. This service is available in-person or by mail. When applying by mail, please make sure the envelope is clearly marked to the attention of **'Expedited Title Processing'** and your check or money order includes the title fee, any title penalty fees due for late application, and the $10.00 special handling fee for each application.

9. Drop-off Box for Titles and Business Registration

A drop-off box is located at the Motor Vehicle Division Main Office, 4125 Welcome All Road, Atlanta, Georgia 30349, for transactions that are processed by the Motor Vehicle Division's Customer Service Operations, e.g. applications for title; applications for dealer, distributor, manufacturer or transporter license plates, etc. Please place the required documents and your payment (check or money order for the total fees due made payable to the Department of Revenue – **please do not remit cash)** in a sealed envelope **before** placing them in the drop-off box. Please indicate on the outside of the envelope the name of the processing office, 'Title Processing' for title applications or 'Business Registration' for applications for dealer, distributor, manufacturer or transporter license plates. Title applications submitted through the drop-off box require a completed MVD Title Drop-Off Transmittal Form. Applications placed in this box after 2:00 pm are considered received the next business day.

Drop-Off Box (Business Hours) *
White Mailbox Inside Lobby 4125 Welcome All Road Atlanta, Georgia 30349 *Place applications, check or money order, and required documents in envelope

Appendix 1 – Online Services

County Contact Database

Website where County Tag Offices can access information made available by the Georgia Department of Revenue, Motor Vehicle Division – Login and Password are required.

Georgia Electronic Insurance Compliance System (GEICS)

Insurance cards are not acceptable proof of Georgia liability insurance coverage when you are questioned by law enforcement, when you are registering your vehicle, or when you are renewing, replacing, or transferring your existing Georgia license plate (tag). Instead, a state maintained database is used to verify insurance coverage. For exceptions and more regarding vehicle owner's responsibilities, click here.

Government Vehicle Fee Assessment

This portal is for use by governmental agencies to determine their vehicle fee assessments. Agencies receive a letter once a year providing information on their vehicle fee assessments and due dates.

Pay Insurance Penalty

Payments of insurance penalties online are not processed the same day, but are subject to batch processing. For same-day service and credit, please go to the County Tag Office where the owner resides.

Plate Samples

The Plate Sample site provides pictures of all the specialty license plates. This site also provides: manufacturing fees, annual registration fees, annual license plate renewal fees, where funds go, and required forms.

Schedule MVD Appointments

Appointments for the MVD Main office location only. Services available are title, dealer, and miscellaneous.

Tag Renewal Fee Amount

Website provides license plate renewal fee when customer enters license plate number, last name/business name, street address, and zip code.

Tag Renewals

Provides online license plate renewal for participating counties. In order to use this portal:

- Ensure that address on renewal notice is correct. If not correct have address changed on driver's license first, and then have address changed at the County Tag Office where the owner resides.
- Identify your RIN number.
- Get an **emissions inspection**, if applicable. See Appendix A – Emissions Inspection Requirements, Georgia.
- Have current liability insurance coverage.

Note: There is a convenience fee for this service.

Title Ad Valorem Tax Calculator

Newly purchased vehicles that require a title are subject to Title Ad Valorem Tax (TAVT). This application provides an estimate of the TAVT owed.

Annual Ad Valorem Tax Calculator

Annual Ad Valorem Tax is due on any vehicle that does not require a title. This application provides an estimate of the Annual Ad Valorem Tax owed.

Vehicle Renewal Identification Number (RIN)

This application assists vehicle owners in identifying their RIN for online renewal of their license plates.

VIN Status

Allows motor vehicle owners to check their vehicle registration and insurance status in the Department's database.

Appendix 2 – Definitions

The following list of definitions is provided to aid users of this manual in understanding the terms generally used in the Georgia titling and registration processes,

Abandoned motor vehicle means a motor vehicle or trailer:
(A) Which has been left by the owner or some person acting for the owner with an automobile dealer, repairman, or wrecker service for repair or for some other reason and has not been called for by such owner or other person within a period of 30 days after the time agreed upon; or within 30 days after such vehicle is turned over to such dealer, repairman, or wrecker service when no time is agreed upon; or within 30 days after the completion of necessary repairs;
(B) Which is left unattended on a public street, road, or highway or other public property for a period of at least five days and when it reasonably appears to a law enforcement officer that the individual who left such motor vehicle unattended does not intend to return and remove such motor vehicle. However, on the state highway system, any law enforcement officer may authorize the immediate removal of vehicles posing a threat to public health or safety or to mitigate congestion;
(C) Which has been lawfully towed onto the property of another at the request of a law enforcement officer and left there for a period of not less than 30 days without anyone having paid all reasonable current charges for such towing and storage;
(D) Which has been lawfully towed onto the property of another at the request of a property owner on whose property the vehicle was abandoned and left there for a period of not less than 30 days without anyone having paid all reasonable current charges for such towing and storage; or
(E) Which has been left unattended on private property for a period of not less than 30 days.

