



Department of
Revenue

January 2017

Title and Registration Reference Guide

Vehicle Services Division



VEHICLE TITLE AND REGISTRATION REFERENCE GUIDE

Purpose

This Guide is written to serve as a reference tool for Tennessee's County Clerks. Serving as deputy registrars and agents of the State, County Clerks share responsibility for administering Tennessee's motor vehicle title and registration laws.

Working in concert with the Department of Revenue's Vehicle Services Division, County Clerks strive to provide the highest level of customer service while adhering to laws and procedures aimed at ensuring all vehicles operated on the road are properly titled and registered. County Clerks also hold the important responsibility of collecting appropriate sales tax and other fees and taxes related to motor vehicles.

It is our hope that this Guide provides a framework for the consistent application of policies and procedures, helps simplify some of the more complex title and registration requirements, and makes it easier for County Clerks to assist and serve our customers.

Guide Format and Content

The Guide was specifically designed in an electronic format to allow readers to gain quick access to the most up-to-date information available on the Department of Revenue's website.

Readers may choose to read the Guide section by section, or search an A to Z list of topics. In some instances, links are provided to lead readers to forms or pages where more detailed information is available. While it may be useful to print off individual pages for sharing with customers or employees, the Guide was not designed to be printed.

The content of the Guide includes a wide range of topics that County Clerks routinely encounter when titling and registering vehicles. Statutory references have been included along with related topics and fees. While the Guide does not address special situations, it should serve as a reference for the most common questions and scenarios.

Suggestions for Future Updates

County Clerks are encouraged to contact Revenue's Vehicle Services Division Director, Allison.Raymer@tn.gov for questions or issues not addressed in this Guide or to suggest ways we can make the Guide more useful.



How to use this Guide (Quick Reference)

Recommendations for efficient and successful 'Guide' search/use methods.

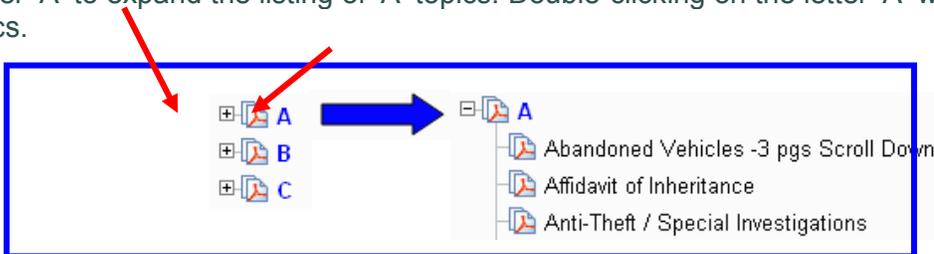
Revised 07/21/2015

Note: Videos of these steps can be found on the [For County Clerks Section / County Clerk Resources Page](#)

To Close right-side Panel of Adobe Reader Panel (TOOLS | SIGN | COMMENT) please press "F8" twice (2X)

I. BOOKMARKS

The use of Bookmarks is the recommended search-method for finding Vehicle Title and Registration information in this Guide. Once the Guide is opened, Bookmarks appear on the left-side of the document. Bookmarks are similar to a 'Table of Contents' and lists 'Topics of Interest' in an **A – Z** format. To find a 'Topic of Interest', example: **Abandoned Vehicles**, click the plus sign (+) in front of the letter 'A' to expand the listing of 'A' topics. Double-clicking on the letter 'A' will also open the listing of topics.

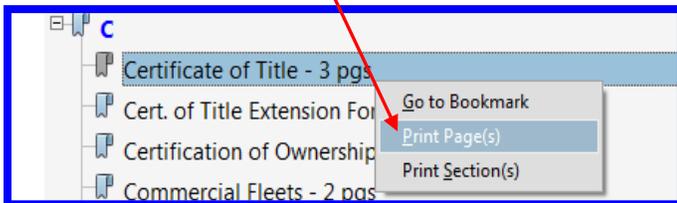


Select **Abandoned Vehicles** and the corresponding page of related information will appear in the 'Page View' or right-side of the document.

II. PRINTING A PAGE – Printing the entire (360 plus pages) of 'The Guide' is *NOT* recommended. However, there are times when printing a page or two is necessary.

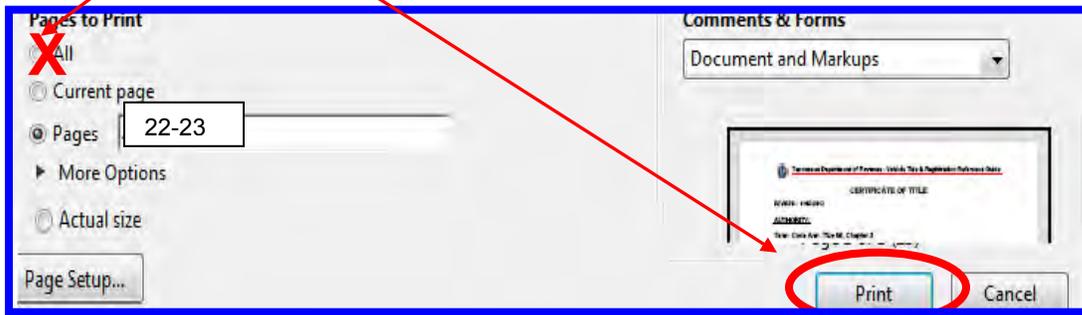
Recommended Steps:

- Select a Bookmark Topic and right-click
- Click on **Print Page(s)**



Print Page Pop-up:

- Verify '**All**' has *NOT* been selected. Select either 'Current page, Pages or a range
- Select **Print**



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How to Use this Guide cont.

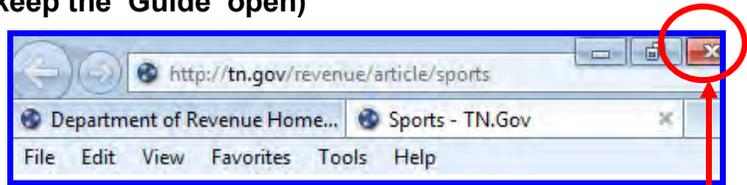
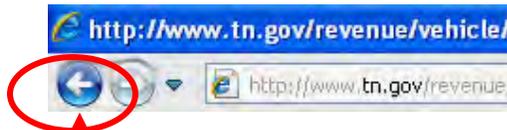
III. FIND & SEARCH

You can also use the Hot Key Function 'CTRL +F' or click the 'Find Field'  or  at the top of the toolbar and enter the word(s) you are looking for. Be sure to 'hit' the enter key to **see all** instances of the word(s) within the Guide. This is similar to an internet topic like search. Use the Hot

Key Function 'Shift+CTRL+F' or click the  at the top toolbar or on the side toolbar under Bookmarks and enter the word(s) you are looking for in the pop-up. To narrow your search results you can mark

'Whole Words only & Include Bookmarks'. This is similar to an internet topic like search.

IV. BACK SPACE on browser page (To keep the 'Guide' open)



Once you are finished with a hyperlink page (ie. Fees/Fill-in Forms), click the 'back arrow' on the top left-side of your browser page. Do *not click* the red 'X' at the top right of the page. This will completely close the 'Guide'.

Note: To download a free version of Adobe Acrobat Reader, [click here](#). There may be different 'views' of the Guide depending on your Adobe Reader Version.

How To Use This Guide – Additional Detailed Information

Note: Since there are different Adobe Reader Versions, some 'views' may look different. Most of these instructions used Adobe Reader XI.

• **Initial View (2-part Pane View)**

- The 'Guide' will open in a 2-part 'Pane' View. **Bookmarks Pane** will be on the left-side of the document and **Page View Pane** will be on the right-side. Once a bookmark is selected, the corresponding page will appear to the right of the Bookmarks.

• **Full-Page View**

- Full Page View (no Bookmarks) - Click on the  to close Bookmarks Pane for a full Page View with a larger reading area.
- Click  icon (bookmarks) to return to the previous 2-part Bookmarks and Page Pane View.



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How to Use this Guide cont.

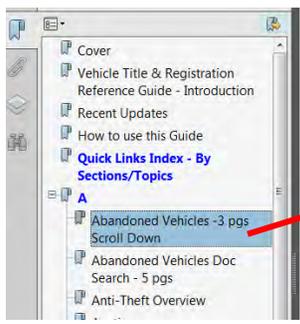
• Full-Page View – Resize

- Increase or decrease the Bookmark/Page View Pane area by sliding the dividing bar  between the View Panes to the left or right.



• Bookmarks Information

- Bookmarks are similar to 'Chapters in a book' or a 'Table of Contents'.
- Use the Bookmarks Pane View to quickly locate a specific topic pertaining to Vehicle Title or Registration information within the 'Guide'. Click on the topic to access the page.





Tennessee Department of Revenue - Vehicle Title & Registration Reference Guide

ABANDONED VEHICLES

Request for Verification of Ownership on Vehicles Found Abandoned/Immobile or Unattended

REVISED: 11/21/2012

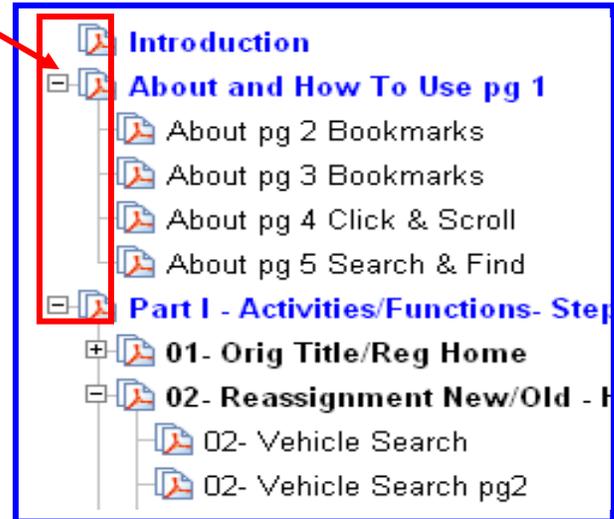
AUTHORITY:
Tenn. Code Ann. Sections 55-2-106, 55-3-101, 55-4-101, 55-16-101 to 112, 55-23-103 and 104, 66-14-101 to 106 and 66-19-103

Continued on next page



How to Use this Guide cont.

- **Bookmarks – Expand/Collapse** Acrobat Reader XI Version
 - To expand **any** bookmark, **click** the plus sign (+) and additional related bookmarks/subfolders will appear.
 - Click on the minus sign (-) to collapse a specific bookmark.



- **Toolbar Missing** – Sometimes the Adobe Reader toolbar is *missing* from the 'Guide'. To show the Adobe Reader Tool bar, click on the  icon which will appear when you move the mouse to the bottom center of the page.

Tennessee Department of Revenue - Vehicle Title & Registration Reference Guide

AUCTIONS

REVISED: 11/02/2012

AUTHORITY:
Tenn. Code Ann. Sections 55-17-102 and 62-19-101

DESCRIPTION:
An "Automobile
 • A "Public scenarios:
 ensed motor vehicle
 dealer, who is also licensed as an automobile auctioneer by the Tennessee

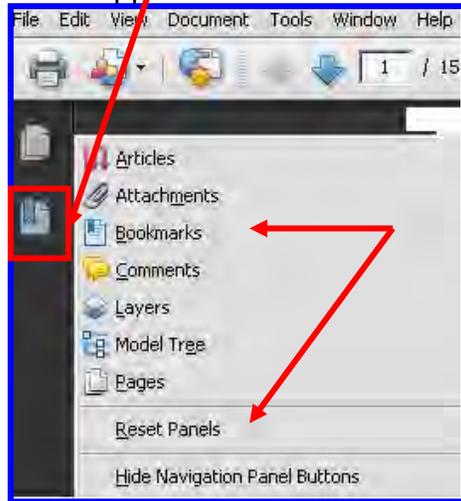
Show Adobe Reader toolbar

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How to Use this Guide cont.

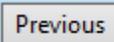
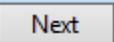
- **Bookmarks/Missing** – If at any time you lose your bookmarks, in Adobe Reader Versions *older* than Reader XI, try to retrieve them by clicking on the . If you are *still* unable to retrieve them, with the mouse do a right-click anywhere in the **black area** to the far left side of the 'Guide'. Select both  Bookmarks &  Reset Panels from the pop-up screen. They should reappear.



In newer versions of Adobe Reader, click on the bookmarks icon  on the left of the page if you need to view them.

- **Find** - Consider 'Bookmarks' as a sort of 'Table of Contents'. Just click on the topic listed on the left-side of the Guide under 'Bookmarks' and the corresponding page will appear on the right. Depending on your Adobe Reader Version, you may also click the 'Find Field'  or  at the top at the top of the toolbar and enter the word(s) you are looking for. Be sure to 'hit' the enter key to **see all** instances of the word(s) within the Guide. This is similar to an internet topic search. You can also use the Hot Key Function '**CTRL +F**'.

Example:

Type **signature** in the 'Find' field. Continue to Click   or the 'enter key' for additional instances of the word within the document. If there are multiple instances of the word, you may want to use the 'Search' option instead.



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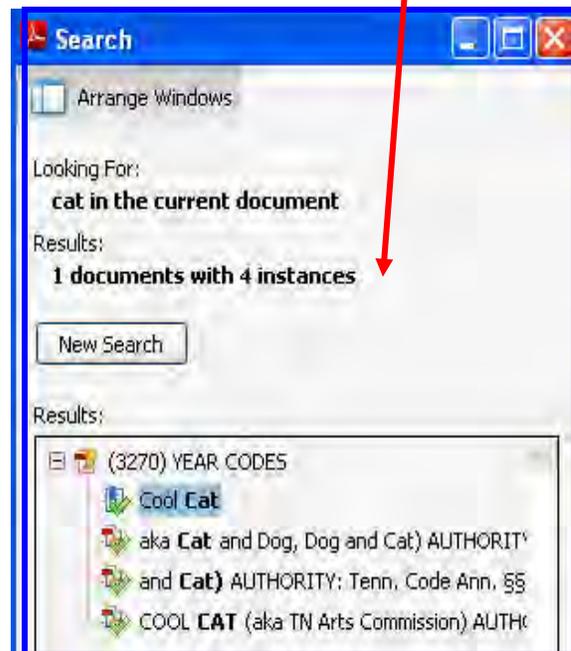
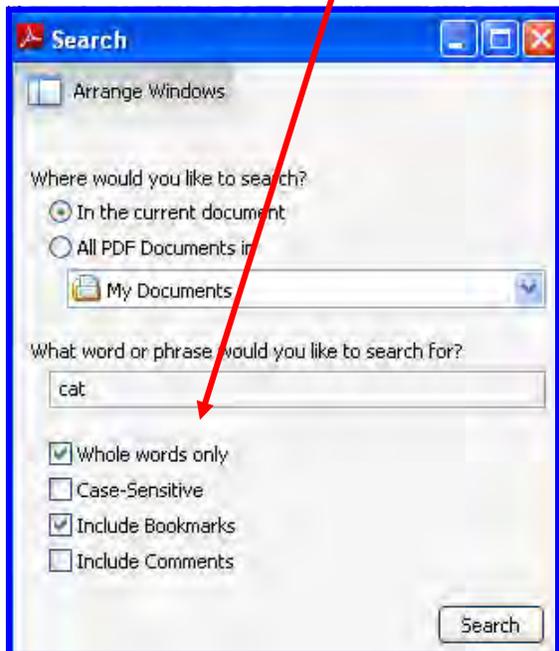


How to Use this Guide cont.

• **Search-Preferred Option**

Newer Adobe Reader versions use  on the top and side (bookmarks) toolbar or use the Hot Key Function **Shift+CTRL+F**.

Once 'Search' has been selected and the word has been entered, you can use **'Whole Words only & Include Bookmarks'** to narrow your search results.



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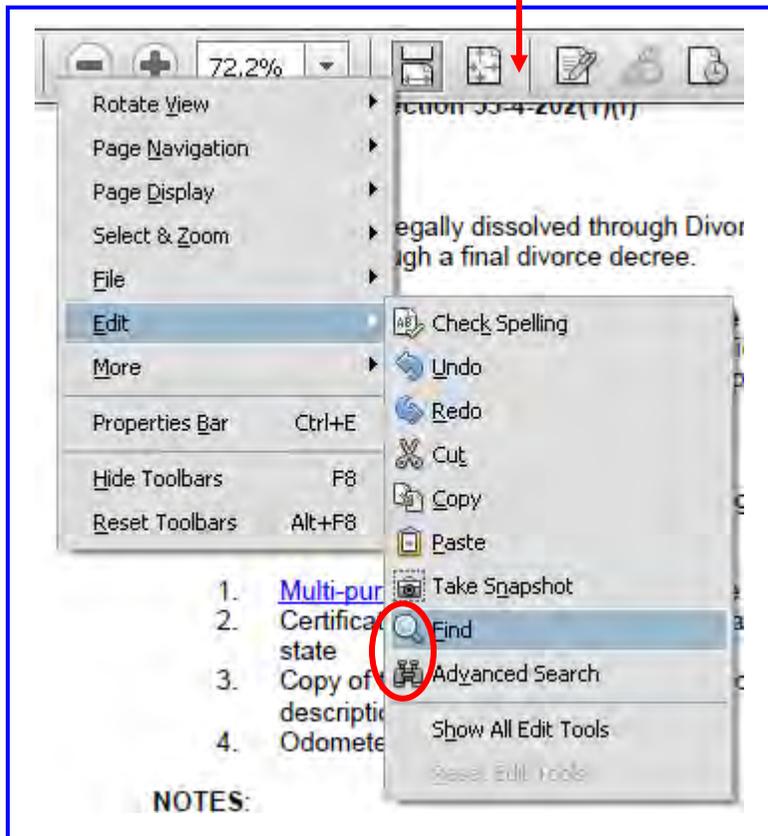


How to Use this Guide cont.

- **How to 'add' Search and Find to Tool Bar**

Toolbar Items in Adobe Reader

For faster changes to your top toolbar, **right-click** over a 'blank spot' on the top toolbar and select from the 'Edit' choices to add Find or Advanced Search icon buttons to the toolbar.



- **Scroll** - To View The Entire Page of Document.
 - Once a bookmark has been selected, half of the selected page may populate the screen. Click on the page view side of the document, and

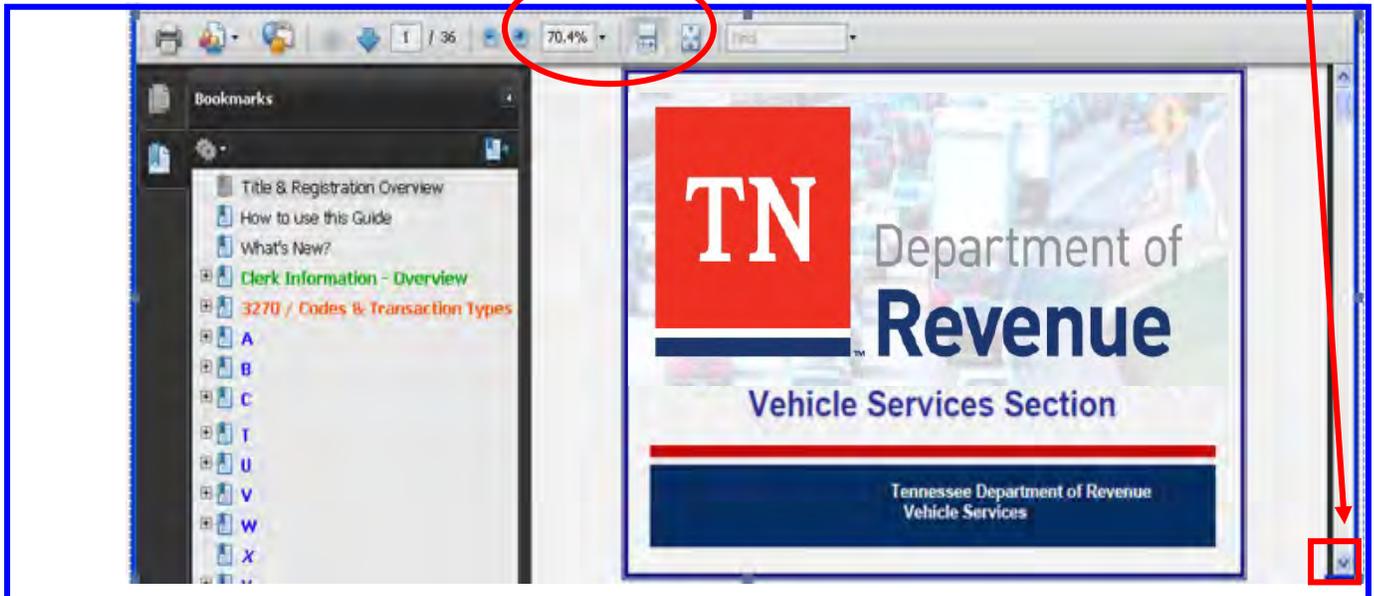
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Tennessee Department of Revenue - Vehicle Title & Registration Reference Guide

How to Use this Guide cont.

- use the mouse to scroll down to view the *entire* page. You can also Click on the down button or the scroll bar at the bottom right-side of the document.
- Click on the top tool bar for a 'thumbnail' full-size page view. Click on to zoom in/out or enter percentage amount to resize the page view.



- **PDF POP-Up View** – How to enlarge the '% View' or use 'Search and Find' in Class Code & Fee Schedule pop-up.

Issue Year	Class Code	Plate Format	PLATE DESCRIPTION	PLATE RANGE	STA
2008	1000	#####	AUTO	001AAA - 999ZZZ	\$2
		#####	AUTOMOBILE (REGULAR)	00021A - Z9999Z Over L, O and Q	\$2
2001	1010	#####	DISABLED DRIVER	DD00001 - DD99999	\$2
		#####		0000100 - 9999900	\$2
		#####		0000001 - 9999999	\$2
2002	1301	#####			\$1
2002	1302	#####			\$1
2002	1303	#####			\$1
2002	1304	#####			\$1
1994	1014	#####	TEMPORARY DISABLED PLACARD		\$1

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How to Use this Guide cont.

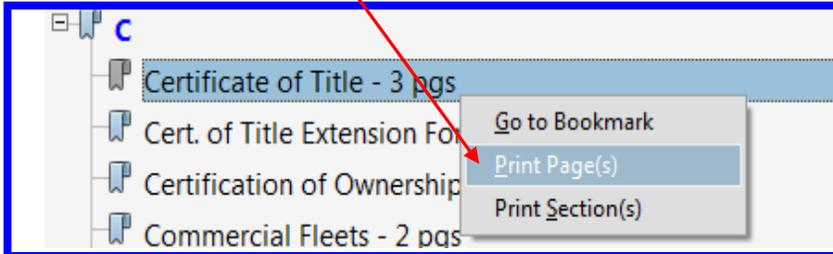
Vehicle Services Division



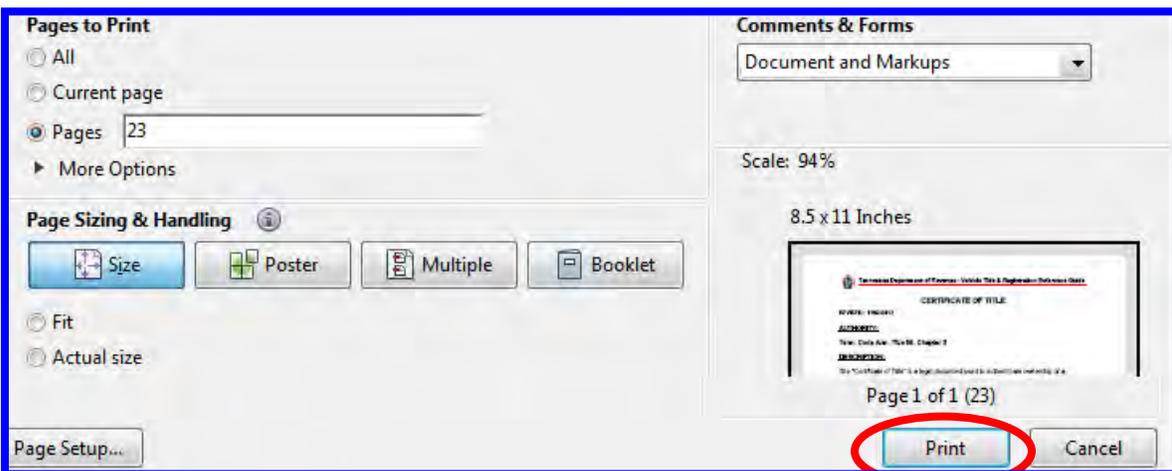
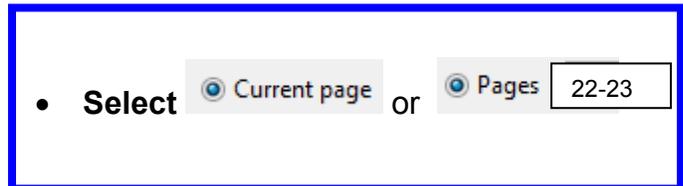
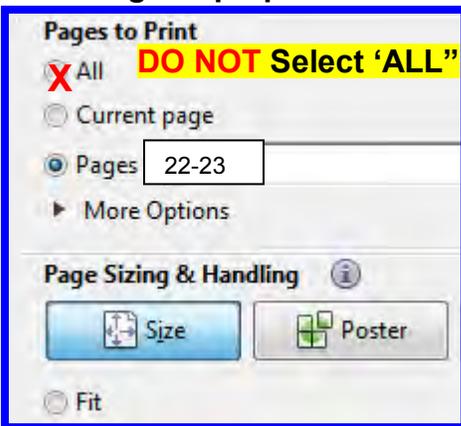
- **Printing a Page** – Printing the entire (460 plus pages) of ‘The Guide’ is NOT recommended. However, there are times when printing a page or two is necessary.