Agricultural field use vehicle means a commercial truck designed specifically for field applications of fertilizers, poultry litter, and crop protection chemicals which is owned and operated by a farmer or business engaged in the sale and application of fertilizers, poultry litter, and crop protection chemicals and is operated primarily off the highway.

All-terrain vehicle is any motorized vehicle designed for off-road use which is equipped with four low-pressure tires, a seat designed to be straddled by the operator, and handlebars for steering.

Attorney-in-fact is a person granted authority to act on another person's or company's behalf. This authority is granted by the completion of a power of attorney.

Auto auction company means any business with an established place of business in Georgia that sells or offers for sale *used* motor vehicles to independent *used motor vehicle dealers* or to individual consumers. An auto auction company is considered an *independent used motor vehicle dealer.* See the definition of *independent used motor vehicle dealer* below.

Bus means every motor vehicle designed for carrying more than ten passengers and used for the transportation of persons and every motor vehicle, other than a taxicab, designed and used for the transportation of persons for compensation.

Business week means Monday through Friday or Saturday, if applicable.

Cancellation of vehicle registration can either be done by the Department or voluntarily by the owner.

- The Department can terminate by formal action because of an error or defect in the registration or because the person is no longer entitled to such registration, or
- The owner can voluntarily cancel vehicle registration when the vehicle is not being driven or is inoperable, to avoid insurance penalties.

Child support lien can be recorded on the certificate of title of any vehicle owned by a parent, a/k/a obligator, who has failed to pay child support. The Child Support Enforcement Agency of the Georgia Department of Human Services determines the vehicles titled in the obligator's name and follows the required procedures to record a child support lien against the obligator's title if they continue to fail to pay child support. There is **no** fee for recording a child support lien.

Commissioner means the Commissioner of the Georgia Department of Revenue.

Conforming title is a certificate of title that contains the language and security features required by the Federal Truth in Mileage Act. This title provides spaces in each title assignment for the sellers/transferors to record the vehicle's odometer reading at the time of sale or ownership transfer and boxes for the sellers/transferors to check when the vehicle's odometer exceeds the mechanical limits of the odometer or does **not** reflect the total actual distance the vehicle has traveled. If the vehicle is exempt from the odometer disclosure requirements, a box is provided that indicates the vehicle is 'exempt'. The sellers/transferors must print and sign their names in the spaces provided. The buyers must acknowledge the odometer declaration made by the sellers/transferors by printing and signing their names in the spaces provided in the title assignment containing the sellers'/transferors' odometer declaration. The face of a conforming title shows the vehicle's odometer reading or 'exempt' and whether or not the shown odometer reading reflects the total distance the vehicle has traveled. A conforming Georgia title will have a revision date of 3/88 or later.

Department means the Georgia Department of Revenue.

DOR is the abbreviation for the Georgia Department of Revenue. The Motor Vehicle Division (MVD) is a division of the Georgia Department of Revenue.

Dealer means a person engaged in the business of buying, selling, or exchanging vehicles that has an established place of business in this state.

Distributor means any person who, pursuant to a contract with a manufacturer, sells or offers to sell "new" motor vehicles to "new" motor vehicle dealers.

Doing business as (DBA) refers to someone who is doing business under a different business name.

Dump truck is a truck designed to haul cargo and to self-unload by gravity or mechanical means and to be used to haul free or other loose materials in bulk.

Electronic Lien on Title (ELT) is lien perfection that is indicated on the Department of Revenue database for which a paper title will not be printed until the lienholder/security interest holder requests the title once the lien or security interest has been satisfied.

Established place of business – new motor vehicle dealer per O.C.G.A. § 40-2-39 is a permanent salesroom or sales office of a new motor vehicle dealer, which permanent salesroom or sales office is located in a permanent building on an open lot and which is marked by an appropriate sign and at which a permanent business of bartering, trading, or selling of new motor vehicles is carried on in good faith.

Established place of business – used motor vehicle dealer per O.C.G.A. § 43-47-2 is a salesroom or sales office in a building or on an open lot of a retail used car dealership or at which a permanent business of bartering, trading, offering, displaying, selling, buying, dismantling, or rebuilding wrecked or used motor vehicles or parts is carried on, or the place at which the books, records, and files necessary to conduct such business are kept. Each such place of business shall be furnished with a working telephone listed in the name of the licensee for use in conducting the business and shall be marked by an appropriate permanent sign as prescribed by Georgia law.

Farm truck or farm trailer means a truck or trailer for which the owner submits a sworn statement as a part of the registration application to the effect that the vehicle is used primarily on and is domiciled upon a farm primarily for the carriage of unprocessed products of the farm.

Farm vehicle means a vehicle or combination of vehicles owned by a farmer or rancher, which are operated over public highways and used exclusively to transport unprocessed agricultural or livestock products raised, owned, and grown by the owner of the vehicle to market or a place of storage; and shall include the transportation by the farmer or rancher of any equipment, supplies, or products purchased by that farmer or rancher for his own use and used in the farming or ranching operation or used by a farmer or rancher partly in transporting agricultural products or livestock from the farm or ranch of another farmer or rancher that were originally grown or raised on that farm or ranch or when used partly in transporting agricultural supplies, equipment, materials, or livestock to the farm or ranch of another farmer or rancher for use or consumption on that farm or ranch but not transported for hire.

Federal Truth in Mileage Act is the federal law that requires an odometer disclosure by the seller/transferor at the time of sale or ownership transfer of a motor vehicle not exempt from these requirements. This law also requires the buyer/transferee to acknowledge the seller's odometer declaration by printing and signing the buyer's name.

Federal Employer Identification Number (FEIN) is a nine-digit number issued by the Internal Revenue Service (IRS) to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns.

Fieri Facias (Fi fa) is a Latin word meaning "that you cause (it) to be done." It is a legal document issued by a court commanding action, e.g. commanding a sheriff to seize a judgment debtor's goods and personal property in settlement of a debt. This document is required when applying for a title reflecting a judgment lien.

Fleet policy means a commercial vehicle policy that insures two or more vehicles that are not identified individually by vehicle identification numbers on the policy or a commercial policy that is subject to adjustment by audit for vehicle changes at the end of the policy period.

Franchise dealer is any person with an established place of business in Georgia engaged in the business of buying, selling, exchanging or leasing *new* motor vehicles under a franchise agreement with a vehicle manufacturer and holding a current master dealer license plate issued by MVD.

Georgia Automobile Dealers Association (GADA) is an association of Georgia franchise or *new* motor vehicle dealers.

Georgia Independent Automobile Dealers Association (GIADA) is an association of Georgia independent (used) motor vehicle dealers. Auction companies, auto brokers, retail used car dealers and wholesalers are considered independent *used* motor vehicle dealers.

Gross Vehicle Weight (GVW) means the total weight of a vehicle including its load.

Gross Vehicle Weight Rating (GVWR) is the maximum operating weight of the vehicle as specified by the manufacturer including the vehicle's chassis, body, engine, engine fluids, fuel, accessories, driver, passengers and cargo but excluding that of any trailer.

Hearing impaired person means any person whose hearing is totally impaired or whose hearing is so seriously impaired as to prohibit the person from understanding oral communications when spoken in a normal conversational tone.

Independent used motor vehicle dealer is any person with an established place of business in Georgia engaged in the business of buying, selling or exchanging *used* motor vehicles and who is licensed with the State of Georgia, Secretary of State, State Board of Registration of Used Motor Vehicle Dealers and Used Motor Vehicle Parts Dealers and holds a valid master dealer license plate issued by MVD.

Initial registration period means the 30-day period immediately following the date of purchase or other acquisition of a new or used motor vehicle, including tractors, motorcycles or trailers.

Judgment lien is a lien created by operation of law and not by contract or agreement with respect to a vehicle. For example, if the owner of a motor vehicle does **not** pay a creditor, the creditor can take the case to court and obtain a judgment against the owner. This court order gives the creditor permission to place a *lien* on any vehicle owned by the person the judgment is against.

Lapse is defined by the Department as ten or more days during which the records of the department do not reflect that a motor vehicle was covered by a policy of minimum motor vehicle insurance coverage.

Lessee is a person, firm or corporation who has the legal possession and control of a vehicle owned by another under the terms of a lease agreement.

Lessor is a person, firm or corporation which, under the terms of a lease, grants the legal right of possession, control of and responsibility for the operation of the vehicle to another person, firm or corporation.

Lien means any lien created by operation of law and not by contract or agreement.

Lienholder is a person holding a lien created by operation of law on a motor vehicle.

Low-speed vehicle means any four-wheeled electric vehicle whose top speed attainable in one mile is greater than 20 miles per hour but not greater than 25 miles per hour on a paved level surface and which is manufactured in compliance with those federal motor vehicle safety standards for low-speed vehicles set forth in 49 C.F.R. Section 571.500 and in effect on January 1, 2001.

Manufacturer means a person/company engaged in the manufacture of vehicles and who has an established place of business in this state.

Manufacturer's statement of origin (MSO) is a legal document issued by the vehicle's manufacturer certifying its origin. It contains a complete description of the vehicle (e.g. year model, vehicle make, model name and/or number, weight, etc.); spaces for assignment on the face to the purchasing dealer and additional spaces on the reverse side for additional assignments. Statements of origin for motor vehicles must be printed with a 'secure' process to deter counterfeiting. This document is often referred to as the vehicle's birth certificate.

Moped means a motor driven cycle equipped with two or three wheels, with or without foot pedals to permit muscular propulsion, and an independent power source providing a maximum of two brake horsepower. If a combustion engine is used, the maximum piston or rotor displacement shall be 3.05 cubic inches (50 cubic centimeters) regardless of the number of chambers in such power source. The power source shall be capable of propelling the vehicle, unassisted, at a speed not to exceed 30 miles per hour (48.28 kilometers per hour) on level road surface and shall be equipped with a power drive system that functions directly or automatically only, not requiring clutching or shifting by the operator after the drive system is engaged.