Recommended Steps:

- Select a Bookmark Topic and right-click
- Click on **Print Page(s)**



Print Page Pop-up:



- Verify ‘All’ has NOT been selected
- Select **Print**



Recent Guide Updates

(Click on link to access topic)

Recent Updates

01/04/2017

[Class I and Class II - Off-Highway Vehicles](#) - new plate

[Data Security for County Access](#) - updated form link to reflect current commissioner name

[Emission Requirements](#) - added TDEC emission link information

[Federal Heavy Highway Vehicle Use Tax](#) - added flow chart

[Nonprofit Organization](#) - new plate

[Registration Overview](#) - updated staggered and late-renewal requirements. Omit... *vehicles may be tested anywhere in the U.S.*

[Rescue Squad](#) - new image

[Monroe Carell Jr. Children's Hospital at Vanderbilt](#) - plate name change



Quick Links – Click on the topic below to hyperlink to the page

Revised 07/23/2015

FEES

Section 1 – Title Information	
Abandoned Vehicles Abandoned Vehicles Document Search Anti-Theft Overview Auctions Bill of Sale Certificate of Title Certificate of Title Extension Form Certification of Ownership Confiscated Vehicles County Title Issuance Recaps De -Titles Discharge of Lien Divorce Duplicate Title Executor of Estate Garagekeepers Lien Government Vehicles (Local) Government Vehicles Overview Inspections - Rebuilt (renamed) Inheritance Leased Vehicles Leasing Companies Titling Vehicles - Without Paying Sales and Use Tax Letters of Administration Letters of Testamentary Liens Overview	Low/Medium Speed Vehicles Military Overview Mobile/Manufactured Homes MSO – ‘Incorrect’ MSO Noting of Lien Odometer Overview Off-Highway Motor Vehicles Open Titles POA for Vehicle Transactions POA Other / POA Secure Repossession Sales Tax Exemption for Interstate - Commerce Motor Vehicles and Trailers Sales Under Special Conditions Overview Salvage/Non-Repairable Vehicles Scooters/Mopeds/Motorized Bicycles Secure Power of Attorney (POA) States Holding Titles Surety Bonds Surviving Spouse Title Brands Title Only Transfer of Ownership Trusts Vehicle Identification Number (VIN)
Section 2 – Registration Information	
Dealer Drive Out Tag Emission Requirements Farm Permits Heavy Vehicle Use Tax (HVUT)	Registration Overview Temporary Operation Permits (TOPs) Temporary Trailer Permit Trailers Undercover
Section 3 – Plates/Decals & Other Controlled Stock	
Certificate of Destruction/Controlled Stock Certificate of Destruction/License Plates Certificate of Destruction signed by all Control Stock Shipment - Miss./Damaged Decals Overview Destruction Procedures of Controlled Stock Destruction Procedures of License Plates Disabled Driver Decal Disabled Placards Overview	How to Introduce a New Plate How to Order License Plates How to Personalize a Plate Members of the Military Plates – Common Names Plates Overview Quarterly Inventory Reports

Continued on next page



Section 4 – Other Information	
Commercial Fleets Data Security – County Access DPPA (Drivers Privacy Protection Act) Fee – How to Calculate for Re-Registration Former State/Title Number System Entries Gift-A-Tag Military Overview Motor Carrier Manual Refunds	Reports Overview Revocations/Legal Hearing Office Review Sale of Emergency Vehicles Sales Tax Overview Second Stage Manufacturers TN T&R Forms and Website Links URL Document Links VIR (Vehicle Information Request)
Section 5 – TN3270 / Transaction Types / INFOPAC	
TN3270 – Abandoned Vehicle Doc Search TN3270 – Change Temp PW/New Employee TN3270 – Incomplete Record Look-up TN3270 – Letter System (DIRCM01) TN3270 – ‘Make’ Search Entries (VIN) TN3270 - Purge	Transaction Types (All) & Quick Reference INFOPAC – ‘Make’ Report Search INFOPAC – Printing INFOPAC – Processing Renewal Errors INFOPAC – Processing T & R Errors



ABANDONED VEHICLES

Request for Verification of Ownership on Vehicles
Found Abandoned/Immobile or Unattended

REVISED: 09/27/2015

AUTHORITY:

Tenn. Code Ann. Sections 55-2-106, 55-3-101, 55-4-101, 55-16-101 to 112, 55-23-103 and 104, 66-14-101 to 106 and 66-19-103

DESCRIPTION:

“**Abandoned Vehicle**” is a vehicle

- Over 4 years old left unattended on public property for more than 10 days
- In an obvious state of disrepair left unattended on public property more than 3 days
- On public or private property illegally parked for more than 48 hours
- On private property without owner’s consent for more than 48 hours
- Stored, parked or left in a garage, trailer park or other parking lot more than 30 consecutive days

“**Immobile Vehicle**” is a vehicle that is incapable of moving under its own power due to accident, breakdown, weather or other emergency situation.

“**Unattended Vehicle**” is a vehicle

- On public or private property unattended by the owner/operator that interferes with or prevents the normal flow of traffic; OR
- Left unattended due to the arrest of the owner/operator.

WHO CAN SUBMIT THE AV FORM (Authorized Users):

- Law Enforcement Agencies
- Tennessee Towing Companies
- Title Services
- Salvage Yard Companies

STEPS FOR AUTHORIZED USERS:

- Authorized Users must verify ownership of these vehicles, within three (3) business days of taking the vehicle into custody. The verification can be obtained in one of two ways:
 - By a law enforcement’s search of current motor vehicle records, provided through the **Tennessee Information Enforcement System (TIES)**, OR
 - By completing Part A of the [Request For Verification of Ownership On Vehicles Found Abandoned/Immobile Or Unattended Form](#) (AV form)
 - There is no fee for law enforcement submitting this form for processing.
 - Law enforcement must furnish authorization to tow

Continued on next page



Abandoned Vehicles pg. 2

- After owner information has been verified, authorized users must within three (3) business days notify by registered mail, return receipt requested, the last known registered owner of the vehicle(s).
- If there are no responses to the registered mail notice, authorized users must **place a notice in a newspaper** in the area where the vehicle was left abandoned. The ad can list multiples of such vehicles.
- If Law enforcement notifies the owner(s) and any lienholder by pre-seizure notice, they are not required to complete the AV form nor to make notification by registered mail.
- If the vehicle is still not reclaimed, authorized users may sell the motor vehicle at public auction.
- The buyer of the vehicle is given a sales receipt which is acceptable to
 - apply for title and registration with the department, or
 - transfer the vehicle to a demolisher for demolition, wrecking, or dismantling,
- The proceeds may be used to recover costs for expenses of this process (the storage, preservation, towing, registered mailing, newspaper ad, and the auction).
- The remainder of the proceeds must be held for forty-five (45) days for the owner or entitled lienholder, and then shall be deposited in the fund to cover expenses of this process.
- If the vehicle has been stored for a period of more than thirty (30) consecutive days, the authorized user must complete and submit Part B to the Department of Revenue, Vehicle Services Division.

STEPS FOR GARAGE KEEPERS/MECHANICS

- Garage keepers/Mechanics are required to follow the same steps as law enforcement or towing firms except they can only verify using the VIR form and there is always a fee for obtaining the information.
- If any estimate or repair has been made, the requester must apply for a Garagekeeper's Lien/Mechanics Lien. This would not fall under the Abandoned Vehicle Law.
- Licensed, Out-of-State Towing companies must file a Vehicle Information Request (VIR) form in order to obtain the current owner and lienholder information.

WHAT THE COUNTY CLERK SHOULD DO:

If a county clerk or county clerk staff is asked a question related to abandoned vehicles left unattended on public or private property, they can

- Refer them to the Vehicle Services Customer Call Center at 615-741-3101,
- Refer them to the [Request For Verification of Ownership On Vehicles Found Abandoned/Immobile Or Unattended](#) form(AV form)
- Advise them to send the completed AV form to: **Department of Revenue, Vehicle Services Division, 44 Vantage Way, Suite 160, Nashville, TN 37243,**
- Tow form signed by person(s) or Law Enforcement Officer that requested the tow

Continued on next page



Abandoned Vehicles pg. 3

An application to title and register these vehicles must be accompanied by the following:

- Affidavit of Sales Under Special Conditions
- Verification of Ownership from the Division (AV form or TIES report)
- Registered mail receipts from all parties (owners/lienholders)
- A copy of the ad placed in the newspaper
- Itemized statement of storage and towing fees
- If applicable, Odometer Disclosure Statement

WHAT THE PUBLIC MAY/MAY NOT DO:

- The public may report vehicles left abandoned, immobile or unattended to law enforcement.
- Private property owners such as apartment buildings may call a towing firm to have the vehicle removed and sign a tow slip stating they are requesting the vehicle to be removed
- The public may not
 - Have the vehicle towed,
 - Sell the vehicle,
 - Register the vehicle, or
 - Obtain ownership of the vehicle through the Certification of Ownership or Surety Bond processes.

RELATED TOPICS:

GARAGEKEEPERS LIENS

SALE UNDER SPECIAL CONDITIONS (form)

REQUEST FOR VERIFICATION OF OWNERSHIP ON VEHICLES FOUND

ABANDONED/IMMOBILE OR UNATTENDED (AV form)

VEHICLE INFORMATION REQUEST FORM (VIR form)

FEES:

Click [here](#) for Fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>

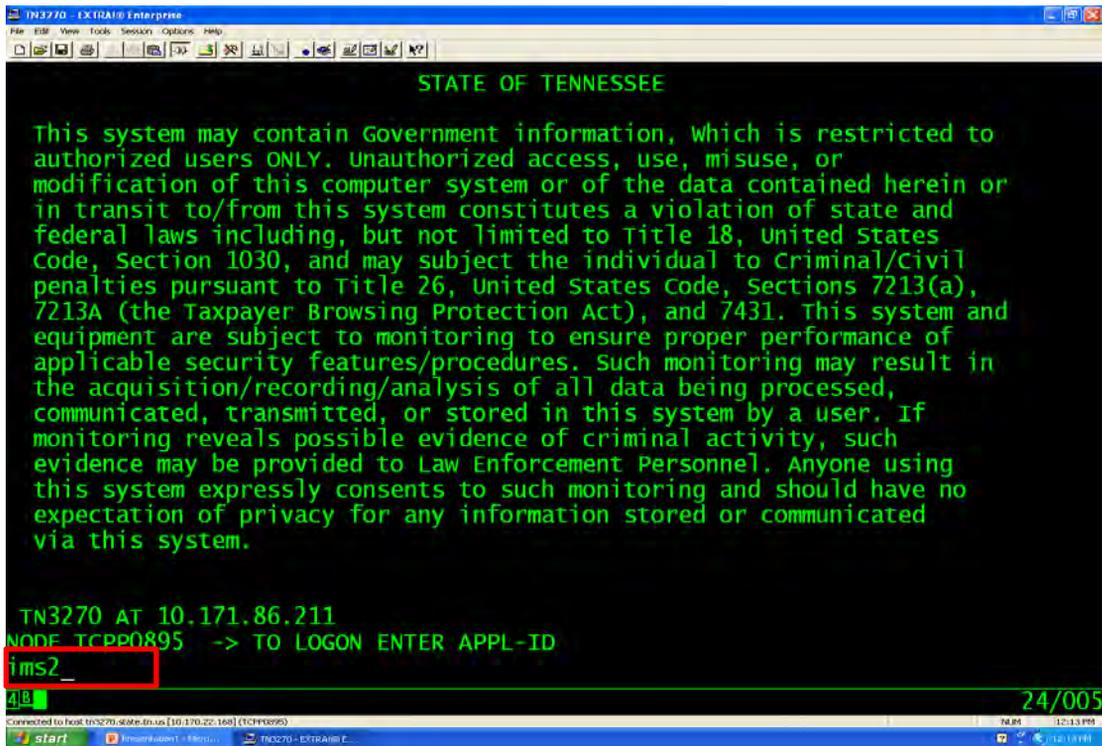


ABANDONED VEHICLE DOCUMENT SEARCH

REVISED 09/26/2013

DESCRIPTION:

When your office identifies an **08 Abandoned Vehicle Stop** on TN3270(Legacy) you should notice that Vehicle Services has started to include a 12 digit Document Locator Number (DLN) in the comments section at the bottom of the stop inquiry screen along with the name of the towing company. To view all the documentation related to the abandoned vehicle please copy the DLN number from TN3270 and paste the number into FileNet® in the DLN Search Tab. Please find the attached instructions to assist with this process.



Step 1

Go to TN3270(Legacy)

Type **IMS2** hit Enter



Abandoned Vehicle Document Search Cont'd

```
IN3270 - EXTRA!® Enterprise
File Edit View Tools Session Options Help
DFS3649A /SIGN COMMAND REQUIRED FOR IMS IM2S
DATE: 08/06/13    TIME: 12:14:39
NODE NAME: TCPP0895
USERID: _
PASSWORD:
USER DESCRIPTOR:
GROUP NAME:
NEW PASSWORD:

OUTPUT SECURITY AVAILABLE

4B 07/010
Connected to host tn3270.state.tn.us [10.170.22.166] (TCPP0895)
start presentpoint - Plo... TN3270 - EXTRA!® E... 12:16 PM
```

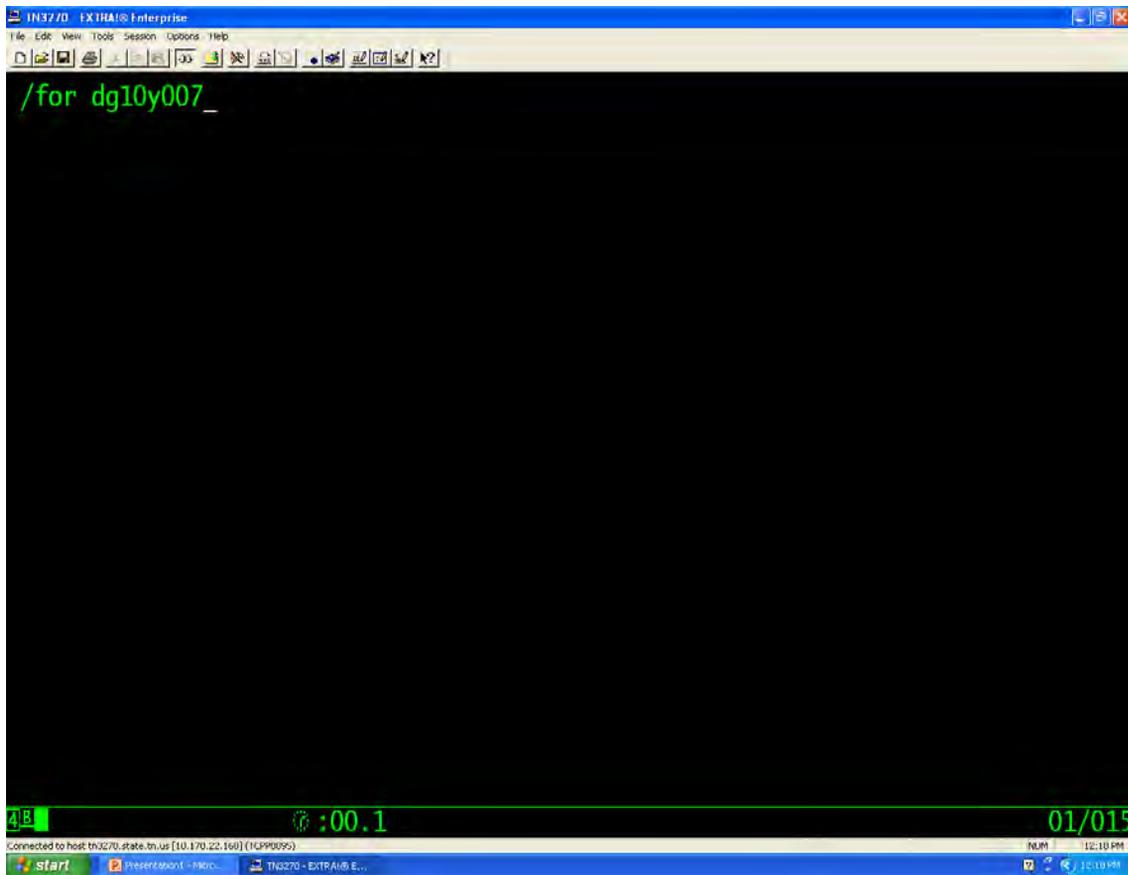
Step 2

Type in your **User ID and Password**

Hit **Enter**



Abandoned Vehicle Document Search Cont'd



Step 3

When you get to this black screen type in **/for dg10y007**
Hit **Enter**



Abandoned Vehicle Document Search Cont'd

08/06/13 *** GENERAL INQUIRY AND RESPONSE ***

TRANS YR	TRANS MOD	TRANS DT	TTL	VIN	MAKE
YR	MOD	BD	PLT	CLS	N/U
AXLES	CL/ST	COLOR	REG	ODOM	FUEL
CO	VEH #	UNLND WT	WT	VEH USE	VEH TYPE
APPT #	ZONE	CO	VEH	CLASS	PRINT
FORMER TTL	ST	FORMER LIC	YR	STOPS	COMMENTS
EXP DATE	PUR DATE	REG ONLY #	REASON	DT TTL ISSUED	HISTORIES
ODOM IND	LEASE	REJ #	REASON	LIENS	
NAME CODE	CONJ	TIL ST			
OWNER		/	/	/	
OWNER2		/	/	/	
CARE OF				ILU	MAO
ADDRESS	/		/	/	/
1ST LHR CD	LIEN DT		1ST LHR	/	/
ADDRESS	/		/	/	/
2ND LHR CD	LIEN DT		2ND LHR	/	/
ADDRESS	/		/	/	/
	CREDIT			SALES TAX	
REG CO	INV #	BATCH #	CLK TOTAL	REG FEES	DUP TITLE IND
TTL	PLT	CLS	YR	VTN wwwprl	REJ
HISTORY	REJECT	LEASE	LIEN	STOP/COMMENT/COND	PREV
ERRORS				CHANGE INQUIRY	

4.8 :00.1 22/065

Connected to host tn3270.state.tn.us [10.170.22.169] (TCP9930)

start TN3270 - EXTRA109 E... Presentation1 - Micro...

11:54 AM

Step 4

- Tab over 4 times to the **VIN Field**
- Enter the **VIN**
- Hit **Enter**



Abandoned Vehicle Document Search Cont'd

```

08/06/13      *** GENERAL INQUIRY AND RESPONSE ***

TRANS TYPE 16 TRANS DT 073013 TTL 88277 VIN WWYPD MAKE VOLK
YR 04 MOD P4M BD 4D COLOR SIL PLT C28 CLS 1000 YR 2006 N/U U FUEL GAS
AXLES 0 CL/ST 00 UNLD WT 0000000 REG WT 0000000 ODOM 070000 DECAL 4755
CO VEH # APPT # 00000 ZONE CO DAVIDSON VEH USE P VEH TYPE A
FORMER TTL 91369 ST TN FORMER LIC CLASS YR PRINT
EXP DATE 093012 PUR DATE 012611 REG ONLY # 0000000 STOPS 00 COMMENTS Y
ODOM IND 0 LEASE REJ # REASON HISTORIES 05
NAME CODE 0 CONJ 0 TIL ST CT DT TTL ISSUED 051413 LIENS
OWNER GRE / / / /
OWNER2 / / / /
CARE OF ILU N MAO N
ADDRESS 62 ORO PK / NASHVILLE / TN / 372150000
1ST LHR CD 00000 LIEN DT 050613 1ST LHR AUTO
ADDRESS 406 / NASHVILLE / TN / 372110000
2ND LHR CD LIEN DT 2ND LHR
ADDRESS / /
CREDIT 00000 SALES TAX 00000000
CLK TOTAL REG FEES 0002150 DUP TITLE IND N
REG CO 920 INV # 00000 BATCH # 00000
TTL PLT CLS YR VIN REJ
HISTORY REJECT LEASE LIEN X STOP/COMMENT/COND PREV _ CHANGE INQUIRY
ERRORS TAG = 02 VIN = 02 BOTH = 00
4B :00.1 23/062

```

Step 5

Tab over 10 times then **place an X** in front of STOP/COMMENT/COND Hit **Enter**



Abandoned Vehicle Document Search Cont'd

```

08/06/13          STOP INQUIRY
TTL# 88277;      PLT# C2887C  CLASS 1000  YR 2006  VIN# WWVPI
REG ONLY# 00000000  REJ#          MK VOLK  YR 04  MOD P4M  BD 4D
NM CD 0 OWN GREE          / A /
IN CARE OF
ADDRESS          / HILL          / NASHVILLE          / TN / 372150000
STOP CODES
01 STOLEN VEH:      NIC          ORI          DT          CORR#
02 SUSPECTED FRAUD OR EMBEZZLEMENT:          DT          CASE#
03 ANTI-THEFT STOP:          DT          CORR#
04 TITLE DESTROY:          DT          CORR#
05 REJECT STOP:          DT          REJT#
06 DECAL LOST STOLEN:          DT          CORR#
07 TAG LOST STOLEN:          /          /          DT          CORR#
08 ABANDONED VEHICLE:          DT          FILE#
09 SURRENDER TITLE: DT          STATE TITLE #          STATE
10 ADMIN STOP:TITLE          DT          CORR#
11 ADMIN STOP:TOP      NO  DT          EXP DT          TOP #
12 ADMIN STOP:FARM PER NO  DT          EXP DT          PER #          WT
14 FINANCIAL RESPONSIBILITY STOP:          DT
COMMENTS 2 CMNT1 800000000731 CMNT2 URVMS NASH
TTL          PLT          CLS          YR          VIN          REJ
GENERAL REJECT LEASE HISTORY LIEN PREV CHANGE INQUIRY
ERRORS
4B  :00.1 13/036

```

Step 6

6. Find the **12 digit Document Locator Number (DLN)** located in CMNT1 and the name of the towing company is in CMNT2



Abandoned Vehicle Document Search Cont'd

The screenshot shows a terminal window titled "TN3270 - EXTRA! Enterprise" with a menu bar (File, Edit, View, Tools, Session, Options, Help) and a toolbar. The main display area contains the following text:

```

08/06/13          STOP INQUIRY
TTL# 8827        PLT# C288      SS 1000 YR 2006  VIN# WWPD6:
                REG ONLY# 00000000  REJ#          MK VOLK  YR 04  MOD P4M  BD 4D
NM CD 0 OWN (----- /----- / A /
IN CARE OF
ADDRESS          PK          / NASHVILLE          / TN / 372150000
STOP CODES
01 STOLEN VEH:   NIC          ORI          DT          CORR#
02 SUSPECTED FRAUD OR EMBEZZLEMENT:          DT          CASE#
03 ANTI-THEFT STOP:          DT          CORR#
04 TITLE DESTROY:          DT          CORR#
05 REJECT STOP:          DT          REJT#
06 DECAL LOST STOLEN:          DT          CORR#
07 TAG LOST STOLEN:          /          /          DT          CORR#
08 ABANDONED VEHICLE:          DT          FILE#
09 SURRENDER TITLE: DT          STATE TITLE #          STATE
10 ADMIN STOP:TITLE          DT          CORR#
11 ADMIN STOP:TOP          NO DT          EXP DT          TOP #
12 ADMIN STOP:FARM PER NO DT          EXP DT          PER #          WT
14 FINANCIAL RESPONSIBILITY STOP:          DT
COMMENTS 2 CMNT1 800000000731 CMNT2
TTL          PLT          CLS          VIN          REJ
GENERAL      REJECT      LEASE      CRY          LIEN  PREV  CHANGE INQUIRY
ERRORS
4|B|          :00.1          13/036
  
```

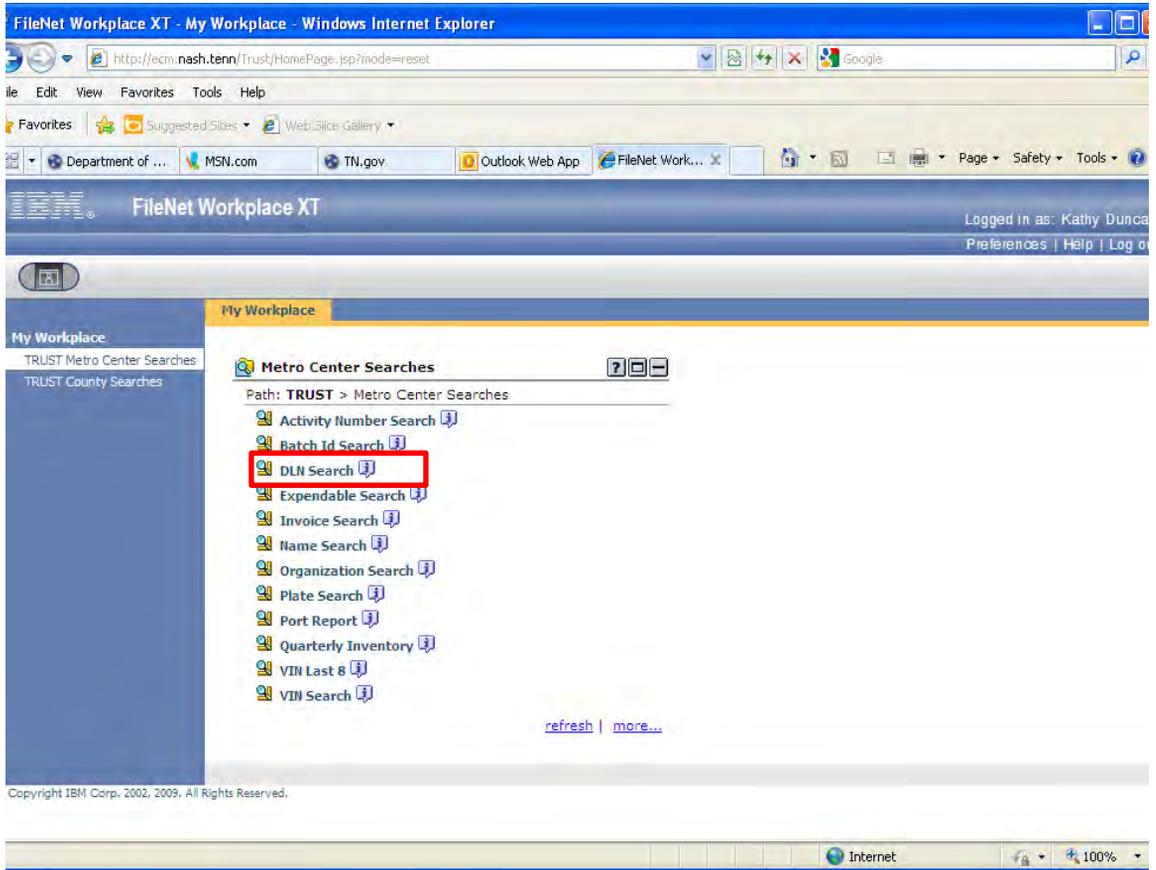
A context menu is open over the text "CMNT1 800000000731". The menu items are: Cut, Copy, Cut and Append, Copy and Append, Paste, Paste Continue, Settings..., Host Capture..., and Disconnect.