Motor driven cycle means every motorcycle, including every motor scooter, with a motor which produces not to exceed five brake horse-power, every bicycle with a motor attached and every moped.

Motor home means every motor vehicle designed, used, or maintained primarily as a mobile dwelling, office, or commercial space.

Motor vehicle means every self-propelled vehicle intended primarily for use and operation on the public highways, except farm tractors and other machines and tools used in the production, harvesting, and care of farm products and except construction equipment.

Motor vehicle broker is an independent used car dealer. See the definition of independent dealer above.

Motorcycle or motor scooter is a motor vehicle having a seat or saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground, but excluding a tractor, a moped and an all-terrain vehicle.

Motorized cart means every motor vehicle having no less than three wheels and an un-laden weight of 1,300 pounds or less and which cannot operate at more than 20 miles per hour.

MVD is the abbreviation for the Motor Vehicle Division of the Georgia Department of Revenue.

New motor vehicle means a motor vehicle which is not a demonstrator and has never been the subject of a sale at retail to the general public. If a vehicle is issued in several owners' names reflecting the

vehicle as new and the title is assigned to omit one of the owners' names, the status of the vehicle remains new. For example, a title reflecting the vehicle status as new is issued to Joe Smith and Mary Smith. If Joe Smith assigns the title to Mary Smith, the status remains the same.

Non-conforming title is a title that does **not** conform to the Federal Truth in Mileage Act by having the required security features and language.

Nonresident means any person who does not reside in the State of Georgia but who accepts employment or engages in any trade, profession, or occupation in the state or enters his children in the public schools of this state.

Obligator is the parent who owes child support.

O.C.G.A. is the acronym for the Official Code of Georgia Annotated (Georgia Law).

Odometer is a device affixed to a motor vehicle by the vehicle's manufacturer that measures the distance the vehicle travels.

Odometer discrepancy is when the mileage recorded on the documents required to secure a title contains a discrepancy, e.g. the recorded mileage either is altered or decreases. The mileage throughout the chain of ownership should increase in number.

Odometer disclosure is a requirement of the Federal Truth in Mileage Act. The sellers must disclose the odometer reading and the buyers must acknowledge the odometer declaration by printing and signing their name to the transfer document.

Operator means any person who drives or is in actual physical control of a motor vehicle.

Owner means a person, other than a lienholder or security interest holder, having the property in or title to a vehicle.

Passenger car means every motor vehicle, except motorcycles, motor driven cycles, and low-speed vehicles, designed for carrying ten passengers or less and used for the transportation of persons.

Permanently disabled person means a person with disabilities whose disability or incapacity can be expected to last more than 180 days.

Person means every natural person, partnership, corporation, association, trust, estate, or any other legal entity.

Pole trailer means every vehicle without motive power designed to be drawn by another vehicle and attached to the towing vehicle by means of a reach or pole, or by being boomed or otherwise secured to the towing vehicle, and ordinarily used for transporting long or irregularly shaped loads such as poles, pipes, or structural members capable, generally, of sustaining themselves as beams between the supporting connections.

Power of attorney (POA) is a legal document authorizing another to act as one's agent or attorney. The agent is the attorney-in-fact and their power is revoked upon the death of the person granting the

authority. Such power of attorney may be general or special. Vehicle owners may designate someone to transact business on their behalf by completing Form T-8 Limited Power of Attorney.

Private truck or private trailer means a truck or trailer other than a farm truck, a farm trailer, farm vehicle, or a truck or trailer operated *for hire* by a common or contract carrier.

Primary owner or **primary lessee** is the vehicle owner or lessee whose name is shown first on the vehicle title or registration certificate (tag receipt).

Proof of mailing within the appropriate time periods shall be the U.S. Postal Service postmark.

Proof of minimum insurance coverage means the receipt from an insurer by the Department of notice of such insurance coverage by electronic transmission or other means approved by the Department.

Public sale according to O.C.G.A. § 40-11-6 means a sale held at a place reasonably available to persons who might desire to attend and submit bids; at which those attending shall be given the opportunity to bid on a competitive basis; at which the sale, if made, shall be made to the highest and best bidder; and, except as otherwise provided in Title 11 for advertising or dispensing with the advertising of public sales, of which notice is given by advertisement once a week for two weeks in the newspaper in which the sheriff's advertisements are published in the county where the sale is to be held, and which notice shall state the day and hour, between 9:00 A.M. and 5:00 P.M., and the place of sale and shall briefly identify the goods to be sold.

Rebuilt motor vehicle means any motor vehicle which has been damaged and subsequently restored to an operable condition by the replacement of two or more major component parts.

Registration period means the period of time the owner has to register their vehicle in this state. In the majority of counties in this state, an individual's registration period is the 30-day period of time ending at midnight on the primary owner's birthday. The primary owner is the vehicle owner whose name is shown first on the vehicle title or registration certificate.