Step 7

Copy the DLN to retrieve the abandoned vehicle documents located in Filenet. (highlight the DLN and right click to copy)



Abandoned Vehicle Document Search Cont'd

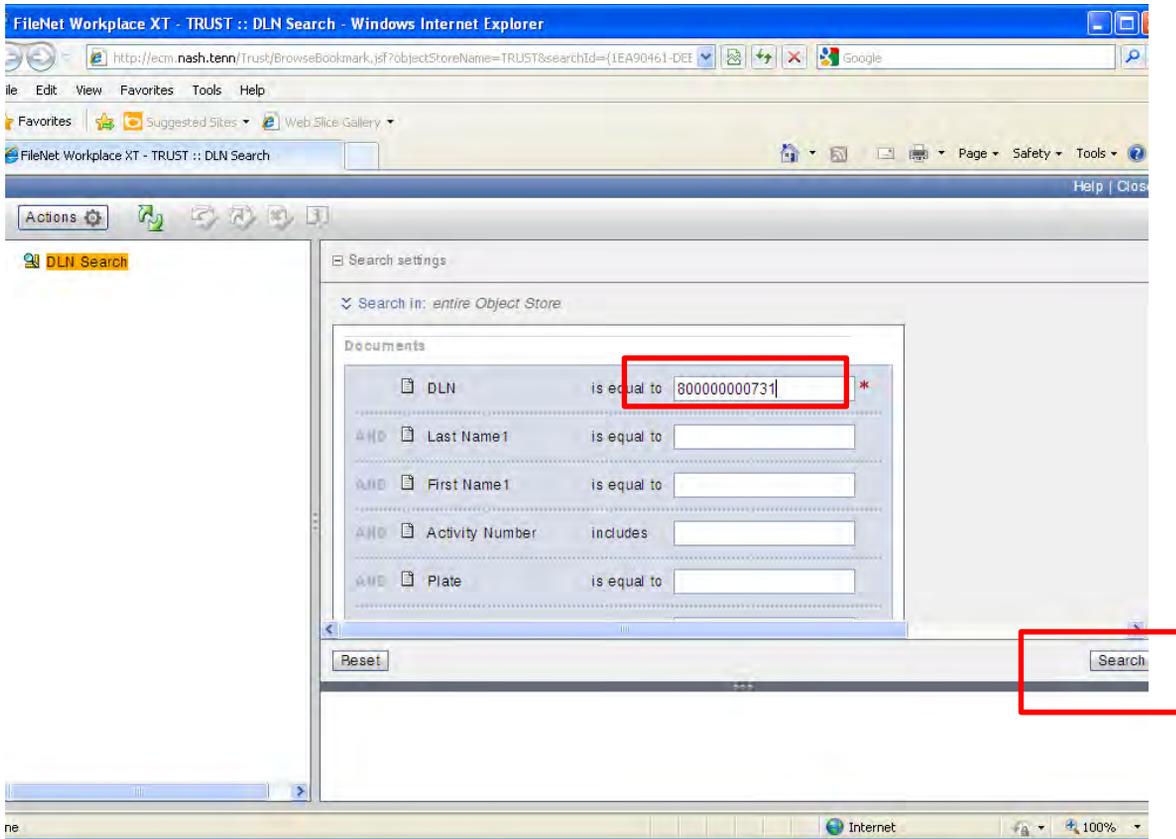


Step 8

Log on to TRUST Image Retrieval (**Filenet**) Click on **DLN Search**



Abandoned Vehicle Document Search Cont'd

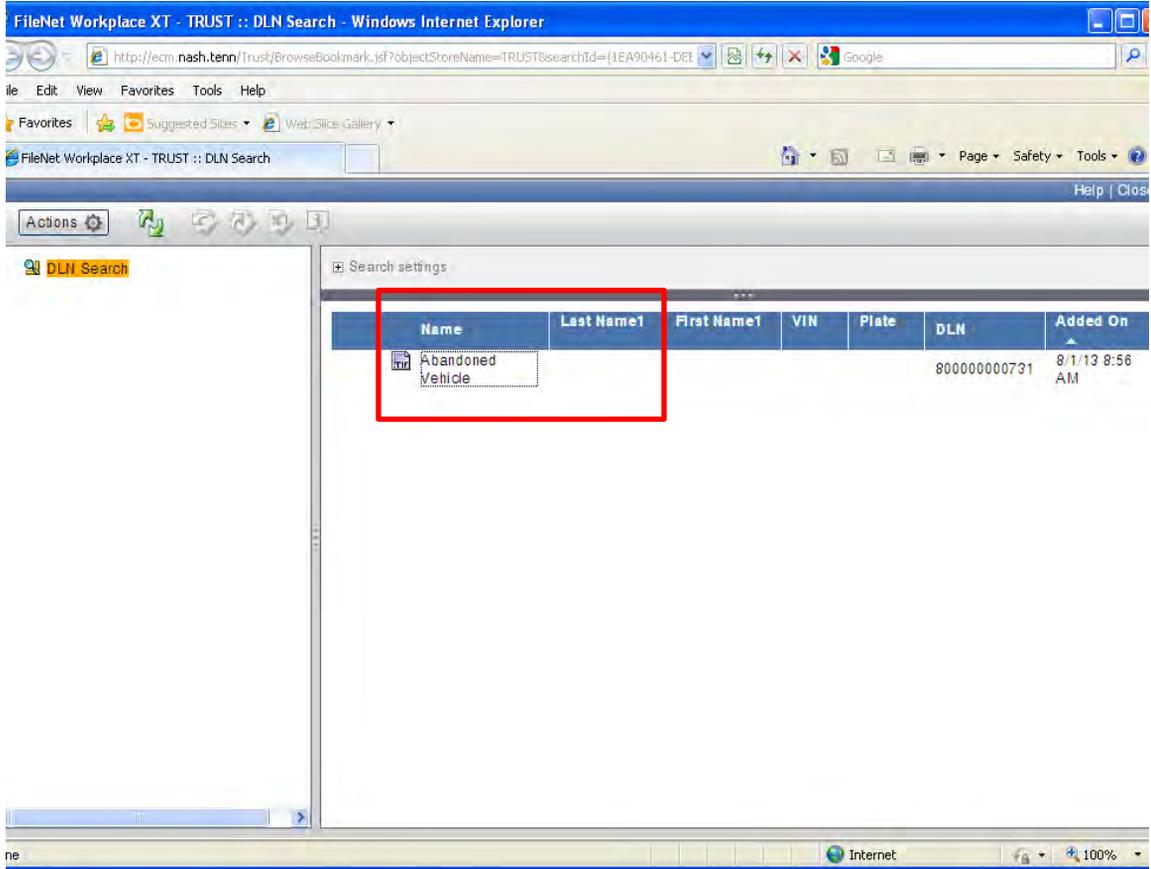


Step 9

Paste the DLN and hit the Search Button



Abandoned Vehicle Document Search Cont'd



Step 10

Click on **Abandoned Vehicle**



Abandoned Vehicle Document Search Cont'd

OFFICE USE ONLY
 Received _____
 Returned _____

RECEIVED - 26
 JUL 16 2013
 DEPT. OF REVENUE
 PROCESSING DIV.-T&R

State of Tennessee
 Department of Revenue
 Taxpayer and Vehicle Services Division
 44 Vantage Way, Suite 160
 Nashville, TN 37243-8050
 (615)741-3101 Fax (615)253-4259
 1-888-871-3171

REQUEST FOR VERIFICATION OF OWNERSHIP ON VEHICLES FOUND ABANDONED/IMMOBILE OR UNATTENDED
PART A: FEE OF \$1.00 MUST BE SUBMITTED WITH THIS FORM 7/13/13 - 814730

Party Submitting Request: _____

Company Name: URVMS Nashville Telephone Number: 615-862-7800
 Receipt #: 10396690
 Date: 7/16/2013

Applicant Name: _____
 Address: 1201 Freightliner Dr INAV J10 Abandoned Vehicle \$1.00
 Check 21 \$17.00

THANK YOU FOR YOUR PAYMENT

Mailing Address - If Different From Street Address: _____
 Nashville TN 37210
 City State Zip

Date Storage Began: 7/13/2013 (Attach copy of Law Enforcement Towing Form, if not available, attach explanation)

YEAR	MAKE	MODEL	VEHICLE IDENTIFICATION NUMBER	LICENSE PLATE	STATE
2004	Freightliner	FL70SD	1201		TN

Step 11

Abandoned Vehicle Documents are available.



ANTI-THEFT OVERVIEW

REVISED: 11/21/2012

AUTHORITY:

Tenn. Code Ann. Sections 55-3-201 to 55-3-212

DESCRIPTION:

The Anti-Theft Unit of the Special Investigations Section in the Department of Revenue is responsible for processing all applications for:

- Non-Repairable Certificates
- Salvage Certificates of Title
- Titles to be branded as Rebuilt Vehicle, Flood, etc.
- Assigning a new VIN
- Replacing a VIN plate
- Specially Constructed, Home-made, Replica or Custom-Built vehicles.
- Surety Bond in the absence of ownership documents

Please send completed applications to:

Tennessee Department of Revenue
Special Investigations Division
Anti-Theft Unit
44 Vantage Way, Suite 160
Nashville, TN 37243-8050

For more information on how title brands are defined and assigned, see Title Brands in this guide.

NOTE:

Exceptions and more detailed definitions as well as procedures for each function are discussed in more detail in each related topic.

RELATED TOPICS:

REBUILT VEHICLES
SALVAGE AND NON-REPAIRABLE VEHICLES
SURETY BOND
TITLE BRANDS
VIN PLATE REPLACEMENT

LINKS---

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



AUCTIONS

REVISED: 11/02/2012

AUTHORITY:

Tenn. Code Ann. Sections 55-17-102 and 62-19-101

DESCRIPTION:

An “**Automobile Auction**” can be conducted under several different scenarios:

- A “**Public Automobile Auction**” can be performed by any licensed motor vehicle dealer, who is also licensed as an automobile auctioneer by the Tennessee Auctioneer Commission
 - The dealer is required to complete an application giving the auction permission to complete paperwork on the dealer’s behalf
 - No public automobile auction shall otherwise limit the auctioning of used motor vehicles exclusively to licensed motor vehicle dealers or their duly authorized agent
- A “**Law Enforcement (Seizure) Auction**” is an auction conducted or sponsored by a law enforcement agency, where vehicles previously owned by the agency or seized or confiscated by the agency are subsequently sold to members of the general public

REQUIREMENTS:

An application for title and registration for a vehicle purchased at auction, requires no special supporting documentation. The applicant will need to provide the following

- Ownership document, including but not limited to:
 - Previous title properly assigned
 - [A Certification of Sales Under Special Conditions](#) form
 - Judicial Order (if applicable)
- A bill of sale or an auction sales receipt
- A Lien agreement (if a lien is to be noted)

NOTE: If the vehicle is auctioned as a result of the abandoned vehicle process, additional documentation is required. See Abandoned Vehicles in this guide

RELATED TOPICS:

ABANDONED VEHICLES
GARAGEKEEPER’S LIEN



BILL OF SALE

Notarized Bill of Sale

REVISED 11/21/2012

AUTHORITY:

Tenn. Code Ann. Sections 55-3-103(4)(c), 55-3-104(b), 55-3-118(b), 55-3-120(a), and 55-3-122(b), Tennessee Department of Revenue Rule 1320 -08-13

DESCRIPTION:

A notarized bill of sale may be used in the following manner:

- To establish the transfer of ownership from the seller to the purchaser when the outstanding certificate of title is being held by a lienholder
- To support an application for title and registration lacking proper documentation, such as the current certificate of title
- As supporting documentation for a foreign vehicle that is registered in a jurisdiction that does not have a certificate of title law

REQUIREMENTS:

Bill of sale must be notarized

- When the seller is transferring ownership but awaiting the delivery of the title, being held by the lienholder; the bill of sale must show the lienholder's name and address, and must be notarized
- When a foreign vehicle is registered in a jurisdiction that does not have a certificate of title law, the department shall accept only a notarized bill of sale, and the proper foreign registration as the evidence of title

If the foreign registration is dated less than ninety (90) days prior to application for a certificate of title, there shall be, in addition the next past bill of sale showing ownership to have been transferred to the party seeking to sell the same, or that party's representative

RELATED TOPICS:

CERTIFICATION OF OWNERSHIP
TRANSFER OF OWNERSHIP
SURETY BONDS
TEMPORARY OPERATION PERMIT
TRANSACTION TYPES

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>

Rules and Regulations: <http://share.tn.gov/sos/rules/1320/1320.htm>



CERTIFICATE OF TITLE

REVISED: 11/02/2012

AUTHORITY:

Tenn. Code Ann. Title 55, Chapter 3

DESCRIPTION:

The "Certificate of Title" is a legal document used to authenticate ownership of a vehicle. In Tennessee, the title is given to the owner, or if applicable, the first lienholder. When a lien is satisfied, the lienholder is required to sign the release on the title, forward title to the owner and notify the Division within seventy-two (72) hours of the release.

Tennessee issues titles on all types of vehicles operated upon the highways including motorcycles, mopeds, house trailers, camping trailers, off-road vehicles, snowmobiles and all-terrain vehicles (ATV's). Tennessee does not require titles for boats, boat trailers, U.S. Government vehicles, implements of husbandry, special mobile equipment not designed for use primary for transportation of persons or property and only incidentally moved or operated over the highway, collapsible camping trailers, utility trailers (non-commercial), and farm trailers.

REQUIREMENTS:

- The front of the Tennessee Certificate of Title is required to be printed with the following information on it:
 1. VIN, make, model, year, and body type of motor vehicle,
 2. Title and County Number
 3. Former title number, former title state, sales and use tax amount, and odometer reading
 4. Title issued date and purchase date
 5. Name and address of any owner(s) as well as the name and address of up to two (2) lien holders
 6. Brands and/or remarks related to the vehicle or the title itself, e.g., Replica, Duplicate, Actual Mileage, etc
- The back of the Tennessee Certificate of Title is to be used for the following:
 1. Transferring ownership of the vehicle
 2. Recording all liens
 3. Odometer Disclosure
 4. Record Date of Sale
 5. Record Sales Tax

Continued on next page



Certificate of Title Pg 2

- If a handwriting mistake is made during the transfer of a title, a line may be drawn through the incorrect information. The dealer or applicant may then write the correct information and complete an affidavit stating why the change was made. Any other form of alteration or erasure voids the document
 - When an owner sells a vehicle they are required to complete the assignment of title section on the back of the title, and deliver the title to the new owner. See the “Transfer of Ownership” section of this guide for more information
 - With the exception of dealer to dealer transfers, a certificate of title can only be used once to transfer ownership of a vehicle
 - The purchaser **MUST** title and/or register the vehicle and pay all applicable fees and taxes. No subsequent ownership transfer can occur until this step is completed, only then, with the new title, may the vehicle’s ownership be transferred again
 - When accepting and examining titles:
 1. Establish the ownership by following the transfer/chain of ownership trail and determine who the seller/owner is
 2. Record all liens, including any liens carried forward from the title or supporting documentation. See the “Liens Overview” section of this guide for lien placement on a Tennessee title
 3. Verify the Vehicle Identification Number (VIN), by comparing with supporting documents
 4. Identify and correctly transfer all title and odometer brands
 5. Watch for fraud. There are security features on Tennessee’s Certificate of title (see images on the next page) designed to authenticate the document, which include,
 - Embossed Logos - Are there embossed Department of Revenue stamps on the lower left and right sides on the back of the new TN Title?
 - Background “Inks” and “Patterns” appear different when scanned/copied
 - Heat sensitive patterns
 - “VOID” printed on a copied title
- However, title tampering may occur. Below are some examples:
- Card Stock Copy--Tennessee’s title is much thinner than card stock
 - Mileage “Doctoring”--white-out, erasures, re-writing digits
 - Strategically placed tears, stains, tears, perforations or holes
 - Scanned Version-
 - “Mileage” on Odometer Section
 - Wavy Lines

Continued on next page



Certificate of Title Pg 3



State Capital Building in Background



Heat Sensitive TN State Seal



CERTIFICATE OF TITLE EXTENSION FORM

REVISED 11/02/2012

DESCRIPTION:

The "Certificate of Title Extension Form" is a supplemental document to a Certificate of Title, whereby licensed dealers can transfer a vehicle, also known as an 'assignment'.

REQUIREMENTS:

1. The Certificate of Title Extension Form is typically used when all assignment spaces on the back of a Certificate of Title are exhausted,
2. The form **CANNOT** be used without also presenting a Certificate of Title.
3. The form must reference the title number and VIN.
4. The form is not to be used by individuals or non-licensed dealers.
5. Each assignment must be in successive order and is not valid until completed in full, with the following:
 - Signature, printed name, and address of the seller (Dealer)
 - Dealer Number and License Jurisdiction
 - Date of sale
 - Signature, printed name and address of buyer
 - Date of sale and sales price
 - When applicable
 - Lienholder name and address
 - [Odometer Disclosure Statement](#), if applicable
 - Trade-in vehicle information and value
 - Sales and Use tax paid.
6. If a mistake is made, a line may be drawn through the incorrect information. The dealer or applicant may then write the correct information and complete an affidavit stating why the change was made. Any other form of alteration or erasure voids the document.

NOTE:

The Title Extension Form can only be completed by a licensed dealer.

Continued on next page



Certificate of Title Extension Form Pg 2

Tennessee Title Extension Form

STATE OF TENNESSEE
CERTIFICATE OF TITLE EXTENSION FORM
RE-ASSIGNMENT SUPPLEMENT TO A CERTIFICATE OF TITLE

FEDERAL and STATE LAW requires that you state the mileage in connection with the transfer of ownership. Failure to complete or proving a false statement may result in fines and/or imprisonment.

NOTICE: (A) This form is for the use of licensed motor vehicle dealers upon Dealer's transfer where all assignments on the certificate of title have been completed.
 (B) INDIVIDUALS or NON-LICENSED DEALERS CANNOT use this form.
LEGAL: (C) Each re-assignment shall be in successive order and is not valid until completed in full.
NOTICE: (A) Any alteration or erasure voids the assignment.

RE ASSIGNMENT SUPPLEMENT TO: (Check one and provide the number)
 TENNESSEE CERTIFICATE OF TITLE NO.: _____
 GEORGIA CERTIFICATE OF TITLE NO.: 771618103137001
 (Foreign State)

VEHICLE IDENTIFICATION NUMBER (or Serial No.): 1FAHP3FN3BW168806

RE-ASSIGNMENT BY LICENSED DEALER

The undersigned hereby certifies that the vehicle described in this title has been transferred to: (Print name and address)

 with warranty to be free of all encumbrances except as follows:
 Lien in favor of FIFTH THIRD BANK P.O. BOX 997548 SACRAMENTO CA 95899
 I 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:
 1. I hereby certify that the mileage stated is in excess of the mechanical limits of the odometer.
 2. The odometer reading is not the actual mileage. **WARNING-ODOMETER DISCREPANCY**

Odometer Reading (No Tenths) 29807 Dealer Number _____ Licensing Jurisdiction TN
 Signature and Address of Seller(s) _____
 Printed Name _____ I am aware of the above odometer certification made by the seller
 Date of Sale 12/27/2011 Signature of Buyer(s) _____
 Sales Price _____ Printed Name _____
 Make, VIN, Value of trade-in _____
 State Sales Tax _____ Local Option Tax _____

RE-ASSIGNMENT BY LICENSED DEALER

The undersigned hereby certifies that the vehicle described in this title has been transferred to: (Print name and address)

 with warranty to be free of all encumbrances except as follows:
 Lien in favor of _____
 I 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:
 1. I hereby certify that the mileage stated is in excess of the mechanical limits of the odometer.
 2. The odometer reading is not the actual mileage. **WARNING-ODOMETER DISCREPANCY**

Odometer Reading (No Tenths) _____ Dealer Number _____ Licensing Jurisdiction _____
 Signature and Address of Seller(s) _____
 Printed Name _____ I am aware of the above odometer certification made by the seller
 Date of Sale _____ Signature of Buyer(s) _____
 Sales Price _____ Printed Name _____
 Make, VIN, Value of trade-in _____
 State Sales Tax _____ Local Option Tax _____

THIS FORM IS NOT VALID UNLESS ATTACHED TO THE TITLE THAT IT SUPPLEMENTS
 -ORIGINAL COPY ONLY-

RV-F-319001 REV. 11.04

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT

RELATED TOPICS:

- CERTIFICATE OF TITLE
- TRANSFER OR OWNERSHIP
- LIENS OVERVIEW
- ODOMETER OVERVIEW
- OPEN TITLE
- REGISTRATION OVERVIEW
- REPOSSESSION
- SALVAGE AND NON-REPAIRABLE VEHICLES
- SECURE POWER OF ATTORNEY

LINKS:

Forms: <http://www.tennessee.gov/revenue/article/title-and-registration-forms>



CERTIFICATION OF OWNERSHIP

REVISED: 11/02/2012

AUTHORITY:

Tenn. Code Ann. Section 55-3-103

DESCRIPTION:

The Certification of Ownership document is used when the applicant is lacking proper documentation to title a vehicle. The vehicle must have a fair market value of \$3,000 or less or the vehicle must be at least 30 years old (regardless of the fair market value).

REQUIREMENTS:

- **Notification-** If the owner(s) is known to the applicant – certified letters with return receipt requested must be mailed to all known parties with a legal interest in the vehicle, requesting an assigned certificate of title, the green `return receipt' cards must be submitted with the certification of ownership, or
- **If the previous owner is unknown to the applicant** – evidence of a notification must be placed in a publication of general circulation in the county in which the application is being made of the intent of the applicant to apply for the title on the vehicle
- **The notice shall contain a description of the vehicle**, including make, model, year and vehicle identification number, and a request that any and all parties holding an interest in the vehicle to contact the person in possession of the vehicle by certified mail return receipt requested, within ten (10) business days of the date of the publication.
- **Verification** of the Vehicle Identification Number (VIN) by a law enforcement officer or licensed dealer. This can be a pencil tracing of the actual Vehicle Identification Number (VIN) plate or a statement verifying the actual Vehicle Identification Number (VIN).
- **A notarized bill of sale** from the last registered owner or a notarized statement from the seller stating why the vehicle was not titled or registered in the seller's name.
- **In the absence of** a notarized bill of sale or notarized statement, submit a licensed motor vehicle dealer appraisal of the value of the vehicle.
- **Photographs** of the vehicle in its pre-repaired state. If these are not available, then post-repair photographs must be submitted, along with a notarized statement from the applicant that the pre-repair photographs are not available, and that the applicant was unaware that such photographs were required prior to the repairs being made. If no repairs were made, that fact should be reflected in the statement.
- **If the vehicle is new** and has never been titled, and the manufacturer's statement of origin (MSO) has been lost, and a duplicate is not available, then a complete copy of the MSO that is certified as true and exact must be submitted.

Continued on next page



Continued Certification of Ownership pg 2

This can be certified as true and exact via an attached letter on the manufacturer's letterhead or via a stamped certification statement by the manufacturer.

Use the following chart to determine the correct titling process for your vehicle:

Fair Market Value	Process Used
\$0.00 to \$3,000.00	Certification of Ownership
\$3,001.00 and above	Corporate Surety Bond or Personal Bond with two (2) solvent personal sureties
* Vehicle is 30 years or older, regardless of fair market value	Certification of Ownership

*A completed Certification of Ownership is sufficient for vehicles 30 year and older.

RELATED TOPICS

SURETY BONDS

LINKS

Example: <http://tn.gov/revenue/article/title-and-registration-forms>



COMMERCIAL MOTOR VEHICLE FLEETS

REVISED: 06/29/2016

AUTHORITY:

Tenn. Code Ann. Sections, 55-4-501 to 507

DESCRIPTION:

A Commercial Motor Vehicle Fleet means one thousand (1,000) or more vehicles owned or long-term leased by a corporation or other legal entity and registered in the state pursuant to this section.

All Commercial Motor Vehicle Fleet Transactions are processed by the Vehicle Services Division of the Department of Revenue.

Commercial Motor Vehicle Fleet registrations are non-staggered thus they expire in the month designated by the Commissioner.

Currently, there are only two (2) **Commercial Motor Vehicle Fleets** approved by the Commissioner of Revenue to operate under this statute; AT&T (formerly Bell South) and United Parcel Service (UPS). Their registrations expire in February and March, respectively.

Commercial Motor Vehicle Fleets are issued their own series of specific license plates ranging from H-1 to H12. **Examples of these plates are shown below.**



Commercial Motor Vehicle Fleets each use the same unique validation decals called "Tennessee Perm Fleet Decal". By design, these decals do not look like those used for any other vehicle in this state. The decal color does not change annually, as it does with other state expiration decals. The decal is good for the life of the plate and is only replaced in a new metal year or if lost, stolen, mutilated or defaced. **A sample is shown on the right.**



Continued on next page



Commercial Motor Vehicle Fleets Pg 2

Vehicles participating in the Commercial Vehicle program must display any applicable County and/or City Wheel Tax Stickers and pay the appropriate fees. However, the fees are collected by the Vehicle Services Division and remitted to each respective county and/or city. Vehicle Services maintains an inventory of all county and city wheel tax decals. **A sample of the County and City Wheel Tax Sticker is below.**



Commercial Motor Fleet Vehicles are issued a “permanent registration card”.