Rejection notice is a letter that MVD or the County Tag Office mails with all received documents when an application for title is incomplete or incorrect. The letter indicates why the title cannot be issued and additional requirements for title issuance. To avoid an additional title penalty fee from being assessed, compliance with the 'rejection notice' must be made within 60 days of the letter's date.

Release of lienholder or security interest is when a recorded lienholder or security interest holder either completes the spaces provided on the title for releasing their interest in a motor vehicle or they complete a Form T-4 Notice of Satisfaction of Security Interest or Lienholders Affidavit. Any recorded lien or security interest is **not** removed from MVD records until a title is applied for and issued.

Resident means a person who has a permanent home or abode in Georgia to which, whenever they are absent, they have the intention of returning. It is assumed that any person who has been present in the state for 30 or more days, except for infrequent, brief absences, is a resident.

Revocation of vehicle registration means the termination by formal action of the Department of a vehicle registration, which registration shall not be subject to renewal or restoration, except that an application for a 'new' registration may be presented and acted upon by the Department after the expiration of the applicable period of time prescribed by law.

Self-insurer means any motor vehicle owner who has on file with the Georgia Insurance and Safety Fire Commissioner's Office (ICO) an 'approved' self-insurance plan providing coverage, benefits, and efficient claims handling procedures equivalent to those provided by an automobile liability insurance company and complies with all state laws, rules and regulations. A self-insured insurance information card must be accompanied by a certificate of self-insurance issued by the Georgia Insurance and Safety Fire Commissioner's office for it to be acceptable proof of liability insurance.

Semitrailer means every vehicle with or without motive power, other than a pole trailer, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that some part of its weight and that of its load rests upon or is carried by another vehicle.

Special mobile equipment means every vehicle not designed or used primarily for the transportation of persons or property and only incidentally operated or moved over a highway, including but not limited to: ditch-digging apparatus, well-boring apparatus, and road construction and maintenance machinery such as asphalt spreaders, bituminous mixers, bucket loaders, tractors other than truck tractors, ditchers, leveling graders, finishing machines, motor graders, road rollers, scarifiers, earth-moving carryalls and scrapers, power shovels and drag lines, and self-propelled cranes and earth-moving equipment. The term does not include house trailers, dump trucks, truck mounted transit mixers, cranes or shovels, or other vehicles designed for the transportation of persons or property to which machinery has been attached.

Supporting documents consist of those documents that support and substantiate the information reflected on a title application. They include but are not limited to: a title, statement of origin, bills of sale, lien releases, affidavits, powers-of-attorney, etc.

Surety bond is a bond issued by a bonding, surety or insurance company licensed to do business in Georgia made payable to the Revenue Commissioner. As a condition of issuing a certificate of title, when the required ownership documents, e.g. title, etc. are unobtainable, the vehicle owner may apply for a certificate of title with a certificate of title bond. The Commissioner has the right to recover on the bond for any breach of its conditions, but the total liability of the surety to all persons shall **not** exceed the amount of the bond. The bond shall expire at the end of four years unless the commissioner has been notified of a breach of a condition of the bond.

Suspension of vehicle registration means the temporary withdrawal by formal action of the department of a vehicle registration, which temporary withdrawal shall be for a period specifically designated by the department.

Temporarily disabled person means a person with disabilities whose disability or incapacity can be expected to last for not more than 180 days and shall include, but not be limited to, any woman who is pregnant, and who presents a sworn affidavit of a medical doctor attesting to a medical need for access to parking for persons with disabilities.

Temporary license plate means an official MVD Temporary Operating Permit (TOP) sticker attached to heavy stock paper and printed with the vehicle information and expiration date.

Title Ad Valorem Tax (TAVT) is a one-time tax imposed on the fair market value of the vehicle. The TAVT varies and can go as high as 9%. Salvage vehicles are subject to TAVT of 1% of the fair market value of the vehicle. Credit is allowed for a trade-in in a dealer transaction. New residents moving into Georgia must pay 50% of the TAVT within 30 days of establishing residency, and the remaining 50% must be paid within the next 12 months.

Tractor means any self-propelled vehicle designed for use as a traveling power plant or for drawing other vehicles but having **no** provision for carrying loads independently.

Trade shows means the display or solicitation for sale of 'new' motor vehicles at a location other than the established place of business at which the sales transaction is accomplished or at which delivery of the 'new' motor vehicle is completed.

Trailer means any vehicle operated over the public roads of this state without motive power when the vehicle is designed for carrying persons or property, either partially or wholly, on its own structure and is designed for being drawn by a self-propelled vehicle.

Truck means every motor vehicle designed, used, or maintained primarily for the transportation of property.

Truck tractor means every motor vehicle designed and used primarily for drawing other vehicles and not so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.

Used motor vehicle means any motor vehicle which has been the subject of a sale at retail to the general public. If a title is issued in one owner's name reflecting the vehicle as new and the title is assigned to the same owner and another person, the status of the vehicle becomes used. For example, a title reflecting the vehicle status new is issued to Joe Smith. If Joe Smith assigns the title to Joe Smith and Mary Smith, the status becomes used.