RELATED TOPICS:

H PLATES FOR FLEET VEHICLES
REGISTRATION OVERVIEW

FEES:

Click [here](#) for Fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



CONFISCATED VEHICLES

REVISED: 03/07/2014

AUTHORITY

Tenn. Code Ann. Sections 55-5-108, 55-5-128

Vehicles that have been confiscated by state or local law enforcement agencies may be titled in the agency name or subsequently sold.

REQUIREMENTS

State Confiscations

- Are mainly conducted by the
 - Department of Safety, resulting from drug seizures or altering a Vehicle Identification Number (VIN)
 - Tennessee Wildlife Resource Agency (TWRA) resulting from wildlife violations
 - Alcoholic Beverage Commission (ABC) resulting from contraband alcohol and/or tobacco
- The heads of the respective state agencies shall issue an order to sell the vehicle or title the vehicle in the agency's name.
- The Tennessee Department of General Services is responsible for selling vehicles confiscated by state agencies.

County Confiscations

- Are conducted by local law enforcement officers, resulting from felony offenses for armed robbery, or cases involving DUI, illegal drugs or arson
- Must be processed through the court system
- The court system shall issue an order to sell the vehicle or title the vehicle in the agency's name, and
- Vehicles may be sold at public auction or by an authorized local governmental agency

Supporting Documents

In addition to the application for title and registration and payment of applicable state and local fees, the following documents must also be submitted

- Order issued by a court of law or head of seizing agency (always required)
- Purchase order (required , if state agency)
- Odometer Disclosure Statement completed by the seizing agency (if subject to Truth in Mileage Act)
- Odometer Discrepancy Certification (if odometer reading is entered incorrectly OR if the brand is "not actual")
- Bill of sale issued by seizing agency (if vehicle is sold)

Continued on next page



Confiscated Vehicles Pg 2

NOTES:

- When a dealer acquires a confiscated vehicle, the dealer may sell the vehicle with the supporting documentation from the seizing agency and use the State of Tennessee Certificate of Title Extension Form to transfer ownership.
- If the dealer has the vehicle sold and the purchaser is out of state, the dealer may apply for “title only” with verification the purchaser lives out of state.
- With more and more vehicles being purchased through online auctions, the seizing agency may want to title the vehicle in their name prior to selling the vehicle.



CONTROLLED STOCK SHIPMENT - MISSING or DAMAGED

REVISED: 9/26/2013

AUTHORITY:

Tenn. Code Ann. Sections

DESCRIPTION:

The process in which to assure quality control and to deter fraud with regards to controlled stock shipments (i.e. plates, decals, placards etc.).

REQUIREMENTS:

MISSING

MISSING- UPON RECEIPT OF SHIPMENT

- You may choose not to accept the shipment. Inform the carrier that you are not accepting the incomplete shipment.
 - If you choose not to accept the shipment, e-mail or telephone the Vehicle Services Division within 24 hours.
- If you choose to accept the shipment, notate on the shipping ticket the controlled stock numbers that are missing.
 - Include date and signature of clerk verifying controlled stock.
 - E-mail or fax the shipping ticket to the Vehicle Services Division upon receipt.

MISSING- DISCOVERED AFTER RECEIPT AND APPROVAL

- Report missing controlled stock to the local Police Department and the Vehicle Services Division as the soon as discovery is made.
- E-mail or fax a copy of the police report to the Vehicle Services Division upon receipt.

DAMAGED

DAMAGED - UPON RECEIPT OF SHIPMENT

- You may choose not to accept the shipment. Inform the carrier that you are not accepting the damaged shipment.
 - If you choose not to accept the shipment, please e-mail or telephone the Vehicle Services within 24 hours.
- If you choose to accept the shipment, notate on the shipping ticket the controlled stock numbers that are damaged.
 - Include date and signature of clerk verifying controlled stock.

Continue on next page



Controlled Stock Shipment Pg 2

- E-mail or fax the shipping ticket to the Vehicle Services Division upon receipt.

DAMAGED – DISCOVERED AFTER RECEIPT AND APPROVAL

- Follow procedures for controlled stock destruction by completing the Certificate of Destruction Form in its entirety. Submit an itemized list of the controlled stock numbers that are being destroyed. Include the reason for destruction and the name of the clerk destroying controlled stock.
- E-mail or fax the Controlled Stock Destruction form and itemized list of controlled stock numbers to the Vehicle Services Division within 24 hours.

Contact information:

Email - dg_plate&supply.team@tn.gov

Fax – 615-253-4260

Phone – Tammie Moyers 615-532-1263



COUNTY TITLE ISSUANCE RECAPS

REVISED: 11/02/2012

AUTHORITY:

Tenn. Code Ann. Section 55-3-114

DESCRIPTION:

County Clerks are required to submit a monthly recap sheet to receive payment for issuing titles.

REQUIREMENTS:

- Each Recap Sheet must contain the following:
 1. Beginning and ending invoice numbers used for the month
 2. Beginning and ending title numbers used for the month. If several blocks of title numbers are used, the beginning and ending of each block of numbers must be listed separately
 3. A list containing all title numbers issued and voided during the month, including a total, and all control stock title numbers used or voided during the month. If multiple ranges of control numbers are used, each range must be listed separately. Include a grand total
 4. Prior to submitting to the division, all recaps must be signed and dated by the County Clerk or Deputy Clerk
- Recaps are due to the division for review no later than the 10th of the following month and no later than the 5th at the end of a fiscal year (June 30th)
- Payment will be made for the number of titles “issued” by the County Clerk. “Issued” means any title that was printed, delivered to the customer and updated on the state’s database (Legacy)
- It is the clerk’s responsibility to build any title record that did not update on the state’s database (3270 - Legacy). This means, all errors must be worked (verification through Title Control and Infopac). Failure to do so will result in no payment for titles that do not update the state’s database
- All Recaps are verified to ensure all titles issued by the clerks have accurately updated on the state’s database
- After verification, recaps are processed for payment

RELATED TOPICS:

CERTIFICATE OF TITLE
REPORTS OVERVIEW



DATA SECURITY – COUNTY ACCESS

REVISED: 12-22-2016

AUTHORITY:

Tenn. Code Ann. Sections 4-3-5501, 10-7-512, 10-7-504

DESCRIPTION:

Any county clerk staff who accesses the state database or uses a state owned computer or internet connection is responsible for complying with guidelines regarding acceptable use, confidentiality and security. Each user is assigned a user identification (User ID) also known as a DGD Number which allows access to the state database, Filenet and for some users also provides a state email account.

REQUIREMENTS:

Click [here](#) and print the forms listed below:
Read and complete each document.

- Security Revision Form
- Acceptable Use Policy Network Access Rights and Obligations
- Acceptable Use Policy User Agreement Acknowledgment
- Confidentiality Disclosure of Tennessee

New forms must be completed and submitted immediately when there is a new hire, modification or when employment is terminated.

The forms

- Must completed in their entirety
- Must signed by the County Clerk
- May be faxed to (615) 532-8970 to the attention of the County Clerk Support Group or emailed to countyclerk.help@tn.gov

The Vehicle Services Division will ask that a DGD number be created by the Information Technology Resources (ITR) Division. Once ITR has completed this process, Vehicle Services staff will contact you with the assigned DGD number and a temporary password.



DEALER DRIVE OUT TAG

REVISED: 02/25/2016

AUTHORITY:

Tenn. Code Ann. Sections 55-3-121(a)(2) and 55-4-221(c)(4).

DESCRIPTION:

The Vehicle Services Division only issues dealer drive-out tags to dealerships that are licensed and registered through the Motor Vehicle Commission (MVC), to sell new and used vehicles.

If a lienholder repossesses a vehicle, they may apply to the division and obtain dealer drive out tags, or to the County Clerk and obtain a temporary operation permit, for the purpose of transporting the repossessed vehicle to a garage or warehouse OR for purposes of demonstrating or selling the same. Or, any person eligible for a plate pursuant to T.C.A. 55-3-121(a) may make application to their local County Clerk for a Temporary Operation Permit for the fee of \$10.00 (additional county fees may apply) pursuant to T.C.A. 55-3-121(b).

REQUIREMENTS:

- Dealers may assign and issue a temporary plate (Dealer Drive Out Tags) to a bona fide purchaser for the vehicle sold by the dealer, or to a person for an automobile loaned or rented by the dealer for use as a private passenger vehicle during such period as the person is awaiting delivery of an automobile which has been contracted or awaiting return of his own vehicle from the dealers repair shop or garage.
 - Dealers are authorized to collect \$5.50 for the thirty (30) day temporary plate (Dealer Drive Out Tags) but are not authorized to collect additional amounts as service or other charges. No more than two (2) temporary plates (Dealer Drive Out Tags) may be issued by the dealer to a person for the same vehicle except upon authorization from the Commissioner of Revenue.
 - Each plate issued must be completely filled out in black ink, including the name and address of the person receiving the plate, complete description of the vehicle, date of issuance and the odometer reading. The issue date must be punched with a single hole punch.
 - Each dealer shall maintain a record of each temporary plate (Dealer Drive Out Tags) issued to include name and address of the person receiving the plate, complete description of the vehicle and the date of issuance. These records shall be kept for a period of not less than fifteen (15) months from the date of the transaction.
 - Dealers may deliver tags unexecuted to another eligible Tennessee dealer provided they obtain a signed release identifying the plates as to serial number, delivery date and payment. A copy of the signed release shall be provided to the Department of Revenue, Vehicle Services Division within twenty-four (24) hours. This report may be emailed to dq_plate&supply.team@tn.gov.
- Continued on next page**



Dealer Drive Out Tags Pg 2

Example Instructions:

- The transfer must be on letterhead from the dealership transferring the tags
 - The dealership that is receiving the drive out tags must be registered with the Tennessee Motor Vehicle Commission
 - Complete address of both dealerships
 - Dealer numbers of both dealerships
 - Both parties must sign
 - Drive out tags being transferred must be listed
 - Date of transfer
 - Letter must be notarized
-
- A dealer may forfeit his right to issue temporary plates (Dealer Drive Out Tags) if he fails to comply with the regulations of the law governing their issuance.
 - Proof of valid Motor Vehicle Commission license.
 - Completed [Dealer Drive Out Tag Application](#) form.

RELATED TOPICS

AUCTIONS

FEES:

Click [here](#) for Fees

LINKS: Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



DECALS - OVERVIEW

REVISED: 07/18/2016

AUTHORITY

Tenn. Code Ann. Sections 55-21-111, 55-21-151, 55-4-249, 55-4-103, 55-4-104, 55-3-101 & 55-4-316

DEFINITION

Decals are used to further distinguish aspects of registration

REQUIREMENTS

Types of decals, what they are used for and when they can be issued;

- **County Name Decals** are to be displayed in the bottom center of the plate and shall indicate the county of residence of the person on the registration

NOTE: On specialty plates, if additional space is needed for the plate design, the county name decal may be omitted

- **Hearing Impaired Decals** are issued by the department upon application accompanied by a physician's statement indicating the driver of a vehicle is hearing impaired. These decals shall be placed in the upper corner on the driver's side of the front windshield. One decal will be provided free of charge to a hearing impaired individual.

When a recipient driver transfers the automobile, the decal shall be removed, and a new decal shall be issued by the department, without cost to the individual, upon the individual's presenting the department with the used decal

When the recipient of a decal dies, any decals shall be deemed invalid

- **Disabled Driver Decal** allows holders of a Specialty and New Specialty Earmarked License Plate in T.C.A 55-4 part 2 and part 3 to keep their plates but take advantage of disabled parking privileges. Certification of disability required (see Application for Disabled Persons License Plate/Placard). This decal may also be obtained by Disabled Veterans for who apply for and receive license plates in T.C.A. 55-4 part 2 and part 3.
- **Helping School Education Logo Decals** may be obtained from the county clerk to be placed on a windshield for \$35.00. **This decal has no connection with vehicle registration**

Continued on next page



Decals Overview Pg 2

- **Military Decals** shall be issued and affixed to the Military and Retired & Honorable Discharged License plates
- **Surviving Spouse Decals** are issued for a Former Prisoner of War registration plate, Holder of the Purple Heart, Enemy Evadees, United States Military and Honorably Discharged Veterans (no state fee)
- **Month Decals** are used to indicate the month in which registration of the vehicle expires and should be placed in the upper left corner of the license plate
- **Yearly Validation Decals** are used to indicate the year the registration of the vehicle expires and should be placed in the upper right corner of the license plate. This decal can be issued ninety (90) days prior to the actual renewal date. If a validation decal is lost, stolen or mutilated an [Application for Duplicate/Replacement License Plate or Decal](#) form must be completed in its entirety.
- **Perm Fleet Decals** are issued by the Vehicle Services Division (VS) for fleet vehicles. These decals differ from the Yearly Validation Decals in that in place of the year you will find an “F” followed by numbers and the words “**PERM FLEET**”. Perm Fleet Decals shall be displayed in the upper right corner of the license plate. The decal is valid for the life of the plate.
- **OEM FLEET DECALS**
An Original Equipment Manufacturer (OEM) and their vehicle fleet are defined by Tenn. Code Ann. Section 55-1-126.

NOTE: If a validation decal is lost, stolen or mutilated an [Application for Duplicate License Plate/Replacement Plate or Decal](#) form must be completed in its entirety.

LINKS

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>

Military / Memorial Plates

<http://www.tennessee.gov/revenue/article/military-memorial>



Procedures for Destroying Controlled Stock other than License Plates

Revised: 10/06/2014

Description

This is a very important process as it affects the balancing of the state inventory as well as your third party inventory.

Controlled stock may be destroyed at the county level or by a third party. If destroyed by a third party, the county must observe that the controlled stock has been destroyed.

Destruction Suggestions:

- Locked recycle bin/local recycler
- Snips/Scissors
- Burning

There are two methods to be used for destruction of controlled stock other than license plates.

- Controlled stock in the county office that never has been registered/issued.
- Controlled stock that has been turned in by a customer. (The stock has been registered/issued).

Controlled Stock Destruction

1. **Controlled stock in the county office (*controlled stock that has NEVER been registered/issued*):**
 - Old class code issue year/expiration
 - Damaged in office
 - a. Remove inventory from your vendor system.
 - b. Complete the Certificate of Destruction itemized listing spread sheet in its entirety
 - List each controlled stock number
 - Class Code (if applicable)
 - Issue year (if applicable)
 - Reason for Destruction
 - c. Complete the Certificate of Destruction form in its entirety, including a clear description of how the controlled stock was destroyed and the signature of all parties involved in the destruction process.
 - d. Deface and destroy controlled stock in such a manner that the stock will be unable to be used for registration purposes.

Continued on next page



Destroying Controlled Stock Pg 2

- e. Keep the original copies of the Certificate of Destruction and the itemized listing, in your county office. Forward one copy to The Tennessee Department of Revenue, Vehicle Services Division via one of the below:
 - Email – dg_plate&supply.team@tn.gov
 - Fax – (615) 253-4260 ATTN: Plate and Supply
 - Mail – Vehicle Services Division, 44 Vantage Way Suite 160, Nashville, TN. 37243-8050 ATTN: Plate and Supply

2. **Controlled stock turned in by a customer (*controlled stock that has been registered/issued*):**

- Damaged
- Expired
- Found
- Confiscated
- No Longer Needed
 - a. Complete the Certificate of Destruction itemized listing spread sheet in its entirety
 - List each controlled stock number
 - Class Code (if applicable)
 - Issue year (if applicable)
 - Reason for Destruction
 - b. Complete the Certificate of Destruction form in its entirety, including a clear description of how the controlled stock was destroyed and the signature of all parties involved in the destruction process.
 - c. Deface and destroy controlled stock in such a manner that the stock will be unable to be used for registration purposes.
 - d. Keep the original copies of the Certificate of Destruction and the itemized listing, in your county office. Forward one copy to The Tennessee Department of revenue, Vehicle Services Division via one of the below:
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 - Mail – Vehicle Services Division, 44 Vantage Way Suite 160, Nashville, TN. 37243-8050 ATTN: Plate and Supply



STATE OF TENNESSEE
DEPARTMENT OF REVENUE
VEHICLE SERVICES DIVISION
44 VANTAGE WAY
SUITE 160
NASHVILLE, TENNESSEE 37243-8050

**CERTIFICATE OF DESTRUCTION
FOR VEHICLE SERVICES
LICENSE PLATES, DECALS, TOPS, TITLES AND PLACARDS**

I _____ certify that _____ County Clerk's office has destroyed or transferred to a third party vendor the following: license plates, decals, titles, TOPS and/or placards for destruction. (See Attached Listing).

I further certify that our office will maintain the original records relating to this destruction and provide a copy of this certification to the Tennessee Department of Revenue's Internal Audit and Consulting Services Section and a copy to the Vehicle Services Division.

The records will be available for review in our office upon visitation by Auditors, Department of Revenue Internal Auditors and/or designated Revenue personnel.

Clerk's Office Signature _____ Date _____

Third Party Vendor Signature _____ Date _____

Method of Destruction _____

Signature witnessed by me this _____ day of _____, 20____

Signed: _____
(Notary Public)



Procedures for Destroying License Plates

Revised: 10/06/2014

Description

This is a very important process as it affects the balancing of the state inventory as well as your third party inventory.

License plates may be destroyed at the county level or by a third party. If destroyed by a third party, the county must observe that each plate has been destroyed.

Destruction Suggestions:

- Local recycler
- Snips/Scissors

There are two methods to be used for destruction of license plates.

- License plates in the county office that never have been registered
- License plates that have been turned in by a customer. (The plate has been registered.)

License Plate Destruction

1. **License plates in the county office (*plates that have NEVER been registered*):**
 - Old metal issue year
 - Never picked up by customer
 - Damaged in office
 - a. Remove inventory from your vendor system.
 - b. Complete the Certificate of Destruction itemized listing spread sheet in its entirety
 - List each plate
 - Class Code
 - Issue year
 - Reason for Destruction
 - c. Complete the Certificate of Destruction form in its entirety including a clear description of how the plates were destroyed and the signatures of all parties involved in the destruction process.
 - d. Deface and destroy license plates in such a manner that they will be unable to be used for registration purposes.

Continued on next page



Destroying License Plates Pg 2

- e. Keep the original copies of the Certificate of Destruction and, the itemized listing, in your county office. Forward one copy to The Tennessee Department of Revenue , Vehicle Services Division via one of the below:
 - Email – dq_plate&supply.team@tn.gov
 - Fax – (615) 253-4260 ATTN: Plate and Supply
 - Mail – Vehicle Services Division, 44 Vantage Way Suite 160, Nashville, TN. 37243-8050 ATTN: Plate and Supply

2. License plates turned in by a customer (*plates that have been registered*):

- New plate issued
- Damaged
- No longer needed
- Found
- Confiscated
 - a. Complete the Certificate of Destruction itemized listing spread sheet in its entirety
 - List each plate
 - Class Code
 - Issue year
 - Reason for Destruction
 - b. Complete the Certificate of Destruction form in its entirety including a clear description of how the plates were destroyed and the signatures of all parties involved in the destruction process.
 - c. Deface and destroy license plates in such a manner that they will be unable to be used for registration purposes.
 - d. Keep the original copies of the Certificate of Destruction and, the itemized listing, in your county office. Forward one copy to The Tennessee Department of Revenue , Vehicle Services Division via one of the below:
 - Email – dq_plate&supply.team@tn.gov
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DE-TITLE

REVISED: 05/15/2013

AUTHORITY:

Tenn. Code Ann. Sections 55-1-105, 55-3-138, 55-3-139, 47-9-102

DESCRIPTION:

If a manufactured home is affixed to a parcel of real property, and documented in the affidavit of affixation, and the legal ownership of the manufactured home and real property is identical, upon the recording of the affidavit of affixation the owner shall surrender the certificate of the title or the manufacturer's statement or certificate of origin of the manufactured home to the Department for cancellation.

REQUIREMENTS:

An affidavit of affixation allows the legal ownership interest in the manufactured home to be recorded in the register of deeds office in the county in which the real property and manufactured home is located.

The owner may de-title a mobile home by surrendering the certificate of title or titles if more than one unit, a Manufacturers Certificate of Origin (MCO), or a Manufacturers Statement of Origin (MSO) for cancellation to their local County Clerk or mailed directly to the Vehicle Services Division.

Once the de-title process is completed, owners or lienholders will be notified.

NOTE: There is no fee associated with de-titling a mobile home.

Required Documents:

1. Letter of request to De-title
2. Certificate of Title or Certificate of Origin or Manufactured Statement of Origin
3. Certified copy of warranty deed or instrument of conveyance evidencing the real property
4. [Certified copy of the Affidavit of Affixation](#)

NOTE:

Request for Title to be Reinstated - If the legal owner desires to sell the manufactured home that has become affixed to real property for which their certificate of title or titles for each unit has been cancelled, a new certificate of title may be reissued by applying with their County Clerk.

Continued on next page



De-Title Pg 2

The Following Documents are required to re-instate a De-Titled Mobile Home:

1. [Multi-purpose Application](#) – For Title and Registration.
2. Copy of the abstract of land showing legal ownership of manufactured home and real property along with any mortgages recorded upon the real property.
3. A lien release for every lienholder listed on the abstract of land title or lienor's statement that lien is to be recorded on the face of the certificate of title.
4. Title fee for the certificate of title for the manufactured home or for each component unit.

RELATED TOPICS:

MOBILE/MANUFACTURED HOMES
TITLE ONLY

LINKS:

<http://tn.gov/revenue/article/mobile-homes-de-titling-and-reissuing-a-cancelled-title>



DISABLED DRIVER DECAL

REVISED: 08/09/2016

AUTHORITY

Public Chapter 845 of 2012

Public Chapter 720 of 2014

Public Chapter 840 of 2016

Tenn. Code Ann. Section 55-4-202(a),
55-21-103(a)(6), 55-21-111



DEFINITION

“Disabled Driver Decal” – The disabled driver decal is a decal affixed to the lower left corner of a registration plate issued under T.C.A. 55-4-202(a). The decal was established to allow holders of these license plates to keep their plate but take advantage of disabled parking privileges by certification of a permanent disability by a licensed physician or Christian Science practitioner listed in the Christian Science Journal.

NOTE: These plates have may have an additional fee of \$35 added to the registration fees, which covers the cost of the plate and the disabled driver decal.

This decal may also be obtained by Disabled Veterans who apply for and receive any license plates in [T.C.A. 55-4 part 2 and part 3](#).

REQUIREMENTS

- To be eligible for a disabled driver decal, the registrant must:
 - Complete the [Application for Disabled Person License Plate/Placard](#)
 - Have a physician or Christian Science practitioner listed in the Christian Science Journal complete the Certification of Disability. (If applicant is exchanging an existing unexpired disabled driver plate for a specialty plate, the certification is not necessary).
- The Disabled Driver Decal ***is free of charge and does not expire***; however, if the applicant changes specialty plates and still wants a decal, a new decal will have to be obtained.
- [Click here](#) for the New Specialty Earmarked Plate listing.

RELATED TOPICS:

Disabled Plates

Disabled Placards

FORMS: <http://tn.gov/revenue/article/title-and-registration-forms>



DISABLED PLACARDS OVERVIEW

REVISED: 06/26/2015

AUTHORITY:

Tenn. Code Ann. Sections 55-4-111, 55-4-237, 55-21-101 to 55-21-108, and 55-21-152

DESCRIPTION:

A disabled person may apply for a Disabled Placard if a physician duly licensed to practice medicine or a Christian Science practitioner listed in The Christian Science Journal certifies they have a disability, including but not limited to the following:

- Impairments that, regardless of cause or manifestation, confine such person to a wheelchair or cause such person to be so ambulatory disabled that he or she cannot walk two hundred feet (200 feet) without stopping to rest and includes, but is not limited to, those persons using braces or crutches, arthritics, spastics and those with pulmonary or cardiac ills who may be “semi-ambulatory”.
- The owner of a motor vehicle with vision of not more than 20/200 with correcting glasses.
- The owner of a motor vehicle who is so ambulatory disabled that he or she cannot walk two hundred feet (200 feet) without stopping to rest and who is seeking treatment and/or healing solely by prayer through spiritual means in the practice of religion in accordance with the creeds or tenets of the First Church of Christ, Scientist in Boston, Massachusetts.

There are two types of Disabled Placards, Permanent and Temporary.

- **Permanent Placards:** Permanent placards may be issued to persons who are permanently disabled and whose permanent disability is noted on the physician’s statement. All placards shall be issued directly by the local County Clerk’s office. If the applicant is eligible for a distinguishing license plate, the placard shall be furnished without charge. If the applicant has not applied for vehicle registration, then the cost of the placard shall be the same as the regular fee for passenger motor vehicle (T.C.A. 55-4-111). A disabled driver may receive a second placard if there is a second car registered in the name of the disabled driver or a member of the driver’s immediate family who resides with the driver. The second placard shall be issued without additional charge.

Any person who is permanently confined to a wheelchair and who does not own and is not physically capable of operating a motor vehicle may apply to the local County Clerk’s office for issuance of one (1) distinguishing disabled placard for the exclusive use of that person.

Continued on next page



Disabled Placards Overview Pg 2

This placard shall be in lieu of any disabled registration plates, and shall be provided without charge to the qualified applicant, upon receipt of an application accompanied by a physician's statement.

An agency that transports disabled clients, shall apply to the County Clerk for a placard to be used for the sole purpose of transporting disabled clients. The [Application for Disabled Person License Plate and/or Placard](#) must be completed in the agency name but does not require the physician signature. The number of placards issued to the agency may not exceed the number of vehicles owned and operated for the purpose of transporting the disabled clients.

Permanent placards expire two (2) years from the date issued. The renewal fee shall be three dollars (\$3.00); provided that there shall be no renewal fee for a person permanently confined to a wheelchair, nor to a disabled veteran (T.C.A.55-4-237(a)(3) or (b)).

Note:

Permanent Placards: No more than two (2) placards may be issued per individual applicant.

- **Temporary placards:** Temporary Placards may be issued to persons who are temporarily disabled by a non-ambulatory or semi-ambulatory condition due to surgery, bone fracture or breakage, or similar condition, and whose temporary disabling condition and the estimated duration of the condition is noted on the physician's statement. Temporary placards shall be issued for the estimated duration of the condition, but not in excess of six (6) months. Temporary placards may be renewed once and time must run concurrent with original issuance, and must be supported with a new [Application for Disabled Person License Plate and/or Placard](#). If additional time is needed after the 2 six (6) month periods, the applicant should seek authorization (new application for disabled person license plate/placard) from their physician for a Permanent Disabled Placard. Temporary placards shall be of a different design and color than permanent placards and shall prominently note the expiration date.

FEES:

Click [here](#) for fees.

RELATED TOPICS:

DISABLED PLATES, DISABLED DRIVER, DISABLED DRIVER DECAL

LINKS:

Forms: <http://www.tn.gov/revenue/article/title-and-registration-forms>

[Click here](#) to view Disabled Plates and Placards.



Disabled Veteran Pg 2

widest diameter of visual field subtends an angular distance no greater than twenty degrees in the better eye

- o Any other service connected disability that is determined by the veterans' administration to constitute a one hundred percent (100%) permanent total disability or compensated at 100%

NOTES:

- One plate can be issued free of charge (automobile or motorcycle)
- If applicant is also a Purple Heart Award recipient, may elect in the alternative the Purple Heart license plate
- Additional plates may be purchased at the regular fee
- Only one free plate, the second plate is reduced and any additional plates are regular cost

PERSONALIZATION: This plate cannot be personalized.

Number to be issued

Free one two unlimited

Additional (W/ Fee) one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee

RELATED TOPICS:

PLACARDS

LINKS

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



DISCHARGE OF LIEN

REVISED: 11/21/2012

AUTHORITY:

Tenn. Code Ann. Sections 55-3-114(c) and 55-3-127

DESCRIPTION:

The removal of a lien on a motor vehicle or real property after the claim has been satisfied is referred to as a "discharge of lien".

REQUIREMENTS:

When the debt is satisfied, the lienor must discharge the lien, mortgage or encumbrance by doing one of the following three things.

- Submit to the Vehicle Services Division a copy of the certificate of title with the date of discharge and signature reflected thereon, or
- Submit to the VS Division the tear away portion at the top of the new 8 ½" x 11" title form with the date of discharge and signature reflected thereon, or
- Submit to the VS Division a Notice of Discharge of Lien (Form RV-F1310901) completed in its entirety.

The lien release form must contain the correct and complete VIN and the name of the lienholder must match our records

- The lienor is required to deliver the certificate of title to an owner within seven (7) business days of the owner's request after the lien has been discharged unless the certificate of title shows on its face one (1) or more liens still outstanding, in which event the certificate of title shall be delivered to the next prior lienor, either in person or by registered mail
- The lienor must report the discharge of lien to the division within 72 hours of the discharge by registered mail with return receipt requested

NOTE:

A faxed lien release is acceptable provided it is signed and dated.

RELATED TOPICS:

LIENS OVERVIEW
NOTING OF LIENS

FEES:

There are **NO FEES** associated with this transaction



DIVORCE

REVISED: 07/01/2015

AUTHORITY:

Tenn. Code Ann. Section 55-4-202(1)(f)

DESCRIPTION:

When a marriage is legally dissolved through Divorce, the court often divides jointly owned property through a final divorce decree.

If the spouses hold joint ownership to the vehicle, the person awarded the vehicle by the courts must file application for certificate of title and registration in his or her name. This constitutes a transfer of ownership.

REQUIREMENTS:

When filing application for certificate of title and registration, applicants must provide the following:

1. [Multi-purpose Application](#) for Certificate of Title and Registration
2. Certificate of title, if available or certificate of registration if from a non-title state
3. Copy of the **final divorce** decree signed by the judge indicating the description of the vehicle
4. Odometer Disclosure Statement

NOTES:

- If a cultural, specialty earmarked or new specialty earmarked plate, memorial plate or special plate was issued, and the spouse is no longer entitled to the plate, the spouse shall deliver the plate to the county clerk, and the county clerk shall issue a regular plate valid for the same period as the plate being surrendered
- If the spouse fails to relinquish a properly assigned certificate of title to the person awarded the vehicle in the divorce decree, the final divorce decree should be used in lieu of title
- If the spouse awarded the vehicle through divorce remarries before titling and registering the vehicle in his or her name, he or she must title and register in his or her name only and then re-file through the county clerk's office if he or she desires to add the new spouse

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Divorce Pg 2

- When the court makes disposition of the lien, proceed according to the direction given by the court. The lien needs to be shown on the application unless there is a discharge of lien. The Vehicle Services Division will request the surrender of the certificate of title from the lienholder.
- Vehicles transferred pursuant to a property settlement in a divorce are exempt from sales tax.

FEES:

Click [here](#) for Fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>

Acceptable ID:

<http://tn.gov/assets/entities/revenue/attachments/acceptableproofsofid.pdf>



DRIVERS PRIVACY PROTECTION ACT (DPPA)

REVISED: 11/21/2012

AUTHORITY:

Tenn. Code Ann. Sections 55-25-101 to 104

U. S. Code 18 Sections 2721 to 2725

DESCRIPTION:

The **Federal Drivers Privacy Protection Act (DPPA)** was enacted in 1994 and amended in 2000. It protects the interest of individuals in their personal privacy of prohibiting the disclosure and use of personal information contained in their motor vehicle records, except as authorized by these individuals or by law.

The DPPA prohibits state motor vehicle agencies (or any officer, employee, or contractor thereof) from releasing personal information about an individual obtained by the department in connection with a motor vehicle record. It sets penalties for violations and holds violators liable on a civil action to the individual to whom the released information pertains.

In Tennessee, persons or entities requesting information under the authorization of this Federal Act may make application on the [Vehicle Information Request Form](#). This form provides more specific information as to who is and is not authorized to receive this information. For more information see the Vehicle Information Request in this guide.

RELATED TOPICS:

VEHICLE INFORMATION REQUEST

LINKS:

IVTR Log-in: <https://apps.tn.gov/ivtr/>

Federal Driver's Privacy Protection Act of 2000: <https://apps.tn.gov/online/dppa.html>

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



DUPLICATE TITLE

REVISED: 9/26/2013

AUTHORITY:

Tenn. Code Ann. Sections 55-3-115, 55-6-101(a)(4) and 55-6-104(4)

DESCRIPTION:

A Duplicate Title is a title that replaces a lost, stolen, mutilated or defaced title. In the event a Duplicate title is issued, the lost, stolen, mutilated or defaced title becomes invalid and may not be used to transfer ownership or encumber the vehicle. The word ***DUPLICATE*** is printed on the certificate of title when a duplicate title is issued. Ownership does not change when a duplicate title is issued.

REQUIREMENTS:

The owner/lienholder applies for a duplicate title through any county clerk's office.

1. [Certification for Duplicate Certificate of Title](#) form completed in its entirety.
2. The defaced or mutilated title, if available
3. Proof of discharge of lien, if applicable
4. Power of Attorney, if applicable

NOTES:

- A duplicate certificate of title may be issued to the owner free of charge within ninety (90) days of the original issuance of the title if the original title was never received
- A duplicate certificate of title should not be issued less than fifteen (15) mailing days from the date of issuance of the original title when the owner indicates the title was not received
- When a lien exists, only the lienholder can take possession of the title.
- When the vehicle is owned jointly with the conjunction "**and**", only one signature is required
- When someone other than the owner of the vehicle is applying for a duplicate title, a notarized power of attorney form must accompany the application. The power of attorney gives another person the authority to complete the transaction and sign the application for the owner. The power of attorney form must be completed in its entirety and must indicate the VIN of the vehicle. The individual with power of attorney may sign the owner's name
- In the event the title is stolen, a copy of the police report or notarized affidavit stating the same should be submitted

RELATED TOPICS:

TRANSACTION TYPE 07

FEES:

Click [here](#) for Fees

LINKS:

Forms: <http://www.tennessee.gov/revenue/article/title-and-registration-forms>



EMISSION REQUIREMENTS

REVISED: 10/26/2016

AUTHORITY:

Tenn. Code Ann. Sections 55-4-128, 55-4-130, 55-17-127

DESCRIPTION:

Emission inspection is required on 1975 and newer light duty gasoline and diesel powered vehicles. Cars and light duty trucks weighing 10,500 lbs. or less (gross vehicle weight rate (GVWR)) registered in Davidson, Hamilton, Rutherford, Sumner, Williamson and Wilson counties require an annual emission inspection.

For residents of Hamilton, Rutherford, Sumner, Williamson, and Wilson Counties, if a vehicle is out of state for more than 90 days prior to the vehicle registration renewal date, apply for an emissions exemption through TDEC

(<https://www.tn.gov/environment/article/apc-how-to-apply-for-a-vehicle-exemption>).

For residents of Davidson County, if a vehicle cannot be taken through an emissions inspection site in Tennessee, the owner must contact the Metropolitan Public Health Department at (615) 340-5657. A representative will explain the necessary steps to satisfy emissions requirements given the specific situation or circumstances.

REQUIREMENTS:

The following vehicles are exempt from the annual emission inspections:

- New motor vehicles being registered for the first time
- Heavy duty motor vehicles (more than 10,500 lbs. GVWR).
- Motorcycles
- Electric powered light-duty motor vehicles (excluding all hybrid vehicles)
- Gasoline-powered light-duty motor vehicles with a designated model year prior to 1975
- Antique motor vehicle over twenty-five (25) years old with a non-modified engine and body, when such motor vehicle is being registered as an antique motor vehicle pursuant to Tenn. Code Ann. 55-4-111(b) shall be exempt

Vehicles passing inspection receive a vehicle inspection report with a tear-off certificate of compliance. In some cases, electronic notification of vehicles passing inspection is sent directly to county clerks.

Vehicles not passing the inspection will receive a vehicle inspection report with the reason(s) the vehicle failed.

Continue on next page



Emission Requirements Pg 2

NOTE:

Temporary Operation Permits **shall not** be issued due to failed emissions.

RELATED TOPICS:

N/A

LINKS:

Emissions Testing Information: <https://www.tn.gov/environment/article/apc-how-to-apply-for-a-vehicle-exemption>



EXECUTOR OF ESTATE

REVISED: 02/21/2013

DESCRIPTION:

An “**Executor of Estate**” is an individual appointed to administrate the estate of a deceased person. The executor’s main duty is to carry out the instructions and wishes of the deceased. The executor is appointed either by the testator of the will (the individual who makes the will) or by a court, in cases where there was no prior appointment.

REQUIREMENTS:

1. A probated will or certified letters of testamentary verifying executor/executrix or letters of administration verifying appointment of personal representative

If the will is not probated, an affidavit of inheritance and a copy of the death certificate must be provided

2. If the deceased left a will designating an executor/executrix or if an administrator is appointed by the court, the Certificate of Title signed by the executor/executrix
3. Certificate of Registration, if applicable.
4. [Odometer Disclosure Statement](#), if applicable.

NOTE:

If the vehicle is willed to an individual as an inheritance, they must title and register before selling the vehicle.

RELATED TOPICS:

LETTERS OF ADMINISTRATION
LETTERS OF TESTAMENTARY
SURVIVING SPOUSE

LINKS:

Forms: <http://www.tennessee.gov/revenue/article/title-and-registration-forms>



FARM PERMITS

REVISED: 02/19/2016

AUTHORITY:

Tenn. Code Ann. Section 55-4-115

DESCRIPTION:

A Farm Permit is a temporary vehicle registration issued to increase gross weight for actual seasonal or temporary transportation of horticultural, agricultural, dairy products or livestock.

REQUIREMENTS:

- Tennessee vehicle must be currently registered in the joint “J” plate class
- Vehicles registered out of state may operate in Tennessee with farm permits in the following circumstances;
 - to transport products produced outside of Tennessee into Tennessee to be marketed or processed
 - to points in Tennessee for shipment, so long as the market, storage facility, processing plant or railroad is not more than 80 miles from the point of entry into Tennessee
 - to transport machinery used to harvest farm commodities
 - to transport products harvested in Tennessee from place of production to market; storage or railroad, not more than 75 miles from productions

Example:

If customer has a J2 plate which is 16,000 lbs., and they want to increase their weight to 32,000 lbs. then you would sell them the 16,000 lbs. permit; this would cover 32,000 lbs. for the vehicle.

FEES:

16,000 lbs.....	\$ 2.75
20,000 lbs.....	\$ 8.25
26,000 lbs.....	\$ 11.00
32,000 lbs.....	\$ 14.30
38,000 lbs.....	\$ 16.50
44,000 lbs.....	\$ 55.00
56,000 lbs.....	\$ 71.50
66,000 lbs.....	\$ 82.50
74,000 lbs.....	\$ 99.00
80,000 lbs.....	\$115.50



FEDERAL HEAVY HIGHWAY VEHICLE USE TAX (HVUT FORM 2290)

REVISED: 11/15/2016

AUTHORITY:
FEDERAL 23 U.S.C. 141(c)

TAX YEAR INFORMATION

The tax year for a Heavy Highway Vehicle runs from July 1 of one year thru June 30 of the next. Payment can be made by check, money order or electronically through the Electronic Federal Tax Payment System (EFTPS). No proof of payment is required for a newly purchased vehicle if you present the state a copy of the bill of sale showing that the vehicle was purchased within the last sixty days. This exception is for registration only, **the HEAVY HIGHWAY VEHICLE USE TAX RETURN; FORM 2290 is still required and must be filed and paid no later than the last day of the month following the month of purchase.**

For example, if the truck was purchased in October, the truck can be registered with the state, within sixty days of the purchase date, and tags received without providing Form 2290 and Schedule 1; however the Form 2290 must be filed with the IRS and paid no later than November 30, in this example, to avoid a penalty for filing and paying late.

DESCRIPTION:

Any highway motor vehicle, **registered** or **required to be registered** in your name, with a taxable gross weight of 55,000 pounds or more is subject to the Federal Heavy Vehicle Use Tax.

The heavy vehicle use tax or HVUT is a fee assessed annually on heavy vehicles operating on public highways at registered gross weights equal to or exceeding 55,000 pounds. The gross taxable weight of a vehicle is determined by adding:

- the actual unloaded weight of the vehicle fully equipped for service
- the actual unloaded weight of any trailers or semitrailers fully equipped for service customarily used in combination with the vehicle, and
- the weight of the maximum load customarily carried on the vehicle and on any trailers or semitrailers customarily used in combination with the vehicle

There are a number of groups that receive exemptions from the HVUT, including:

- The Federal Government
- State or local governments, including the District of Columbia
- The American Red Cross
- Nonprofit volunteer fire departments, ambulance associations or rescue squads
- Indian tribal governments (for vehicles used in essential tribal government functions)
- Mass transportation authorities

Continued on next page



Federal Heavy Hwy Vehicle Use Tax (HVUT Form 2290) Pg 2

There are also a number of vehicles exempted from the HVUT:

- Commercial vehicles traveling fewer than 5,000 miles annually
- Agriculture vehicles traveling fewer than 7,500 miles annually
- Vehicle not considered highway motor vehicles — e.g., mobile machinery for non-transportation functions, vehicles specifically designed for off-highway transportation, and non-transportation trailers and semi-trailers
- Qualified blood collector vehicles used by qualified blood collector organizations

Exempt carriers may be required to file tax forms with the IRS or notify the local department of motor vehicles (DMV) of the exempt status being claimed.

In the case of a bus, the taxable gross weight is the unloaded weight of the bus plus 150 pounds for each seat provided for passengers and driver.

REQUIREMENTS:

The heavy vehicle use tax (HVUT) is a fee assessed annually on heavy vehicles operating on public highways at registered gross weights equal to or exceeding 55,000 pounds. These vehicles cannot be renewed online as additional documentation is required.

Registrants are required to surrender proof that the Heavy Highway Vehicle Use Tax has been paid or that the tax has been suspended. A copy of **Form 2290, Schedule 1 stamped by the IRS** is proof of payment or suspension.

If a stamped copy is not available, a non-receipted copy of Form 2290, Schedule 1 and a copy of both sides of the canceled check used for payment may be accepted.

For additional information about the Heavy Highway Vehicle Use tax please contact the Internal Revenue Service at 866-699-4096 (toll-free), Monday through Friday, from 8:00 a.m. to 6:00 p.m., Eastern Time. Form 2290 can be obtained by visiting www.irs.gov or calling the IRS at 800-829-3676. You can also file Form 2290 and pay the tax due at any IRS tax assistance center.

RELATED TOPICS:

[NOTICE #08-16](#) – REQUIREMENTS FOR REGISTRATION OF FREIGHT VEHICLES

FEES: Click [here](#) for Fees

LINKS:

Notices: <http://www.tennessee.gov/assets/entities/revenue/attachments/08-16tr.pdf>

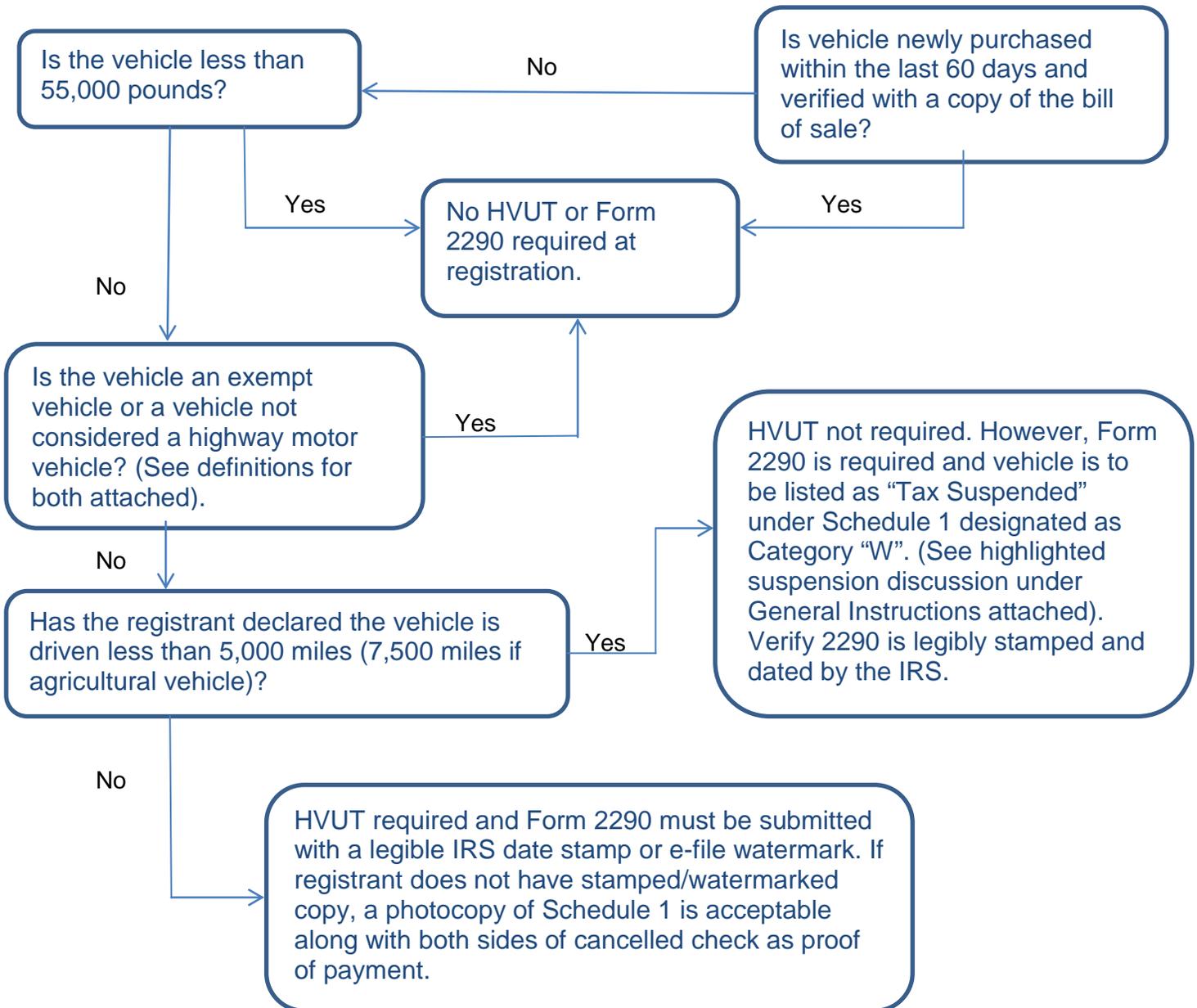
IRS Form 2290: <http://www.irs.gov/pub/irs-pdf/f2290.pdf>

IRS: www.irs.gov

Continued on next page



County Clerk HVUT Flow Chart





FEE - HOW TO CALCULATE CREDIT FOR RE-REGISTRATION

Revised: 09/14/2014

Rule 1320-8-17 provides credit for registration issued under the staggered system. Surrendered plates for a registration in a class with annual expiration date will be established by giving credit for one-twelfth (1/12) of the base registration fee for each month remaining by issuing the expiration date as a base. The new system fee of \$1.00, the \$1.00 reflectorization fee and the \$.75 officer's fee are flat fees and are not prorated in this credit.

Example:

Regular plate fee- \$21.50
- 2.75 – flat fees (not refundable)
= \$18.75

Next, divide the \$18.75 by 12 (months) = \$1.56 per month.

Finally, multiply the months you have remaining on the registration by this figure (\$1.56 in this example) to determine the total amount of the credit.

Example:

A plate expires in December and the customer wants to exchange the plate in June. Using the calculation above, you would multiply 6 (number of months left on the registration) times \$1.56, which equals \$9.36. This is the amount of the credit they would receive on the new plate.

Note: This calculation holds true for any plate – just substitute the correct state fee in the calculation.



REVISED: 06/15/2015

STATE FEES (does not include County fee)

TITLING FEES*

Title Fee.....	\$	5.50
Due when		
Applying for Original Certificate of Title		
Applying for a Duplicate Certificate of Title		
Correcting a Certificate of Title		
Noting a Lien , Reassigning a Lien or Extending a Lien		
Discharging a Lien (Completed at State level)	\$	0.00
Salvage Certificate (Completed at State level)	\$	0.00
Non-Repairable Certificate (Completed at State level)	\$	0.00
Rebuilt Conversion Fee (Precertification)		
Individuals	\$	75.00
Dealers.....	\$	85.50

REGISTRATION FEES*

Standard Plate Class 1000 Fee (see Class Code Fee Schedule for other plates) ..	\$	21.50
County Level Wheel Tax May apply		
Plate Replacement Fee.....	\$	11.75
Decal Replacement Fee.....	\$	0.00
Reprinted Renewal	\$	0.00
Lessor/Lessee Fee	\$	2.00
Surrender Plate Fee.....	\$	1.00
Transfer Fee	\$	1.00
TDR Sticker for ATVs.....	\$	0.00
HOV Sticker for certain hybrid vehicles (Completed at State level)	\$	0.00

*Title and Registration Fees are waived for Surviving Spouse when the transaction is completed within (1) one year of the death of spouse.

MISCELLANEOUS

Notation of Lien (per lien).....	\$	11.00
Temporary Operation Permit (Red Cardboard-County retains \$4.50).....	\$	10.00
Drive Out Tag (Green Cardboard-Completed at State level)	\$	5.50
Trailer Temporary Tag	\$	9.00
Dealer Plates (New, Used and Motorcycle Dealers)		
Master Plate	\$	50.05
Additional Plates.....	\$	26.40
County Clerk's Fee (per plate with a max of \$10 per day).....	\$	2.00
Abandoned Vehicle Request (Completed at State Level).....	\$	1.00
Vehicle Information Requests-VIR (Cost is <u>per VIN</u>)		
Inquiry Screen	\$	1.00
Certification	\$.50
Current Record.....	\$	5.00
Complete History.....	\$	15.00



Continued on next page

Fee's Pg. 2

Permanent Disabled Placard (with no vehicle registration in applicant's name)	\$	21.50
Renewal Fee	\$	3.00
Permanent Disabled Placard (with vehicle registration in applicant's name)	\$	0.00
Renewal Fee	\$	3.00
Permanent Disabled Placard (replacement fee)	\$	2.00
Temporary Disabled Placard (valid for 6 months)	\$	10.00
Renewal Fee (must submit new application for similar period)	\$	10.00
Hearing Impaired Decal	\$	0.00

CLERKS FEES (NOT A COMPLETE LIST)

County Title Issuance Fee	\$	5.50
County Registration Issuance Fee	\$	2.50
Duplicate Registration	\$	3.00
Mailing Fee	\$	2.00
Specialty Plate Handling Fee	\$	1.00
County Clerk's Sales Tax Fee (When Clerk assesses sales tax on vehicle)	\$	1.00



FORMER TITLE & STATE 'FIELD' SYSTEM ENTRIES

REVISED: 12/09/2016

DESCRIPTION:

It is important to verify accuracy of 'former' title & state code prior to making system entries. On occasion, Tennessee is listed in error as the 'former state' for title numbers that are from states such as Alabama, Florida and Virginia, all of which utilize '8' digits with similar TN numbers in their title numbers.

REQUIREMENTS:

When entering *former title number* information from an application into the computer system, enter the current title number that is on the supporting title in the 'former title field' followed by the state code for the name of the state that issued the supporting title. The location of title numbers on out-of-state certificates of title varies from state to state. Look for a specific '**title number**' field. Don't use control/inventory/document number unless otherwise instructed to. Depending on the transaction, the system may require an entry in the 'former title number' field and therefore, cannot be left blank.

The 'Former Title Number' field contains up to 13 digits.