Vehicle means every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, except devices used exclusively upon stationary rails or tracks.

Visitor means a person who does not reside in Georgia and who does not meet the definition of a nonresident.

Wholesaler means a person who sells or distributes *used* motor vehicles to motor vehicle dealers in this state, has a sales representative in this state, or controls any person who offers for sale, sells, or distributes any *used* motor vehicles to motor vehicle dealers in this state. A wholesaler is considered an independent used car dealer.

Appendix 3 – Emissions Inspection Requirements

Your vehicle must pass an annual vehicle emissions test in the following 13 Georgia counties: Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Paulding, and Rockdale. To register, renew or transfer your license plate, the emissions inspection report must be electronically submitted to the Georgia Department of Revenue. For a list of exempt vehicles, cost, inspection station locations, directions, waivers/extensions, acceptable proof of inspection, etc., please contact the Georgia Clean Air Force.

It is recommended that you have your vehicle tested four to six weeks prior to your registration renewal date (typically the 30-day period of time ending at midnight on the primary vehicle owner's birthday), to allow time for any repairs needed.

An emissions test is valid for 12 months or one registration renewal by the same owner. The three most recent model year vehicles and vehicles that are 25 model years or older are exempt from emissions testing.

Appendix 4 – Motor Vehicle Ad Valorem Tax

Ad Valorem is a Latin phrase meaning "according to the worth." The ad valorem tax in Georgia is a local tax collected by the County Tax Commissioner to meet the financial needs of various levying authorities in your county of residence and is based on the vehicle's value. A vehicle's value is determined by calculating 50% of the published wholesale value plus 50% of the published fair market value as listed in nationally accepted market guides as of January 1 of each tax year. Taxpayers wishing to dispute the taxable value of their vehicle may do so only through the local County Tax Assessor's Office. For more information on filing an appeal, taxpayer's should contact the Tax Assessor's Office in the county where they reside no later than the due date of the registration.

Appendix 5 – QR Codes

Motor Vehicle Main Page	
Find County Tag Office	
Self-Service Kiosk	
County Contact Database Online	
Georgia Electronic Insurance Compliance System (GEICS) Online	
Government Vehicle Fee Assessment Online	

Pay Insurance Fine Online	
Specialty License Plate Samples	
Tag Renewal Fee Calculator	
Tag Renewals Online	
Title Ad Valorem Tax Online Calculator	
Annual Ad Valorem Online Calculator	

Vehicle RIN Online	
Vehicle Insurance Status Online	
Title and Registration Information	
Insurance Information	
Dealers, Distributors, Manufacturers, Transporters Information	
Commercial Vehicle Registration Information	

Customer Service Operations Information	

Appendix 6 – Acronyms

AAMVA	American Association of Motor Vehicle Administrators
AAVT	Alternative Ad Valorem Tax
ACH	Automated Clearing House Payment Process
AFV	Alternative Fuel Vehicle
BHPH	Buy Here Pay Here (Directly Financed Dealer)
CCDB	County Contact Database
COHD	County Help Desk
COS	Cancelled Out of State
CSO	Customer Service Operations
CTO	County Tax/Tag Office
DBA	Doing Business As
DDS	Department of Driver Services
DL	Driver's License
DLN	Document Location Number
DOR	Department of Revenue
DOT	Department of Transportation
DRIVES	Drivers Record and Integrated Vehicle Enterprise System
EFT	Electronic Funds Transfer
ELT	Electronic Lien Title
ETR	Electronic Title and Registration
FMSCA	Federal Motor Carrier Safety Administration
FMV	Fair Market Value
GATO	Georgia Association of Tax Officials
GADA	Georgia Automobile Dealers Association
GIADA	Georgia Independent Automobile Dealers Association
GEICS	Georgia Electronic Insurance Compliance System
GIMC	Georgia Intrastate Motor Carrier
GRATIS	Georgia Registration and Title Information System
GTT	Georgia Title Transfer
GVW	Gross Vehicle Weight
GVWR	Gross Vehicle Weight Rating
IFTA	International Fuel Trade Agreement
IRP	International Registration Plan
ITD	Information Technology Division
JTWROS	Joint Tenants With Rights Of Survivorship
LGS	Local Government Services
MCO	Manufacturer's Certificate of Origin
MSO	Manufacturer's Statement of Origin
MV	Motor Vehicle
MVD	Motor Vehicle Division
NADA	National Automobile Dealer Association

NCIC	National Crime Information Center
NHTSA	National Highway Traffic Safety Administration
NICB	National Insurance Crime Bureau
NMVTIS	National Motor Vehicle and Title Information System
OOS	Out Of State
OPC	Official Payments Corporation
PLT	Plate
POA	Power of Attorney
PSUSP	Pending Suspension
RIN	Renewal Identification Number
SCR	System Change Request
SME	Special Mobile Equipment
SME	Subject Matter Expert
SUSB	Bad Check Suspension
SUSM	Multiple Suspensions
SUSP	Suspension
TAVT	Title Ad Valorem Tax
TC	Tax Commissioner
TIE	Title Image and Exam
TOP	Temporary Operating Permit
TP	Title Processing
UCR	Unified Carrier Registration
VIN	Vehicle Identification Number