- Use the first '13' digits (including any letters) for states with longer title numbers
- Do not use hyphens or spaces
- Do use leading zeros or any letters

NOTES:

Examples:

- Georgia – Current Title Number **773078052705040** (enter the first 13 digits)
- Connecticut – 028311062 (enter **028311062**)
- Mississippi – E143396-01 (enter **E14339601** w/o the hyphen)
- Wyoming – 01-01572954 (enter **0101572954** w/o the hyphen)

While the following states don't have or use title numbers, please enter information as follows:

- Hawaii - **Red 'H'** number in the middle of their certificate of title
- Ohio – **NO.** listed at the top of the certificate
- New York – Use '**Document No.**'
- Washington – Use '**Certificate Number**'
- California – Use '**CA+Number**' at bottom of the certificate (enter **CA99935420** w/o hyphen)

Continued on next page



Continued Former Title Number State Fields Pg 2

Former Title Number/Former State Entries cont'd

- New Jersey – Use the number at the bottom of the NJ title. Example, **GD20141360000118**
- If *new* vehicle with MSO, enter '**MSO**' and the 'state code' of the dealer listed on the front of the MSO
- Enter '**RS76**' and 'TN' as former state, if submitting certificate of ownership, a surety bond or if the title was previously issued in TN but has been 'purged' or 'dropped' from the system
- Enter '**Reg**' and state code for older out-of-state registrations for those states (e.g. GA, AL, CT) that don't issue a Certificate of Title
- Enter '**FN**' if an out-of-the *country* Certificate of Title (e.g. New Brunswick – Canadian Province)
- System stops (e.g. -09) may require additional action
- For government vehicle, enter the **Certificate Number**, example 3BFBC11 - 521, without the hyphen
(e.g. **3BFBC11521**) and not the DO# listed at the bottom of the Standard Form 97. Enter '**GV**' as the former state code

LINKS

Forms: <http://www.tennessee.gov/revenue/article/title-and-registration-forms>



TN TITLE & REGISTRATION FORMS & WEBSITE LINK (TN.gov/revenue)

REVISED: 06/11/2013

PURPOSE

Provide 'Print-on-Demand' (on-line) forms with up-to-date/current form information. Any previously preprinted or 'stock' forms could be obsolete.

Click on the following link <http://www.tennessee.gov/revenue/article/title-and-registration-forms> for direct TN.gov/revenue forms website access. **Reminder:** If a form has a barcode, please *do not* 'staple' inside the barcode area.

To make sure we are consistent with using current forms, you will be able to link directly to our website to access forms.

As an example, below is copy of the web page:

The screenshot shows the Tennessee Department of Revenue website. The header includes the TN logo and the text "Department of Revenue". A navigation menu lists: "How Do I...?", "E-file and Pay", "Taxes", "Tax Resources", "Title and Registration", "Motor Carrier", "Doing Business", and "Hot Topics". The main content area is titled "Title and Registration Forms" and lists the following links:

- [Affidavit for General Information, i.e. name change or correction](#)
- [Affidavit of Affixation for Manufactured or Mobile Home](#)
- [Affidavit of Inheritance](#)
- [Affidavit of Non-dealer Transfers of Motor Vehicles and Boats](#)
- [Affidavit of Seller in Cases of Bankruptcy, Insolvency, Attachment, Replevin or Other Judicial Sale](#)
- [Application for Certificate of Trailer Inspection](#)
- [Application for Dealer Plates](#)
- [Application for Disabled Person License Plate/Placard and Reference Material Disabled Person License Plate/Placard](#)
- [Application for Duplicate License Plate/Replacement Plate or Decal](#)
- [Application for Motor Vehicle Identification Certification](#)
- [Application for Noting of Lien on Certificate of Title](#)



GARAGEKEEPERS LIEN

REVISED: 05/23/2016

AUTHORITY:

Tenn. Code Ann. Sections 55-2-106, 55-16-105 to 107, 55-23-103 and 104, 66-14-101 to 106, and 66-19-103 and 66-19-104

A Garagekeeper's Lien (aka mechanic's lien) is a process whereby a garagekeeper obtains permission to sell a vehicle it has repaired and/or stored, where the owner has authorized repairs, but not claimed the vehicle or failed to pay the fees associated with the repair or storage. The customer is given thirty (30) days after the completion of the repair(s) to pay the bill. If the bill has not been paid, the garage keeper is allowed to recover their costs to repair of the vehicle by selling the vehicle to a third party, if necessary.

This process is completed by Vehicle Services Division

WHAT THE COUNTY CLERK NEEDS TO KNOW:

- The garagekeeper shall complete and submit a [Vehicle Information Request \(VIR\) form](#) to the state and include an itemized list of charges, on business' letterhead to receive owner and/or lienholder information.
- The VIR and the list of charges may be mailed with the appropriate fee to Department of Revenue, Vehicle Services Division, 44 Vantage Way, Suite 160, Nashville, TN 37243-8050
- Upon receiving owner and lienholder information from the department, the garagekeeper must notify all interested parties, either by registered mail, return receipt requested, or in person, which requires a notarized affidavit naming the person who delivered the notice and specify the time, place and manner of giving such notice.
- The notice must include the complete description of the vehicle, an itemized statement of charges, and must provide interested parties with ten days following the delivery of the notice to pay the fees and claim the vehicle.
- If no response is received after ten (10) days, the garagekeeper is allowed to sell the vehicle at auction. The auction may be advertised once in a newspaper in the area where the vehicle was repaired. The sale shall not be held until fifteen (15) days from the date of first publication.
- If an ad is not placed in an area newspaper, a notice shall be posted in no less than six (6) conspicuous places, at least ten (10) days before the sale.

Continued on next page



Garagekeepers Lien Pg 2

- Upon being sold at auction, Tennessee residents shall make application for title and registration with their local county clerk. The following documents are required to support a garagekeeper's lien:
 - Completed Form: [Certificate of Sales Under Special Conditions](#)
 - [Vehicle Information Request](#) form received from the Department of Revenue
 - Certified mail receipts
 - A copy of the newspaper ad or public notice announcing the auction.
 - Itemized statement of storage and/or towing fees owed to the applicant
 - [Odometer Disclosure Statement](#), if applicable.

RELATED TOPICS:

SALE UNDER SPECIAL CONDITIONS

VEHICLE INFORMATION REQUEST (VIR) FORM

FEES:

Click [here](#) for Fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



GIFT-A-TAG

REVISED: 05/22/2015

DESCRIPTION

Now you can buy a GIFT-A-TAG voucher for the purchase of any of Tennessee's Specialty License Plates. There are over 100 to choose from. Choose a Specialty License Plate that lets the world know what you care about. Tennessee Specialty Plates represent colleges and universities, sports, wildlife, arts, for children, and many others. Most of these plates are available at your [local county clerk's office](#).

- GIFT-A-TAG vouchers are \$35 and you can buy as many as you want—for your family, friends or treat yourself. Each GIFT-A-TAG is good for the purchase of a Specialty License Plate or the personalization of any license plate.
- Yearly tag fees will be due at the time a Specialty License Plate is purchased, but you can get a new plate anytime and your tag fees will be prorated.
- You will need to exchange your plate so remember to bring a screwdriver.

How To Buy:

1. Click on the purchase button below and select the number of vouchers needed.
2. Complete the credit card information and check your email for your GIFT-A-TAG Vouchers.
3. You can then EMAIL your GIFT-A-TAG Vouchers to your recipients or PRINT for a hard copy. The lucky receiver of your gift should then check out the available Specialty Plates [ONLINE](#) or complete the application to personalize a license plate. The last step is for the recipients to go to their local County Clerk's office to redeem the voucher and pick up their own specialty license plate. For Personalized Plates, the County Clerk will contact them when the plate is ready.

LINKS: Listing and Description of Eligible Specialty Plates:

<http://www.tn.gov/revenue/vehicle/licenseplates/classcodes/giftatagclasscodes.pdf>

Legal: County clerks charge an additional \$1 fee for the issuance of a specialty plate. This makes the fee \$36 for a specialty plate, \$36 for a personalized plate, and \$71 for a personalized specialty plate, plus the standard state registration fee and any wheel taxes imposed by local governments.

Each official voucher is issued by the Treasurer of the State of Tennessee.

PURCHASE VOUCHER





LOCAL GOVERNMENT VEHICLES

REVISED: 02/08/2013

AUTHORITY:

Tenn. Code Ann. Section 55-4-223

DESCRIPTION:

“**Local Government**” vehicles are any vehicles owned by county, town, city, municipality, or the private or volunteer fire department that will be operated exclusively for essential governmental purposes or exclusively for fire protection purposes.

County Clerks may approve and issue local government transactions.

All other Government Transactions must be forwarded directly to the Vehicles Services Division for approval and processing.

REQUIREMENTS:

When filing application for certificate of title and registration, the following must be provided:

1. [Multi-purpose Application](#) – Application for Title and Registration.
2. Certificate of Title, Manufacturer’s Statement of Origin, Seizure Documents or Court Order.
3. New Car Invoice if supported with Manufacturer’s Statement of Origin.
4. [Government Service Vehicle Registration Application](#) completed in its entirety.

NOTES:

- County clerks, as agents of the state, are authorized to accept the sworn statements presented by the heads of government and entities to issue government service license plates
- Each county clerk shall approve for issuance the Government Service Vehicle Registration Application on behalf of the state
- All Government Services Vehicles **must** be issued Government Service plates

RELATED TOPICS:

GOVERNMENT VEHICLES OVERVIEW
UNDERCOVER

FEES:

Click [here](#) for Fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



GOVERNMENT VEHICLES OVERVIEW

Revised 02/08/2013

AUTHORITY:

Tenn. Code Ann. Sections 13-14-102, 13-26-102, 55-4-202(a)(8), 55-4-223

DESCRIPTION:

Government vehicles, as related to vehicle titling and registration, refer to vehicles owned by a government entity at the local, state or federal level. These vehicles are exempt from sales and use tax and are eligible for registration using permanent government service plates (includes a fee). The registrations expire upon transfer of ownership or destruction of the vehicle. The plates are transferrable to other government vehicles owned by the same entity. A transfer fee and county fees may be applicable.

In addition, eligibility for issuance of government service plates is also extended to vehicles owned by the following:

- Tennessee Community Action Agencies registering any van owned by such community action agencies and used exclusively for agencies' activities
- Tennessee Development Districts
- Tennessee Human Resource Agencies
- The American Red Cross, State of Tennessee Attorney General's Opinion dated July 28, 1947
- Senior Citizens Service Centers which meet the standards set by the Commission on Aging for eligibility to receive state funds, registering any van owned by the centers and used exclusively for the centers' activities

REQUIREMENTS:

- Authorized officials of the government entities listed may, by sworn statement, declare that the motor vehicle for which application is being made for registration is owned by the entity and operated exclusively for essential governmental purposes or exclusively for fire protection purposes.

RELATED TOPICS:

GOVERNMENT, LOCAL
PLATES, GOVERNMENT
SALE OF EMERGENCY VEHICLES

FEES:

Click [here](#) for Fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



Incomplete Record on the TN3270

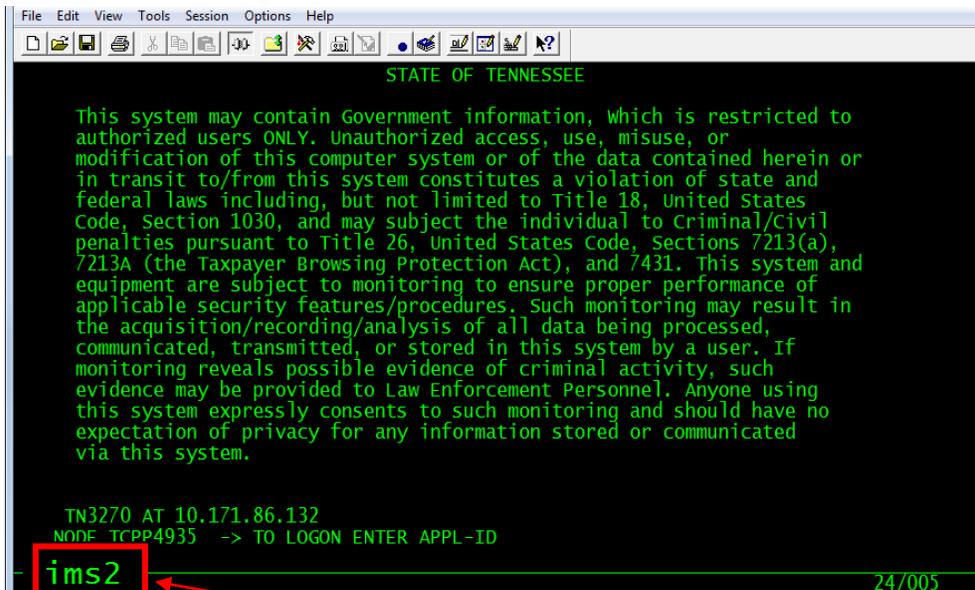
[SCROLL DOWN FOR ADDITIONAL PAGES](#)

Revised: 05/12/2014

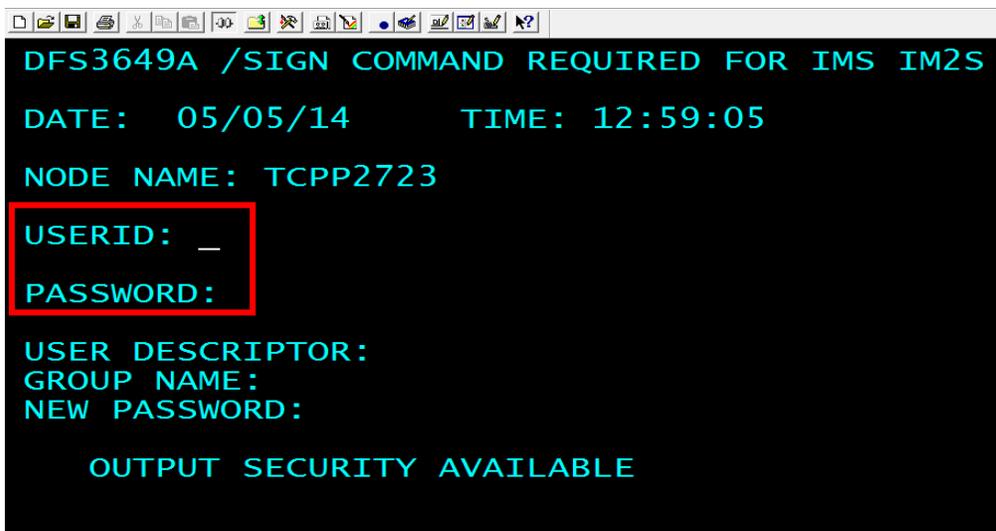
DESCRIPTION:

The following steps can be used regarding incomplete records on TN3270.

Example: While keying a title or registration application, you may receive an error message, “*Not available for update*”. You will need to check the TN3270 system under “DIMVI10” for an incomplete record.



1. Access the TN3270, type: **ims2** at the bottom of the screen, then press the **Enter Key**.



2. Enter your **DG/DGD** Number and Password then press **Enter Key**. Press **Enter Key 2(x)** more times until you reach a blank screen.

Continue



dimvi10

3. Enter DIMVI10—(press space bar twice), then press Enter Key.

```

                INQUIRY SEARCH LIST                                PAGE:
INQUIRE BY: VIN  VIN          PLATE          TITLE
*              VIN          PLATE  CLASS  ISS  YR   TITLE  MAKE  YR   LAST NAME

* G=GENERAL L=LIEN B=LEASE S=STOP/COMMENT R=REJECT H=HISTORY P=PREV
PF7=BACK  PF8=FORWARD PF2=NAME/VECH INQ PF3=NAME/ADDR INQ PF4=INCM/SUSP INQ

```

4. The inquiry Search list screen will display. Press PF4 button for Incomplete Inquiry Screen.

```

                INQUIRY SEARCH LIST                                PAGE: 01
INQUIRE BY: VIN  1G1ZT64814F2          PLATE          TITLE
*              VIN          PLATE  CLASS  ISS  YR   TITLE  MAKE  YR   LAST NAME
1G1ZT64814F2  ****          295  ****   1000  2006  698  ****  CHEV  04  GONZA  ****
1G1ZT64814F2  ****          285  ****   1000  2006  829  ****  CHEV  04  HARGR  ****
g 1G1ZT64814F2  ****          B20  ****   1000  2006  884  ****  CHEV  04  GILCH  ****

```

The Inquiry Search List screen is displayed.

(TIP!) If you have only partial VIN, Plate or Title Number information, you can enter the information for additional listings. Note: PF8/PF7 to view all listings

```

                INCOMPLETE/SUSPENSE INQUIRY SEARCH LIST          PAGE: 01 OF 01
INQUIRE BY: VIN  1G1  *****          PLATE          TITLE
*              VIN          PLATE  CLASS  ISS  YR   TITLE  ADD DATE  USER ID  STAT
1G1, *****  |  048L  1000  2006  85  |  01/19/2007  DG  |  INCM

```

5. On the Incomplete Inquiry Search Screen, enter VIN, Plate or Title Number information and press the Enter Key. Remaining information should appear. If the record displays, look at the STAT column at the far right. If it is an Incomplete, INCM will be listed.

Continue



```
* G=GENERAL L=LIEN R=LEASE S=STOP/COMMENT R=REJECT H=HISTORY P=PREV
NO VEHICLES FOUND FOR INQUIRY
PF7=BACK PF8=FORWARD PF1=VIN/TL/PLT INQ PF2=NAME/VECH INQ PF3=NAME/ADDR INQ
```

Note: If there is no record, a message displays at the bottom of the screen:
No Vehicles found for Inquiry.

```
INCOMPLETE/SUSPENSE INQUIRY SEARCH LIST PAGE: 01 OF 01
INQUIRE BY: VIN 1G1AK ***** PLATE TITLE
# VIN PLATE CLASS ISS YR TITLE ADD DATE USER ID STAT
g 1G1A ***** PZ 1000 2006 85 01/19/2007 DG12421 INCM

* G=GENERAL L=LIEN B=LEASE S=STOP/COMMENT R=REJECT H=HISTORY P=PREV
ALL RECORDS FOUND FOR THIS INQUIRY
PF7=BACK PF8=FORWARD PF1=VIN/TL/PLT INQ PF2=NAME/VECH INQ PF3=NAME/ADDR INQ
```

6. To view the incomplete record, type “g” beside the VIN, press the **Enter Key**.

Continue



```

08/03/07      *** GENERAL INQUIRY AND RESPONSE ***
TRANS TYPE N1 TRANS DT 010507 TTL 8555      VIN 1G1AK1      MAKE CHEV
YR 06 MOD BLS BD CP COLOR PLE      PLT 048LPZ CLS 1000 YR 2006 N/U U FUEL GAS
AXLES 0 CL/ST 00 UNLD WT 0000000 REG WT 0000000 ODOM 040000 DECAL
CO VEH #      APPT # 00000 ZONE      CO SHELBY VEH USE P VEH TYPE A
FORMER TTL REG      ST MS FORMER LIC      CLASS 0000 YR 0000 PRINT
EXP DATE 013108 PUR DATE 011306 REG ONLY # 0000000 STOPS      COMMENTS N
ODOM IND 0 LEASE REJ #      REASON      HISTORIES 00
NAME CODE 0 CONJ 0 TIL ST      DT TTL ISSUED 000000 LIENS 4
OWNER HIB      / JOHN      / I      / *****
OWNER2      /
CARE OF
ADDRESS 13:      / ASHL      / MEMPHIS      ILU N MAO N
1ST LHR CD      LIEN DT 01      1ST LHR CAPI      / TN / 381160000
ADDRESS      / PO BOX 2608      / PLANTU      / TX / 750260000
2ND LHR CD      LIEN DT      2ND LHR
ADDRESS      /
CREDIT      SALES TAX 00000000
REG CO 9A°      CLK TOTAL REG FEES 0000000 DUP TITLE IND N
INV # 00019 BATCH #
HISTORY REJECT LEASE LIEN STOP/COMMENT/COND PREV PF4 RETURN LIST
ERRORS VEHICLE INFORMATION IS FROM AN INCOMPLETE/SUSPENSE TRANSACTION

```

7. The **General Inquiry** screen will display regarding the incomplete record. To return back to the **Incomplete Inquiry** screen, press **PF4**.

```

INCOMPLETE/SUSPENSE INQUIRY SEARCH LIST PAGE: 01 OF 01
INQUIRE BY: VIN 1G1AK ***** PLATE TITLE
# VTN PLATE CLASS ISS YR TITLE ADD DATE USER ID STAT
1G1AK1 ***** 048L 1000 2006 855 ** 01/19/2007 DG12421 INCM

```

Note: To view related documents, you must access the information on the Retrieval data base (FileNet). Go to FileNet to view the incomplete letter to see what is needed to clear up the file prior to issuing the title.

Note: You may copy either the VIN or Title Number (Incomplete Number) from TN3270 (Incomplete Inquiry) screen to paste into FileNet.

Continue

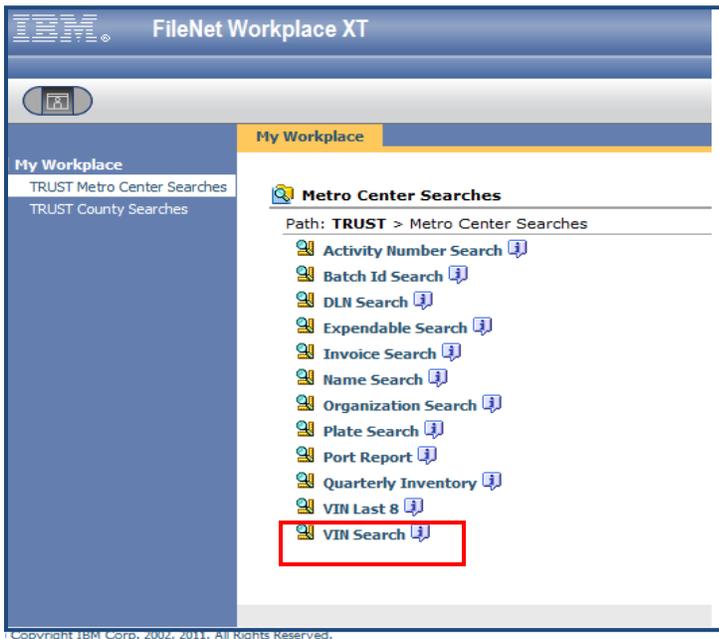


FILENET RETRIEVAL DESCRIPTION:

Access the FileNet Retrieval System to view the letter/document(s) regarding the reason(s) for the incomplete transaction.



1. Log-on to the FileNet Retrieval system.



2. Select  VIN Search .

Note: You may also use *VIN Last 8* or *Activity Number Search*(Incomplete number).

Continue



VIN is equal to 1g1***** *

AND Last Name1 is equal to

AND First Name1 is equal to

AND Activity Number includes

- Paste the copied VIN. If there is no letter for the Incomplete Record, you will need to close the screen and enter your Incomplete Number (Activity Number)

Note: You can determine the process of the Incomplete by how many records are displayed under the Result Bar.

1 Record under the Result Bar:

Documents sent into the state

Name	Last Name1	First Name1	VIN	Plate	DLN	Added On ▲
Title	HIB	JOHN	1G1	048	1980	11/15/08 12:42 AM

Note: The letter has been completed on the TN3270, but has not been scanned or mailed out.

2 Records under the Result Bar:

Incomplete letter sent by state

Name	Last Name1	First Name1	VIN	Plate	DLN	Added On ▲
Title	HIE	JOHN	1G1	048LF	81980	11/15/08 12:42 AM
Letter	HIE	JOHN	1G1		98001	11/16/08 11:15 AM



Note: The letter has been scanned and has been mailed. (Check letter date and allow 2 weeks for mailing.)

Continue



3 Records under the Result Bar

Returned Correspondence on File

	Name	Last Name ¹	First Name ¹	VIN	Plate	DLN	Added On ▲
	Title	HIBI	JOHN	1G1AK	048	980	11/15/08 12:42 AM
	Letter	HIBI	JOHN	1G1AK		001	11/16/08 11:15 AM
	Letter	HIBI	JOHN	1G1AK		586	11/18/08 2:18 AM

Note: The Incomplete File has been returned to the office and has been scanned. If the title number is not active on the TN3270, then the application is in process to be keyed by State Office.

Remember, the State is scanning all work first; 'incomplete' letters are printed and sent out. The titles will *not* be printed until the 'incomplete' reasons are cleared.

Reminder: Sometimes documents are scanned and indexed under the VIN, but if they're not then you will need to know the Incomplete Number (Activity Number) in order to pull up the record to view what is needed prior to processing.



INHERITANCE

REVISED: 02/09/2015

AUTHORITY:

Tenn. Code Ann. Section 55-4-101(j), 55-6-109, 30-2-101 et seq.

DEFINITION:

“Inheritance” is the practice of passing on vehicles upon the death of an individual.

REQUIREMENTS:

If the deceased **left no will** (intestate) and it not a surviving spouse situation, the [Affidavit of Inheritance](#) form must be completed. With this form, all heirs mutually vest the ownership of the vehicle to a certain party.

When the surviving spouse sells to an ultimate purchaser, the outstanding certificate of title should be properly assigned from surviving spouse to purchaser.

Documents required to support this transfer are:

1. [Affidavit of Inheritance](#) (do not need if transfer from surviving spouse)
2. Copy of death certificate
3. Certificate of Title, properly assigned by the person(s) who inherited the vehicle
4. [Odometer Disclosure Statement](#), if applicable

The Affidavit of Inheritance is completed to enable all heirs to mutually relinquish their ownership of the vehicle to a certain party in the event there is no surviving spouse and if no will exist and the total value of the estate is \$10,000 or less. However, if the decedent died after 1998, the estate can be valued at \$25,000. A small estate affidavit can be used in lieu of an affidavit of inheritance. A description of the asset should be listed on the affidavit.

If the deceased **left a will** designating an executor/executrix or if an administrator is appointed by the court, the certificate of title is signed by them to assign the vehicle to the new owner. If the vehicle is willed to an individual as an inheritance, they must title and register before selling the vehicle.

Documents required to support this transfer are:

1. Probated will or certified letters of testamentary verifying executor/executrix or letters of administration verifying appointment of personal representative
2. Certificate of title, properly assigned by executor/executrix or administrator to new owner
3. Certificate of registration, if applicable
4. [Odometer Disclosure Statement](#), if applicable
5. If the will is not probated, we must be furnished with an [Affidavit of Inheritance](#) or a copy of the death certificate

Continued on next page



Continue-Inheritance pg. 2

NOTES:

The surviving spouse or unmarried minor children of the intestate are entitled to certain property of the estate, including the family automobile, without regard to its value.

If the vehicle was titled in joint ownership, the new/used field and purchase date will not change on the new title.

No fee, charge or other cost is applicable to any person who acquires a title to a motor vehicle as a result of the death of the spouse, if the application to transfer the ownership and the registration are made within one year from the date of the spouse's death.

RELATED TOPICS:

AFFIDAVIT OF INHERITANCE
DEATH CERTIFICATE
EXECUTOR OF ESTATE
LETTERS OF ADMINISTRATION
LETTERS OF TESTAMENTARY
SURVIVING SPOUSE

FEES: Click [here](#) for Fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



INTERACTIVE VEHICLE, TITLE AND REGISTRATION (IVTR)

REVISED: 10/24/2012

AUTHORITY:

Tenn. Code Ann. Section 55-25-101 to 55-25-112

DEFINITION:

IVTR (Interactive Vehicle Title and Registration) is an online process to verify owner and/or lienholder information by the vehicle identification number (VIN) or license plate number. This same contract is used by the Department of Safety for motor vehicle records (MVRs). The agreement and contract process is completed with NIC Tennessee, also known as NICUSA, Inc.(National Information Center)

REQUIREMENTS:

Guidelines must be followed. The (IVTR) Service Agreement must be completed and additional information is required, including items such as a copy of the requestor's business license, or, if a corporation, a copy of the Articles of Incorporation indicating the name of the registered agent. A statement on company letterhead is required, identifying the nature of the business and describing how this information will be used.

- NIC sends to the Vehicle Services Division the completed contract with copies of the supporting documents mentioned above.
- VS reviews and submits to the Information Technology Resources Division to set up account.
- ITR sends back the complete file to VS to be faxed to NIC showing it has been completed.
- Records are prepped, scanned and tracked via a spreadsheet maintained by VS.

RELATED TOPICS:

VEHICLE INFORMATION REQUEST (VIR)

LINKS:

IVTR Link: <https://apps.tn.gov/ivtr/>

Federal Driver's Privacy Protection Act of 2000: <https://apps.tn.gov/online/dppa.html>



LEASED VEHICLES

REVISED: 07/14/2016

AUTHORITY:

Tenn. Code Ann. Sections 55-4-101, 55-24-101, 67-6-102

DESCRIPTION:

“**Leased Vehicle**” is any vehicle for which the temporary possession or use of has been granted to another, usually for compensation at a fixed rate.

“**Lessee**” is any consumer who leases a motor vehicle pursuant to a written lease agreement by which a manufacturer's warranty was issued as a condition of sale or which provides that the lessee is responsible for repairs to the motor vehicle.

“**Lessor**” is a business or an individual who grants a lease.

REQUIREMENTS:

Vehicles leased for a period of ninety (90) days or more will be titled in the name of the lessor. The registration will show the name and address of the lessee, since the lessee will be the actual owner of the registration plate.

Vehicles Leased for a period of 90 Days or more will be titled and registered as follows:

1. Lessor's name and address will be on the certificate of title.
2. Lessee's name and address will be on the registration.
3. The driver's name should not be included on the certificate of title or registration because of the potential for frequent change.
4. A standard fleet identification number should be used.
5. A brand reflecting leased vehicle status should not be included on the certificate of title.
6. The Lessor Authorization must be completed to authorize the lessee to register the vehicle.
7. The lessor's Tennessee sales tax number must be shown on the application for title and registration if no sales tax paid.

NOTES:

- Any vehicle leased or rented for less than thirty (30) days shall be titled and registered in the name and address of the lessor.
- The lessee shall be deemed to be the lawful owner of the registration
- A lessee may transfer the license plate to another vehicle upon termination of lease

Continued on next page



Leased Vehicles Pg 2

The following documents are required when titling and registering a leased vehicle:

1. [Multi-purpose Application](#) for Title and Registration
2. [Lessor Authorization for Lessee to Register](#) (Required for 90 days or more)
3. Certificate of Title, MSO or Certificate of Registration
4. Security Agreement, if applicable
5. [Odometer Disclosure Statement](#), if applicable
6. [Power of Attorney for Vehicle Transactions](#), if applicable

RELATED TOPICS:

CERTIFICATE OF TITLE

FEES: Click [here](#) for Fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>

Sales Tax: <http://tn.gov/assets/entities/revenue/attachments/sales07-15.pdf>



LEASING COMPANIES TITLING VEHICLES WITHOUT PAYING SALES AND USE TAX

REVISED 01/29/2014

AUTHORITY:

Tenn. Code Ann. Section 67-6-102

Leasing companies that purchase vehicles from a dealer OR leasing companies that lease vehicles from an equipment company are not required to pay sales and use tax at the time of titling a vehicle as long as the leasing company (the purchaser) has a Tennessee Sales Tax Registration Number.

REQUIREMENTS:

A completed Sales and Use Tax Blanket Certificate of Resale form must be completed by the leasing company and accompany the title application.

TENNESSEE DEPARTMENT OF REVENUE		TENNESSEE SALES AND USE TAX BLANKET CERTIFICATE OF RESALE		
TO: Vendor's Name <u>Vehicle Central, LLC</u>				
Vendor's Address <u>1140 West 27 Street Miami, FL 33166</u>				
The undersigned hereby certifies that the merchandise purchased on each order placed is purchased for the reason indicated below. The purchaser must notify the seller in writing if the certificate is no longer valid. [See definition of "resale" in Tenn. Code Ann. Section 67-6-102.]				
<input type="checkbox"/> Resale as tangible personal property or resale of a service subject to tax. <input type="checkbox"/> A component part of an article to be produced for sale by manufacturing, assembling, processing, or refining. <input checked="" type="checkbox"/> Rental or leasing of tangible personal property. <input type="checkbox"/> Use in accordance with the provisions of Rule 1320-5-1-.68(4). (A copy of the Direct Pay Permit must be given to the vendor.) <input type="checkbox"/> Other (indicate reason):				
Sales Tax Registration Number of Purchaser <u>61-9654321</u>	Name of Business <u>V.S Truck Rental</u>		Name of Authorized Purchaser <u>Edin Smith</u>	
Effective Date of Registration <u>10-15-86</u>	Signature of Authorized Purchaser <u>Edin Smith</u>		Address <u>426 Sheahan Drive, Memphis, TN 38118</u>	
NOTICE				
This Certificate must be fully completed and signed before it is valid. Certificate remains in effect until revoked in writing by the purchaser. Once a valid certificate is on file, it is not necessary to obtain additional copies for subsequent purchases.				
Any merchandise obtained upon this resale certificate is subject to the Sales and Use Tax if it is used or consumed by the purchaser in any manner and must be reported and the tax paid thereon directly to the Tennessee Department of Revenue.				
TENN. CODE ANN. SECTION 67-6-607 MAKES IT A MISDEMEANOR TO MISUSE A CERTIFICATE OF REGISTRATION WITHOUT PAYING THE SALES AND USE TAXES AND SUBJECTS THE CERTIFICATE TO REVOCATION.				
KV-F1300701		INTERNET(12-11)		



LETTERS OF ADMINISTRATION

REVISED: 11/02/2012

DESCRIPTION:

“Letters of Administration” is an official court order appointing someone as the administrator of the assets and liabilities of the estate of a deceased person when no valid will exists.

REQUIREMENTS:

If the deceased left no will (intestate), the [Affidavit of Inheritance](#) must be completed. With this form, all heirs mutually vest the ownership of the vehicle to a certain party.

Documents to support transaction are:

1. [Multi-purpose Application](#) for Title and Registration
2. [Affidavit of Inheritance](#)
3. Copy of death certificate
4. Copy of Letters of Administration
5. Certificate of Title, properly assigned
6. [Odometer Disclosure Statement](#), if applicable

RELATED TOPICS:

DEATH CERTIFICATE
EXECUTOR OF ESTATE
INHERITANCE
LETTERS OF TESTAMENTARY
SURVIVING SPOUSE

FEES: Click [here](#) for Fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



LETTERS OF TESTAMENTARY

REVISED: 08/12/2014

DESCRIPTION:

“Notice/Letters of Testamentary” are documents issued by the court of proper jurisdiction which states the authority of the executor of an estate of a deceased person. It is issued during probate of the estate as soon as the court approves the appointment of the executor named in the will and the executor files a security bond, if one is necessary.

REQUIREMENTS:

If the deceased left a will designating an executor/executrix, or if an administrator has been appointed by the court, the existing certificate of title **MUST** be signed by this person in order to change the vehicle ownership record to reflect the new owner.

Documentation needed when filing an application for Title and Registration:

1. The probated will or Certified Letters of Testamentary verifying the executor/executrix or letter of testamentary verifying the person that has been appointed
2. The properly signed Certificate of Title
3. If Co-Executors, both parties are required to sign to either apply for duplicate title or transfer the ownership

RELATED TOPICS:

DEATH CERTIFICATE
EXECUTOR OF ESTATE
INHERITANCE
LETTERS OF ADMINISTRATION
SURVIVING SPOUSE

LINKS:

Forms: <http://www.tn.gov/revenue/forms/titlereg.shtml>



Change in State Fee for Notation of Liens

Department of Revenue

June 2015

New Legislation Increases State Fee to Note a Lien

This year, the Tennessee General Assembly passed a law that increases the state fee to note a lien on a vehicle's certificate of title from \$5.50 to \$11. Likewise, the law increases the state fee to note the extension of a mortgage on a certificate of title from \$5.50 to \$11. The \$5.50 increase covers the cost of subsequently discharging the lien or mortgage extension. This has previously been done without a fee to pay for the cost to the state.

The Department of Revenue is also using this opportunity to address the administration of the state lien notation fees. In any transaction involving the notation of a new lien, the Department and the county clerk offices are required to charge the \$11 state fee for noting the lien. Additionally, since the notation of a lien involves the issuance of a new certificate of title, the \$5.50 state fee for issuing a certificate of title applies.

The county title issuance fee remains \$5.50. Therefore, the ultimate price customers pay to a county clerk's office to note a lien is typically \$22, not including any other applicable county fees. The breakdown of the fees is: an \$11 state fee for the notation of the lien, a \$5.50 state fee for the issuance of the certificate of title, a \$5.50 county title issuance fee, plus any other applicable county fees.

These changes become effective for motor vehicle transactions requiring a noting of lien submitted on or after August 1, 2015.

Application of How Fees Apply

Below are some examples of how the new law and the administrative changes apply to the relevant fees.

Example One: A customer owns a vehicle. The customer takes the existing certificate of title for the vehicle to a creditor and obtains a loan secured by the vehicle. Creditor applies to have the lien noted on the certificate of title through the county clerk's office. The county clerk's office issues a new certificate of title with the lien noted. The county clerk's office charges the \$11 state fee for noting the lien, the \$5.50 state fee for issuing the certificate of title, and the \$5.50 county title issuance fee. The total amount of fees the county clerk charges would be \$22, excluding any other applicable county fees.

Example Two: Same facts as above apply, except the creditor applies for a notation of lien directly through the Department. Only the \$11 state fee for noting the lien and the \$5.50 state fee for issuing the certificate of title applies. The total amount of fees the state charges is \$16.50.

Example Three: Customer purchases a motor vehicle. To finance the purchase price, the customer obtains a loan from a creditor secured by the vehicle. The customer applies for a certificate of title for the vehicle. On the application for certificate of title, the creditor applies for notation of the lien. The county clerk's office charges the \$11 state fee for noting the lien, the \$5.50 state fee for the issuance of the certificate of title, and the \$5.50 county title issuance fee. The total amount of fees due would be \$22, excluding any applicable county fees.

Please note, however, that when a customer submits an application to note multiple new liens on a certificate of title at the same time, the \$11 state fee for the notation of a lien applies per lien.

Example Four: Customer owns a vehicle. Customer obtains a loan from two different creditors. The loans are secured by the same vehicle. Both creditors apply to have their respective liens noted on the certificate of title by using the same application—that is, the creditors submit only one multipurpose form that lists the senior lienholder as “first lienholder” and the junior lienholder as “second lienholder.” Tennessee charges a separate \$11 state fee for the notation of each of the creditors' liens. Therefore, the county clerk's office charges two \$11 state fees for noting the liens, the \$5.50 state fee for the issuance of the certificate of title, and the \$5.50 county title issuance fee, as well as any applicable county fees. The total amount of fees the county clerk charges in this instance would be \$33, excluding any applicable county fees.

Contact Us

If you have any questions regarding this notice, please contact the Department through Revenue Help at <https://revenue.support.tn.gov/hc/en-us>. Click “submit a request” and then select and complete the “vehicle title and registration” form. You may also call us at (888) 871-3171 or (615) 741-3101.



LIENS OVERVIEW

REVISED: 2/19/2014

AUTHORITY:

Tenn. Code Ann. Sections 55-3-114, 55-3-122, 55-3-123, 55-3-124, 55-3-125, 55-3-126, 55-3-127, 55-6-101(a)(2)

DESCRIPTION:

A lien is a form of security interest granted over an item of property to secure the payment of a debt or performance of some other obligation. The owner of the property, who grants the lien, is referred to as the lienor and the person who has the benefit of the lien is referred to as the lienee.

A lienor, or lienholder, is any person or entity that holds a lien, mortgage, conditional sales contract or any encumbrance against a motor vehicle. There may be multiple debts against the same vehicle by different debtors. Therefore, recording dates become extremely important in determining priority.

Errors in omitting a lien can cost the state thousands of dollars as lienholders may file a claim against the state to recover a financial loss due to an error made by the state or individuals operating as agents of the state.

REQUIREMENTS:

1. Determine if the current title has a lien that needs to be discharged or if the new title should have a lien. The most common areas where a lien would appear are:
 - a. Front and/or back of title
 - b. Back of the title
 - c. Bill of Sale
 - d. Signature Page on the Multi-purpose Application
 - e. Foreign and Out of State Registrations

2. All liens must be discharged prior to transferring ownership except in cases of repossessions

Continued on next page



Liens Overview Pg 2

NOTES:

- Liens are recorded several ways:
 1. In most instances, licensed dealers submit the paperwork to the county clerk for recording the original lien on a vehicle.
 2. Liens on motor vehicles may also be recorded through the County Clerk's office as a Noting of Lien Transaction after an owner's name appears on the certificate of title by the lienor submitting an Application for Noting of Lien. Most frequently, these would be subsequent liens, but they could also be a first lien or a lien after previous liens are discharged. The Lien information is also included on the application by the County Clerk. Applications must be supported with a valid Tennessee Certificate of Title and a copy of the lien instrument (security agreement). The noting of lien does not change the ownership.

EXAMPLES:

Example: **DO NOT** note lienholder if the same

Owner: Toyota Motor Credit
PO Box 123
Clarksville, TN 37042

Lienholder: Toyota Motor Credit
PO Box 123
Clarksville, TN 37042

Example: **DO NOT** note lienholder if same name but different address

Owner: Toyota Motor Credit
PO Box 123
Clarksville, TN 37042

Lienholder: Toyota Motor Credit
PO Box 567
Nashville, TN 37586

Example: **CAN** note lienholder if different name but same address

Owner: Toyota Motor Credit
1234 Any St
Clarksville, TN 37042

Continued on next page



Liens Overview Pg 3

Lienholder: Toyota Financial Services
1234 Any St
Clarksville, TN 37042

Example: **Can note** a lienholder if different names all together

Owner: Toyota Motor Credit
PO Box 123
Clarksville, TN 37042

Lienholder: Fort Campbell FCU
2088 Lowes Dr
Clarksville, TN 37043

3. First lienholders may file a certified copy of the lien instrument along with the applicable fee with the Secretary of State to create constructive notice of such lien in the absence of an MSO or certificate of title. Constructive notice would occur as of the date of creation of the lien if filed within twenty (20) days. Otherwise, constructive notice would be as of the date of filing.
 4. Dealer Floor Plans should be filed on a Uniform Commercial Code (UCC) instrument with the office of the Secretary of State. A lien filed in this manner would terminate after 180 days or after being perfected in the usual manner.
 5. Liens on mobile homes that become real property are recorded with the County Register of Deeds.
 6. Recording of liens on farm equipment and special mobile equipment are filed with the County Register of Deeds or the Secretary of State.
- The lienor's interest is perfected by delivery to the county clerk or Division when submitted with required fees, proof of the lien and proper documentation. If submitted within 20 days, the debt is perfected as of the date of its creation. Otherwise, it is the date delivered to the County Clerk's office.
 - When the debt is satisfied, the lienor must discharge the lien, mortgage or encumbrance by indicating the discharge date on the tear away portion at the top of the 8½" x 11" certificate of title, a copy of the title, or a completed discharge of lien form.



Continued on next page
Liens Overview Pg 4

- The certificate of title is forwarded to the owner in the event no subsequent lien is recorded. The lienor must report the discharge of lien to the Division within 72 hours of the discharge. The lienor is required to deliver the certificate of title to an owner within seven (7) business days of the owner's request after the lien has been discharged.

EXAMPLES:

Lien Placements on a Tennessee Title



Continued on next page



STATES HOLDING TITLES

REVISED: 07/07/2015

State Name	ST	Special Comments	Title held by	Electronic Title/Lien program
Alabama	AL	1974 yr. model or older, pole trailers ATV's, off-road vehicles, junked vehicles, boats, are not titled.	Lien-holder	Contact State
Alaska	AK	Salvage vehicles, junked vehicles, ATV's, boats, off-road vehicles, are not titled.	Lien-holder	No
Arizona	AZ	Mopeds, boats, are not titled, prior 2003 owner holds title.	Lien-holder effective 1/1/03	Voluntary program effective 1/1/03
Arkansas	AR	Junked vehicles, boats, mopeds (50cc or less), off-road vehicles other than ATV's are not titled	Lien-holder	Contact State
California	CA	If state not satisfied on ownership w/ foreign liens, certificate of registration issued w/ "No ownership doc issued" instead of title. Upon proof it may be converted.	Lien-holder	Voluntary program
Colorado	CO	Off-road vehicles, ATV's, boats, mopeds, and low powered scooters are not titled. If street legal, trail bikes are titled.	Lien-holder If filed through the county mv office	Not available still in development
Connecticut	CT	1981 yr. model or older, trailers less than 3,000 lbs., ATV's, off-road vehicles, boats, mobile homes, mopeds, are not titled.	Lien-holder	No/Contact State
Delaware	DE	Abandoned vehicles, ATV's, off-road vehicles, boats, are not titled.	Lien-holder	None
District of Columbia	DC	ATV's, abandoned vehicles, off-road vehicles are not titled.	Lien-holder	N/A
Florida	FL	Trailers less than 2,000 lbs. mopeds and slide-on campers are not titled.	Lien-holder	Yes
Georgia	GA	1985 yr. model or older. However the owner does have option to continue titling these vehicles as long as chain of ownership is not broken.	Lien-holder	Yes/Contact State for more info
Hawaii	HI	Trailers of all sizes, ATV's, off-road vehicles, mobile homes, mopeds, and boats are not titled.	Lien-holder	Being phased in-Contact State
Idaho	ID	Farm equipment, road construction equipment, or any utility or boat trailer less than 2,000 lbs. unladen weight are not titled.	Lien-holder	Yes
Illinois	IL		Lien-holder	Implementation projected/Contact State
Indiana	IN	Camping trailers before 1/1/86, ATV's, mopeds less than 2.0 hp, 50 cc engines are not titled, 1/1/90 all trailers must be titled. Boats less than \$3000.00 are not titled.	Lien-holder	Contact State
Iowa	IA	ATV's before 1/1/00, trailers, semi-trailers 2,000 lbs. or less are not titled.	Lien-holder	Contact State
Kansas	KS	ATV's, work site utility veh (John Deere Gators, etc.) and micro utility trucks (Japanese mini trucks or Kei trucks, etc.) are titled as Non-Highway-Not Manufactured for Street Use	Copy to Lien-holder	Yes/Held electronically
Kentucky	KY	Junked vehicles, off-road vehicles, mopeds, are not titled, ATV's optional. Trailers, call (502-564-2737). Notarization on KY titles/extensions is not required coming into TN.	Registered Owner	No

Continued on next page



Tennessee Department of Revenue - Vehicle Title & Registration Reference Guide

States Holding Titles Pg 2

State Name	ST	Special Comments	Title held by	Electronic Title/Lien program
Louisiana	LA		Lien-holder	Contact State
Maine	ME	Vehicles model year 1994 or older, trailers less than 3,000 lbs. ATV's, mobile homes, mopeds, boats or off-road motor cycles are not titled.	Lien-holder 10/1/96	No
Maryland	MD	Effective 1/1/97 boat, utility trailers 2,500 or less, optional to register. Not titled are mopeds.	Registered Owner	Implementation projected/Contact State
Massachusetts	MA	Off-road vehicles, junked vehicles (VIN # canceled), mobile homes, mopeds, ATV's are not titled.	Lien-holder	Yes/Contact State
Michigan	MI	Trailers 2,500 lbs. or less, mopeds, are not titled *(Title mailed to lien-holder when requested by owner)	Registered Owner *	No
Minnesota	MN	ATV's, off-road vehicles (defined in MN statutes), are not titled.	Registered Owner	Contact State
Mississippi	MS	Pole trailers, utility vehicles of less than 5,000 lbs. GVW, off-road vehicles are not titled. ATV's, boats are optional.	Lien-holder	Contact State
Missouri	MO	Off-road utility vehicles, recreational off-highway vehicles, mopeds, motor vehicles owned by any municipality in the state of Missouri used as ambulances, patrol wagons, and fire apparatus are not titled.	Registered Owner	Contact State
Montana	MT	Slide-in campers before 10/1/91, ATV's before 1/1/90 are not titled. Mopeds are not titled (pedal or power driven).	If requested and owner authorizes the mailing with signature	Implementation projected/ Contact State
Nebraska	NE	ATV's before 1/1/04, mini bikes before 1/1/04, non-commercial trailers 9,000 lbs. or less, off-road vehicles, motorboats before 11/1/72 and low speed vehicles are not titled.	Copy to Lien- holder	Yes/Effective 11/1/2010. Title held electronically
Nevada	NV	Mopeds at the owners request may be titled. ATV's, off-road vehicles not titled or registered.	Lien-holder	No
New Hampshire	NH	Trailers 3,100 lbs., 15 yr. model or older except, heavy trucks, exceeding 18,000 lbs., truck-tractors, off-road vehicles, ATV's, boats, mobile homes, mopeds, trail-bikes, are not titled. Antiques 26 yrs. at the request of the owner.	Lien-holder	Not implemented
New Jersey	NJ	Trailers, semi-trailers 2,500 lbs. or less, mobile/manufactured home, or travel trailer 1,500 lbs. or less, ATV's, scooters, low speed vehicles and golf carts are not titled.	Lien- holder	Contact State
New Mexico	NM		Lien-holder	No
New York	NY	1972 yr. model or older, limited use motor cycles, pole trailers, mobile homes, trailers.	Registered Owner	Yes/Effective since 2001
North Carolina	NC	Off-road vehicles, ATV not titled	Lien-holder	Contact state
North Dakota	ND	Boats, non-farm private trailers 1,500 lbs. or less, are not titled.	Lien-holder	Contact State

Continued on next page



Tennessee Department of Revenue - Vehicle Title & Registration Reference Guide

States Holding Titles Pg 3

State Name	ST	Special Comments	Title held by	Electronic Title/Lien program
Ohio	OH	Trailers 4,000 lbs. or less, mopeds, junked vehicles, ATV's, off-highway motorcycles before 7/1/99 are not titled.	Lien-holder	Yes/Effective 4/03/Contact State
Oklahoma	OK	ATV's, off-road vehicles, boat trailers, and utility trailers, trailers to haul personal items or farm equipment are not titled.	Registered Owner	Contact State
Oregon	OR	Trailers, 1,800 lbs. or less are not titled. ATV's optional.	Lien-holder	No
Pennsylvania	PA		Lien-holder	Yes/Effective since 1999
Rhode Island	RI	Vehicles 10 yrs. old or older, boats 14' or less, ATV's, off-road vehicles, trailers having a carrying capacity of 3,000 lbs. or less, motorized bicycles, mobile homes greater than 8'6"x 60' are not titled.	Lien-holder	No/Contact State
South Carolina	SC	Pole trailers are not titled. ATV's (can be titled with a brand for off-road use only).	Lien-holder	Yes/Contact State
South Dakota	SD	Mopeds are not titled. *(Title mailed to lien-holder when requested by owner)	Registered Owner*	Contact State
Texas	TX	Trailers or semi-trailers 4,000 lbs. or less, mobile homes in excess of 400 sq. ft. or more, are not titled.	Lien-holder	Yes/Effective July 21, 2009/Contact State
Utah	UT	Trailers 750 lbs. or less, are not titled.	Lien-holder	Contact State
Vermont	VT	Trailers 1,500 lbs. or less, motorcycles 300cc or less, mopeds, ATV's before 2004 yr. model, mobile homes, boats before 1989 or under 16' are not titled.	Lien-holder	Not Available
Virginia	VA	ATV's are not titled.	Lien-holder	Yes/Effective since 1997
Washington	WA		Lien-holder	Yes
West Virginia	WV		Lien-holder	Contact State
Wisconsin	WI	ATV's, off-road vehicles are not titled.	Lien-holder	Yes/Effective July 2012/Contact State
Wyoming	WY	Mopeds are not titled. Trailers 1,000 lbs. or less, ATV's, off-road vehicles may be titled.	Either owner or Lien-holder as requested	Not Available
Puerto Rico	PR	Certificates of Title required as of July 11, 1987	Lien-holder	Not Available
Foreign Registrations		Guam, Canal zone, Virgin Islands, Mexico, Quebec, Montreal, Nova Scotia, New Brunswick, Netherlands	These countries or U.S. possessions use certificates of registrations, therefore, no titles are issued	



LOW AND MEDIUM SPEED VEHICLES

REVISED: 11/02/2012

AUTHORITY:

Tenn. Code Ann. Sections 55-1-122, 55-1-123 and 55-1-125, 55-8-101 and 55-8-102, and 55-50-102

U.S. Code 49 CFR 571.500

National Highway Traffic Safety Administration

DESCRIPTION:

“**Low Speed Vehicle**” means any four wheeled electric or gasoline vehicle, excluding golf carts, whose top speed is greater than twenty miles per hour (20mph) but not greater than twenty-five miles per hour (25mph), including neighborhood electric vehicles. Low speed vehicles must comply with the standards in **49 CFR 571.500**.