Insurance

B	Binder
F	Fleet
G	Military
S	Self-Insured
D	Declaration
C	Commercial
M	Military W/ MV-18G
OPN	Open
CLO	Closed
BCK	Back-out
OVR	Override
TMP	Temporary Lapse
SUSL	Suspension due to Lapse
SUST	Suspension due to Termination
SUSE	Insurance suspension due to expired exception

Appendix 7 – MVD Forms List

Commercial Vehicle Forms

HVUT-1 County Certificate of 2290 Compliance
MV-141 Application for the Replacement of a Lost, Stolen or Mutilated I.R.P License Plate
MV-142 IRP Replacement Cab Card Request Form
T-138 IRP Vehicle Schedule A
T-138A IRP Vehicle Schedule A Continuation
T-139 IRP Mileage Schedule B
T-140 IRP Supplemental Application Schedule C
T-141 Application for the Replacement of a Lost, Stolen or Mutilated IRP License Plate
T-146 Georgia IRP Exemption to State and Local Ad Valorem/Title Ad Valorem Tax Fee Application
T-239 Georgia IRP Schedule G -New Account Application

Dealer Forms

MV Dealer Affidavit
MV-47 Dealer Internet Inquiry Registration Form
MV-6 Dealer, Distributor and Manufacturer License Plate Application
MV-6, MV-6a, and MV-6b
MV-6D Application for Transporter License Plates
MV-DF1 Georgia Department of Revenue Dealer Registration Directly Financed Dealer Sales
T-240 MV Dealer Temporary Site Permit Request
T-241 Application for an Out-of-State Recreational Vehicle Franchised Dealer Permit

IFTA Forms

IA-81 Replacement Check Request
IFTA Registration
Quarterly Fuel Tax Return IFTA100 2017

Refund Forms

MV-33 Georgia Department of Revenue (DOR) Title Ad Valorem Tax (TAVT) Refund Request
T-126 Georgia Department of Revenue Refund Request -Registration, Title & or Insurance Fees

Registration Forms

MV-1 DOR Motor Vehicle Title/Tag Application
MV-18 Affidavit of Correction
MV-18E Affidavit to Support a Request for Correction of the VIN Recorded on a Georgia Vehicle Title and Registration
MV-18G Service Members Affidavit for Mandatory Insurance Relief
MV-18J Application for Voluntary Registration Cancellation
MV-20 Request for Motor Vehicle Data
MV-30 Georgia Veteran's Affidavit for Relief of State and Local Title Ad Valorem Tax Fees
MV-300 Request for Cancellation of a Temporary Operating Permit
MV-33 Georgia Department of Revenue (DOR) Title Ad Valorem Tax (TAVT) Refund Request
MV-67 Affidavit of Exemption from State and Local Title Ad Valorem Taxes for Loaner Vehicles

MV-7 Application for a Replacement License Plate (Tag) and or Decal
MV-9B Personal Special Prestige License Plate Application
MV-9C Request for the Manufacture of a College or University Commemorative License Plate
MV-9D Disabled Person's Parking Affidavit
MV-9DB Disabled Person's License Plate Affidavit for a Business
MV-9Q Request for Manufacture of a State of Georgia Special Interest/Commemorative License Plate
MV-9W Request for Manufacture of a Special Veteran License Plate
MV-AFV Application and Verification for Issuance of an Alternative Fuel License Plate
MV-RL Request for manufacture of a Legislator Emeritus License Plate
PT-471 Service Member's Affidavit For Exemption of Ad Valorem Taxes For Motor Vehicles
PT-472NS Non-Resident Service Members Affidavit for Title Ad Valorem Tax on Motor Vehicles
T-158 Report of and/or Surrender of Georgia License Plate
T-200 Affidavit of Non-Receipt of an Original License Plate/Renewal Decal
T-215 Application for Issuance of a Special License Plate & Affidavit of Need and Eligibility
T-218 Authorization to Apply for a Regular Issue License Plate Following the Reinstatement of Driving
T-224 Affidavit of Ownership /Authentic Historical License Plate
T-226 Application to Extend the Registration Period of a Motor Vehicle
T-23 Homemade Trailer Affidavit
T-237 Relinquishment of a Georgia Prestige College Commemorative or Other Special License Plate Not Requiring Special Qualifications
T-8 Limited Power of Attorney

Title Forms

Georgia MVD Title Drop-Off Transmittal Form
MV-1 DOR Motor Vehicle Title/Tag Application
MV-100 Affidavit of an Assembled Vehicle Inspection
MV-15 Rental Certification Affidavit
MV-16 Affidavit to Certify Immediate Family Relationship
MV-18 Affidavit of Correction
MV-18A Affidavit to Support a Request for Correction of a Georgia Certificate of Title
MV-18E Affidavit to Support a Request for Correction of the VIN Recorded on a Georgia Vehicle Title and Registration
MV-1S Application for an original or Replacement 'Salvage' Title 'Only'
MV-1SP Cancellation of Certificate of Title for Scrap/Derelict Vehicles
MV-20 Request for Motor Vehicle Data
MV-20A Information Required for Production of Confidential Motor Vehicle Information/Documents
MV-31 Affidavit for Non-Profit Organizations
MV-34 Electronic Title & Registration (ETR) Change of Address Affidavit
MV-46 Motor Vehicle Certificate of Title Bond
MV-46A Affidavit Supporting Certificate of Title Bond Application
MV-46SI Salvage and Assembled Vehicle Inspector Bond
MV-603 Notice of an Abandoned Vehicle and Request for Information
MV-603A Abandoned Vehicle Affidavit
MV-603D Disposition Notice/ Derelict Vehicle Sale Only

MV-603I Abandoned Vehicle Affidavit - From Insurance Company or Company Storing Vehicle for Insurance Company
MV-603R Notice of Abandoned Vehicle Release
MV-603RF Abandoned Vehicle Affidavit - From Repair Facility Storing Vehicle
T-107 Odometer Discrepancy Affidavit
T-11 Affidavit of Correction
T-128 Missing Serial Plate Affidavit
T-129 Labor and Parts Certification
T-16 Affidavit of Repossession
T-17 Statement of Title Held by Lienholder, Security Interest Holder, or Leasing Company
T-19 Affidavit of Authority to Sign for a Company, Corporation or Partnership
T-19A Affidavit of Authority To Receive Title(s) and or Title Documents for a Company, Corporation or Partnership
T-19C Affidavit of Authority to Sign for a Company, Corporation or Partnership*
T-20 Affidavit of Inheritance
T-207A Foreign Document Affidavit - Owner's Declaration
T-207E English Translation of an Attached Bill of Sale
T-207T Translation of a Foreign Registration Certificate
T-214 Purchaser's Statement of Fact
T-216 Affidavit of Georgia Certificate of Title Lost in the Mail
T-227 One and the Same Affidavit
T-228 Affidavit of Fact for a Motorcycle or Motor Scooter
T-229 Mobile Home Certificate of Removal from permanent location
T-22B Certification of Inspection
T-22R Request for Inspection of a Rebuilt Motor Vehicle
T-230 Mobile Home Certificate of Destruction
T-234 Mobile Home Certificate of Permanent Location
T-4 Notice of Satisfaction of Security Interest or Lien Holders Affidavit
T-53 Notice of Additional Security Interest
T-53A Motor Vehicle Certificate of Title Lien Notice
T-53D Notice of Security Interest
T-56 Notice to Owner - Payment of a Total Loss Claim
T-7 Bill of Sale
T-77 Lien or Security Interest Holder Release to Department of Revenue Commissioner
T-8 Limited Power of Attorney
T-8B Limited Power of Attorney/Commercial Motor Vehicle Transactions

Revision Summary 10/17/2017

CHANGES			
Page #	**Section**	**Changed from:**	**Changed to:**
Page 19	A. Title Ad Valorem Tax (TAVT)	30 days	seven days
Page 53	10. Trusts	must signed	must be signed
Page 58	14. Guardianship	must submitted	must be submitted
Page 97	A. Stolen and Recovered Vehicles	for for	for
Page 129	A. Replacement Serial Plate Certificate of Inspection	Form T-22B	Form T-22 (link removed & added note that form available from CTO)
Page 149	4. How to Register Non-Titled Vehicles	Form T-22	Form T-22B
Page 160	14. Disabled Person's License Plates and Parking Permits Disabled Person's License Plate	• **Application**	• **Application for individual and institutions**

ADDITIONS		
Page #	**Section**	**Added:**
Page 87	6. Bonded Vehicle (Surety Bond)	• The vehicle should not be bonded for the last two current years. (example: 2016 and 2017)
Page 114	11. Mobile/Manufactured Home – Ownership Document	• There are exceptions when processing bonded mobile/manufactured homes for double and triple wides when the customer has a choice to have one or two titles issued and when it must be one with both sides combined.
Page 122	13. Replacement Title – Fee	When submitting title documents (by mail) to be processed *expeditiously*, you must clearly indicate on the outside of the envelope: **Attn: Expedited Processing.**
Page 160	14. Disabled Person's License Plates and Parking Permits Disabled Person's License Plate	• Application for Businesses - Form MV-9BD Disabled Person's License Plate Affidavit for a Business – instructions for completion are included on the form.
Page 267-269	Appendix 6 - Acronyms	DOT – Department of Transportation FMSCA – Federal Motor Carrier Safety Administration NADA – National Automobile Dealer Association NHTSA – National Highway Traffic Safety Administration NCIC – National Crime Information Center NICB – National Insurance Crime Bureau NMVTIS – National Motor Vehicle and Title Information System TOP – Temporary Operating Permit