“**Medium Speed Vehicle**” means any four wheeled electric or gasoline vehicle, excluding golf carts, whose top speed is greater than thirty miles per hour (30mph) but not greater than thirty-five miles per hour (35mph), including neighborhood electric vehicles and Mini-Trucks. Medium speed vehicles must meet or exceed the federal safety standards set forth in **49 CFR 571.500**.

“**Golf Cart**” means a motor vehicle that is designed and manufactured for operation on a golf course for sporting or recreational purposes and equipped with safety belts installed for use in the left front and right front seats and that is not capable of exceeding speeds of twenty miles per hour (20 mph).

A golf cart that has been designed and manufactured for on road use, or has been modified to meet all of the requirements and federal safety standards may be registered as a “Low or Medium Speed Vehicle”.

REQUIREMENTS:

Individuals applying for title and registration on a low or medium speed vehicle must submit a low or medium speed affidavit that certifies the vehicle has been sufficiently modified to meet all low or medium speed vehicle requirements. The affidavit must be submitted with the registration application as a condition of registration.

Clerks are authorized to title and register these vehicles as low or medium speed vehicles if all documentation requirements are met.

A county or municipality may prohibit the operation of low or medium speed vehicles on any road under its jurisdiction if the governing body of the county or municipality determines that the prohibition is necessary in the interest of safety.

Continued on next page



Low and Medium Speed Vehicles Pg 2

The department of transportation may prohibit the operation of low of medium speed vehicles on any road under its jurisdiction if it determines that the prohibition is necessary in the interest of safety.

Any person operating a low or medium speed vehicle must have in possession a valid Class D driver license.

RELATED TOPICS:

LINKS:

<http://www.tn.gov/revenue/article/low-medium-speed-and-off-road-vehicles>



INCORRECT MANUFACTURER STATEMENT OF ORIGIN/CERTIFICATE OF ORIGIN

REVISED: 1/31/14

AUTHORITY:

Tenn. Code Ann. Sections 55-3-103

DESCRIPTION:

When a dealership pulls the wrong Manufacturer Statement of Origin “MSO” / Certificate of Origin “COO” when selling a new vehicle and the TN title has been issued.

REQUIREMENTS:

The dealership will need to apply for a duplicate MSO/COO from the manufacturer within one year of issuance and submit to the County Clerk the incorrect certificate of title, along with the correct MSO/COO and a letter of explanation from the Dealership.

If the duplicate MSO/COO cannot be obtained, the Dealership will need to submit to the Department of Revenue, Vehicle Services Division, a refusal letter from the manufacturer, a \$5.00 fee (for scanned copy), the incorrect certificate of title and a letter from the Dealership outlining the circumstances.

When the Department receives the information, a scanned copy of the MSO/COO (if a duplicate cannot be obtained) will be mailed to the Dealership/Customer to apply for title in the new owner’s name, supported with the certified scanned copy of the MSO/COO and with our permission letter to sell the vehicle as new.

When the Dealership submits the duplicate MSO/COO and their letter of explanation or the Department of Revenue issues the scanned copy and letter to sell vehicle as new, the Vehicle Services Division will delete the incorrect record from the system so the new application can be processed.

RELATED TOPICS:

Transfer of Ownership

Certificate of Title



METHAMPHETAMINE VEHICLES

Revised 02/12/2013

AUTHORITY:

Tenn. Code Ann. Sections 55-3-211 and 55-3-213

DESCRIPTION:

"Methamphetamine vehicle" means any motor that has been impounded by a law enforcement agency based on a charge of manufacture of methamphetamine on or within the vehicle and determined to be contaminated.

REQUIREMENTS:

When a vehicle is impounded for the above reason;

- The law enforcement agency submits a notice of motor vehicle impoundment for manufacture of Methamphetamine to the Department of Revenue within thirty (30) days of such impoundment.
- The notice must include the following:
 - Date of Report
 - Name and address of impounding Law Enforcement Agency
 - Name and full address of Motor Vehicle Owner(s)
 - VIN, Year, Make, Model and Color of Motor Vehicle
 - Agency name and signature of person providing notice
- A new Certificate of Title is issued in the owner's name, with the brand '**Methamphetamine Vehicle**' clearly displayed on its face.
- The new Certificate of Title is sent to the owner or lienholder on record with a letter requesting surrender of the previous title, as it is no longer valid.
- Interested parties have the right to appeal the placing of the brand or the continuation of the brand's placement on the Certificate of Title.

RELATED TOPICS:

TITLE BRANDS



MILITARY OVERVIEW

REVISED 05-16-2013

AUTHORITY:

Tenn. Code Ann. Sections 55-4-120 and 67-6-303(a)(1)

DESCRIPTION:

When a member of the military is based in Tennessee, he/she may apply for title and registration through the office of the local county clerk where they are based; or they may apply through the local county clerk office of their home of record, as indicated on their Leave and Earnings Statement (LES).

REQUIREMENTS:

Based in Tennessee (Home of Record Out of State)

Military members stationed within the state of Tennessee on a military base or Ft Campbell KY, shall go through the county in which they are based or their home of record.

- They must have a copy of their current Leave and Earnings Statement (LES) and stationing orders
- Personnel stationed in Tennessee are not required to re-register their vehicle in Tennessee if properly registered in the military owner's state of domicile

Based out of State (Home of Record Tennessee)

- Military members based out of state and whose home of record on their current Leave and Earnings Statement (LES) is Tennessee; may either register where they are based or through the county of their home of record
- If there is no physical presence in Tennessee the military member may file through any county clerk in Tennessee
 - They must have a copy of their current Leave and Earnings Statement (LES) and stationing orders
 - Their stationing orders must indicate that they are stationed out of state

MILITARY TITLE AND REGISTRATION

Documents required to title and register a "new" vehicle:

- A properly assigned Manufacturer's statement of origin (MSO)
- Odometer Disclosure Statement. If applicable
- Itemized New Car Invoice/Bill of Sale
- Statement of any liens or encumbrances if applicable
- Copy of Current Leave and Earning Statement (LES) and Stationing Orders
- Mailing Address
- Daytime Telephone Number

Continued on next page



Military Overview Pg 2
Military Title and Registration Continued

Documents required to title and register a “used” vehicle:

- Previous owner's title properly assigned to purchaser.
- [Odometer Disclosure Statement](#) if applicable
- Statement of any liens or encumbrances if applicable
- Copy of Current Leave and Earning Statement (LES) and stationing orders
- Mailing address
- Daytime phone number

NOTES:

Vehicles that are **purchased overseas** by our military personnel will often only receive a USAREUR registration for purposes of operating the vehicle overseas. This registration should be properly assigned to the person filing the application for title and registration. If a lien is indicated, the Vehicle Services Division will notify the lienholder requesting the outstanding title.

**MILITARY REGISTRATION – RENEWAL
REQUIREMENTS:**

Documents required to renew a vehicle in Tennessee:

- A Copy of the Registration
- Copy of Current Leave and Earning Statement (LES) and Stationing Orders
- Mailing Address
- Daytime Telephone Number

NOTES:

Military registrants renewing their vehicle in Tennessee are required to pay any wheel tax due to their local county clerk's office. For a list of county and city wheel tax fees and locations to remit click [here](#) for county clerk contact information.

RELATED TOPICS:

SALES TAX OVERVIEW

LINKS:

[NOTICE 07-07](#): MOTOR VEHICLE SALES TO MEMBERS OF THE ARMED FORCES
Military Registration: <http://www.tn.gov/revenue/article/military-registrations>



MOBILE/MANUFACTURED HOMES

REVISED: 02/08/2013

AUTHORITY:

Tenn. Code Ann. Sections 55-1-105, 47-9-102 and 68-126-202,

DESCRIPTION:

Manufactured Home

A manufactured home is any structure, transportable in one (1) or more sections, which, in the traveling mode, is eight (8) or more body-feet in width or forty (40) or more body-feet in length, or when erected on site, is three hundred twenty (320) or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes self-contained plumbing, heating, air-conditioning and electrical systems.

Mobile Home

A mobile home is different from a manufactured home in that a mobile home is the mobile home not erected on a permanent chassis. It is also any vehicle or conveyance, not self-propelled, designed for travel upon the public highways, and designed for use as a residence, office, apartment, storehouse, warehouse, or any other similar purpose.

REQUIREMENTS:

1. Application for title only must be made through the County Clerk's Office.
2. The following Documents are required:
 - [Multi-purpose Application](#) – For Title Only
 - Certificate of Title, Manufacturer's Statement of Origin or Certificate of Origin

NOTES:

- A mobile home is subject to sales tax only the first time it is sold at one-half (1/2) of the sales tax rate. Subsequent sales do not require sales tax if evidence of payment of sales tax is provided.
- Manufactured and Mobile Homes are not required to be titled when affixed to real property.
- Liens on mobile homes that become real property are recorded with the County Register of Deeds.

RELATED TOPICS:

DE-TITLE

TITLE ONLY

FEES:

Click [here](#) for Fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



MOTOR CARRIER MANUAL

The information contained in this manual is located at
<http://tn.gov/assets/entities/revenue/attachments/themanual.pdf> *(Click to open)*



NOTING OF LIENS

REVISED: 09/16/2015

AUTHORITY:

Tenn. Code Ann. Sections 55-3-114, 55-3-122, 55-3-123, 55-3-124, 55-3-125, 55-3-127, and 55-6-101

DESCRIPTION

A lienor may submit an Application for Noting of Lien to the County Clerk's Office to have their lien noted on an existing title. Most frequently these would be subsequent liens, but they could also be a first lien or a lien after previous liens are discharged.

REQUIREMENTS:

The Lienor must submit the following documents to the County Clerk:

1. [Application for Noting of Lien on Certificate of Title](#) completed in it's entirety
 - a. The application must show the name and address of the lienholder in the lienholder section and the name and address of the owner in the owner's section
 - b. If the certificate of title is in possession of the first lienor, enter the name and address of the first lienor in the space provided on the application. Enter information pertaining to the second lienholder in the space provided for second lienor
2. Current Tennessee Certificate of Title

When a second lien is being recorded, the certificate of title is not required. The Division will request the certificate from the first lienor
3. Copy of Lien Instrument/Security Agreement (the agreement between the lienor and borrower). The security agreement must include an exact description of the vehicle, name and address of lender and the owner(s) signature

Continued on next page



Noting of Lien Pg 2

NOTES:

- Regardless of the conjunction on the title (“and” or “or”) only one signature of the owner(s) is required on the application for Noting of Lien and the Security Agreement.
- The “and” / “or” distinction is clear for transfer of ownership because the statute specifically states that we must have both signatures for “and” and either for “or”.
- A borrower can use someone else’s vehicle as collateral as long as the vehicle owner signs the Application for Noting of Lien. In most cases the vehicle owner’s name and signature will appear somewhere within the security agreement, allowing the borrower to use the vehicle as collateral.
- A lienholder shown on a title may assign title and interest to another lienholder without permission of the registered owner. However, the lienholder must notify the registered owner, in writing by registered mail. The new lienholder may apply for a title showing the registered owner and the new lienholder.
 - If the lien is **assigned** from one lienor to another, the signature of the applicant is not required.
- When two liens are recorded and the first lienholder decides to record an extension of the first lien, the lienor must file a new application for noting of lien. The certificate of title is surrendered with the word "extension" entered in the space for discharging a lien.
- A conditional sales contract **may not** be used as a lien instrument to note a lien; therefore, it can only be used at the time of transfer because the lien is recorded on the back of the existing title. The conditional sales contract/security agreement may be used as a supporting document when a properly recorded lien is assigned to a subsequent lienor.

RELATED TOPICS:

DISCHARGE OF LIENS

LIENS

LIENS, TITLE HOLDING STATES

MOBILE HOMES

REPOSSESSIONS

REVOCAATION

TRANSFER OF OWNERSHIP

FEES: Click [here](#) for Fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



ODOMETER OVERVIEW

REVISED: 02/08/2013

AUTHORITY:

U.S. 49 CFR §§ 580

National Highway Traffic Safety Administration (NHTSA)

Tenn. Code Ann. Section 39-14-132

DESCRIPTION AND DEFINITIONS:

“Truth in Mileage Act” or TIMA

- The first “Odometer” statute was passed by Congress in 1972, known as the Truth in Mileage Act or TIMA. It was amended in 1986, when the process became mandatory. It is the 1986 Act we associate with odometers since the amended act changed the way dealers, customers and states process a transfer of ownership.

“Conforming Title” means a certificate of title which “conforms” to the exact language and requirements of TIMA, where the odometer disclosure has been accurately acknowledged.

“Mileage” means the actual distance that a vehicle has traveled”. NHTSA very clearly indicated that there is a difference between “mileage” and “odometer reading”.

- NHTSA was clear to stipulate that “mileage” is not associated with any vehicle component, such as an engine or transmission. As an example, a 200,000 mile car that receives an engine with only 79,000 miles of use cannot have a new title issued to reflect the engine’s lower mileage.
- Under this definition, NHTSA also made it perfectly clear that it is permissible to change an odometer from kilometers to miles, or vice versa, and continue to have an “Actual” mile brand on a title; provided however, that the odometer disclosure in miles is based on the mathematical formula to convert from kilometers to miles. That responsibility lies on the party making the odometer disclosure.

“Transferee” (Buyer) means any person to whom the ownership in a motor vehicle is transferred, or any person who, as agent, accepts transfer of ownership in a vehicle for another, by purchase, gift of any means other than by creation of a security interest.

“Transferor” (Seller or Dealer) means any person who transfers his ownership, or any person who, as agent, transfers the ownership of another, in a motor vehicle by sale, gift of any means other than by creation of a security interest.

ODOMETER DISCLOSURE

TIMA and subsequent regulations issued by NHTSA require the odometer reading of any motor vehicle with a manufacture year less than ten (10) years, to be accurately disclosed on the title or transfer document. This is known as **“Odometer disclosure”** and is acknowledged by the signatures of both the buyer and seller at the time of transfer. The seller ‘discloses’ this information on the title and certifies it is correct to the best of their knowledge. The buyer acknowledges what the seller has certified. This disclosure may also be made on an [“Odometer Disclosure Statement”](#)

Continued on next page



Odometer Overview Pg 2

ODOMETER BRANDS

An odometer brand explains the circumstances that support the odometer disclosure. The brands are defined by NHTSA regulations as:

- **Actual:** the mileage as stated is the Actual Mileage, there are no discrepancies.
- **In Excess of Mechanical Limits:** Due to limited digits on a vehicle’s odometer, the actual mileage is impossible to determine by ‘sight’. Example: a vehicle with a 5-digit odometer could not accurately identify mileage over 99,999 miles. If the odometer has ‘turned’ there is no way to determine how many times it has turned. This is becoming almost non-existent in that vehicles now routinely have 6-digit odometers, allowing up to 999,999 miles before turning.
- **Not Actual Mileage: WARNING** – An Odometer Discrepancy must be completed, or titling transactions will be delayed.
- **Exempt:** As defined by NHTSA, “a transferor of any of the following motor vehicles need not disclose the vehicle’s odometer mileage:
 - A vehicle having a Gross Vehicle Weight Rating of more than 16,000 lbs
 - A vehicle that is not self-propelled
 - A vehicle that is 10 years old or older
 - A vehicle sold directly by the manufacturer to any agency of the United States in conformity with contractual specifications
 - A new vehicle prior to its first transfer for purposes other than resale

ODOMETER DISCREPANCY

While “correcting a mistake” was not outlined by NHTSA when publishing the various regulations enacted in TIMA, Tennessee allows for odometer disclosure errors to be “corrected” by using one or more [“Odometer Discrepancy Certification”](#) forms.

REQUIREMENTS:

- Since the “giving and receiving” of an odometer disclosure is required of both the buyer and seller in each transfer of ownership, we require the same during the process to correct an odometer disclosure that was made in error.
- The Odometer Discrepancy form must be signed **by the person who made the original mistake**. Signing the discrepancy certificate by power of attorney (POA) is not allowed, unless the original POA signing the Odometer Discrepancy Certification is the original party who made the mistake. Each party involved in each subsequent transfer of ownership must also sign an Odometer Discrepancy form acknowledging the corrected odometer disclosure.
- Obtaining a new certificate of title for each disclosure is not necessary.
- The completed odometer discrepancy forms will support the “corrected title”.
- Only Authorized State Personnel are allowed to change an odometer reading or brand

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Odometer Overview Pg 3

RELATED TOPICS:

SECURE POWER OF ATTORNEY
TITLING OVERVIEW

LINKS:

Odometer Fraud: [National Highway Traffic Safety Administration \(NHTSA\)](#)
Forms: <http://tn.gov/revenue/article/title-and-registration-forms>

3270 CODES - ODOMETER BRANDS:

ACTUAL MILEAGE	0
A BRAND WILL NOT PRINT ON THE TITLE	1
NOT ACTUAL MILEAGE	8
EXCEEDS MECHANICAL LIMITS	9



OFF HIGHWAY MOTOR VEHICLES

REVISED: 05/15/2013

AUTHORITY:

Tenn. Code Ann. Sections 55-3-101(c)(2), 55-4-101, and 55-8-101

DESCRIPTION:

Off highway motor vehicles are vehicles that are not driven or moved on the public highway. They are generally referred to as all terrain vehicles (ATV's) and are limited to:

- Motorcycles commonly referred to as dirt bikes.
- Snowmobiles or other vehicles designed to travel exclusively on snow or ice.
- Any motor vehicle commonly referred to as a sand buggy, dune buggy, four-wheeler or an all-terrain vehicle.
- Motorized bicycles, except when voluntarily registered.

If a title has been issued for an off-highway vehicle, a Tennessee Department of Revenue (TDR) sticker must be affixed to the vehicle as evidence that a title has been issued. The sticker is non-renewable and non-transferable and becomes invalid when the vehicle is sold or dismantled. A TDR sticker must be affixed to any ATV operated in many federal or state owned facilities such as parks and game reserves.

TDR stickers are issued by the County Clerks.

REQUIREMENTS:

- MSO or Certificate of Title properly assigned to the owner. If purchasing a new vehicle.
- A bill of sale or new car invoice, indicating sales tax collected by the selling dealer.
- If vehicle is purchase as part of a casual sale, a Certificate of Title should be properly assigned and the County Clerk will collect the sales tax.

FEES:

Click [here](#) for Fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



OPEN TITLES

REVISED: 11/02/2012

AUTHORITY:

Tenn. Code Ann. Section 55-3-127

DESCRIPTION:

An open title is when only the seller has signed the back of the title transferring the ownership, but buyer's section is blank. An open title presents a potential risk to both parties.

- a. It is a Class C misdemeanor for any person to fail or neglect to properly endorse or deliver any Certificate of Title to the Department, a transferee, or other person lawfully entitled to the certificate of title.
- b. It is a Class C misdemeanor for any lienor, including a mortgagee or a vendor, to fail or neglect upon the discharge of the lien, mortgage or encumbrance, to properly discharge the lien. If the Certificate of Title be in the lienor's possession, to fail to deliver the certificate to the person entitled to the certificate.
- c. It is a Class C misdemeanor for any lienor whose lien has been discharged to fail to report the discharge to the department within seventy-two (72) hours from the date of discharge by registered mail, return receipt requested.
- d. It is a Class C misdemeanor for any transferor to fail or neglect to enter the transferee name on a properly endorsed certificate of title before delivery to the transferee.
- e. It is a Class C misdemeanor for any person to possess an executed certificate of title without the name of the transferee appearing on the certificate of title.
- f. Any person found to be in violation of subsection (d) or (e) shall be liable for the sales or use tax on the fair market value of the vehicle as is determined by reference to the most recent issue of an authoritative automotive pricing manual, such as the N.A.D.A. Official Used Car Guide, Southeastern Edition, or by an appraisal by a duly licensed motor vehicle dealer in the state, plus a twenty-five percent (25%) penalty.

Continued on next page



Open Titles Pg 2

- g. Any person found to be in possession of a vehicle with an improperly assigned title which fails to identify the transferee must immediately establish ownership of the vehicle, register the vehicle and pay the required tax and penalty. The vehicle will be impounded by state or local law enforcement officials until the person in possession can prove ownership or until the rightful owner is located. In the event the rightful owner cannot be established within thirty (30) days, the vehicle will be deemed abandoned and will be disposed of by the commissioner of safety.
- h. Insurance companies authorized to underwrite policies on motor vehicles as a result of a paid claim are authorized to endorse change in ownership on the certificate of title or registration without obtaining a new certificate of title or registration or registering with the department for sales and use tax purposes.

HISTORY: Acts 1951, ch. 70, § 55 (Williams, § 5538.155); Acts 1972, ch. 540, § 6; T.C.A. (orig. ed.), § 59-328; Acts 1987, ch. 326, § 1; 1989, ch. 591, § 113; 2007, ch. 484, § 27.

REQUIREMENTS:

- Signatures of all legal interested parties are required to complete the transfer of ownership



POWER OF ATTORNEY FOR VEHICLE TRANSACTIONS

REVISED 04/04/2014

DESCRIPTION

The Power of Attorney for Vehicle Transactions is a document giving an “attorney in fact” the authority to conduct vehicle titling and registration related transactions on behalf of an owner or registrant.

WHEN IT CAN BE USED

This form can be used to

- Sign for the owner when buying or selling a vehicle
- Apply for original certificate of title and registration
- Apply for title only
- Apply for a duplicate certificate of title, registration or renewal
- Apply for a temporary operation permit, trailer permit or seasonal/farm permit
- Apply for a permanent or temporary disabled placard
- Note a lien or extension of a lien
- Change the address of an owner/registrant
- Make inquiry of the vehicle record on behalf of an owner/registrant, for information assessable to the owner/registrant
- Verify ownership on vehicles found abandoned, immobile or unattended

WHEN IT CANNOT BE USED

This form **cannot** be used by a dealer to disclose the odometer reading as both Buyer and Seller.

REQUIREMENTS:

1. This Power of Attorney requires 2 signatures
2. It must be stamped with a Notary Public Seal and dated

Continued on next page



Power of Attorney for Vehicle Transactions Pg 2

Power of Attorney for Vehicle Transactions

**Tennessee Department of Revenue
Title and Registration Division**

POWER OF ATTORNEY FOR VEHICLE TRANSACTIONS
(T.C.A. 34-6-101 and 102)

DATE cc 11/18/2007

I, [Redacted], do hereby appoint [Redacted]
(Name) (Name of Attorney-in-Fact Representative)

of CARL BLACK CHEVROLET 600 MURFREESBORO RD
(Business or Title Service, if applicable) (Street Address)

NASHVILLE TN 37210 in my attorney-in-fact to sign my name to all
(City) (State) (Zip Code)

applicable documentation relative to any title or registration transactions for the vehicle described herein. I understand that these documents may contain the federally mandated odometer disclosure and that I am responsible for the disclosures made therein. This authority is limited to the vehicle listed below:

Make CHEVROLET VIN KL1TD56686B602515
Model AVOE Body Type _____ Year 2006

Check the appropriate box for each transaction type authorized:

<input checked="" type="checkbox"/> Duplicate Title	<input checked="" type="checkbox"/> Transfer of Title
<input type="checkbox"/> Noting of Lien	<input type="checkbox"/> Application for Title and Registration
<input type="checkbox"/> Request for Verification of Ownership on Vehicles Found Abandoned, Inmobile or Unattended	<input type="checkbox"/> Other Specify: _____
<input type="checkbox"/> Vehicle Information Request	

The area below is to be completed by the party granting authority:

Individual Business _____
(Signature of Individual or Business Owner) (Business Name)

[Redacted] [Redacted]
(Physical Street Address) (City) (State) (Zip Code)

[Redacted] _____
(Telephone Number) (Email Address)

To Be Completed By Notary:

STATE OF TENNESSEE County of DAVIDSON

Personally appeared before me, the undersigned authority _____, with whom I have identified, who acknowledged that the foregoing instrument was executed for the purpose therein contained and as a duly sworn notary have verified that they are a legal resident of _____
(City, Tennessee)

Please check below document(s) used for verification:	
<input checked="" type="checkbox"/> Driver's License	<input type="checkbox"/> Military ID
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Passport
<input type="checkbox"/> State Issued ID	<input type="checkbox"/> Other (Specify) _____

My Commission Expires _____
Date _____

NOTE: Dealers must use secured power of attorney (RV-F1316901) when transferring ownership for vehicles ten (10) years or newer, if the certificate of title is lost or held by the lienholder per Truth in Mileage Act USC Code. This document is void if any information has been left blank or if any information entered hereon has been erased or altered by any means.

RV-F131140) (Rev 3-06) RDA 692



POWER OF ATTORNEY (OTHER)

REVISED 11/02/2012

DESCRIPTION:

Other powers of attorney are also permissible to be used to conduct vehicle titling and registration related transactions on behalf of an owner or registrant.

“General Power of Attorney” – is a document that appoints an “attorney in fact” with the authority to conduct business and/or personal affairs on behalf of another. These ‘contracts’ usually are short term in nature and are to be used by the “attorney in fact” in the owner or registrant’s absence, i.e., vacation, work abroad, military, etc.

“Durable Power of Attorney” – is much like the General Power of Attorney but it is written to appoint an “attorney in fact” to conduct business and/or personal affairs on behalf of another due to health reasons, including and up to incapacitation, but is no longer valid upon the owner’s or registrant’s death.

NOTES:

- In the State of Tennessee, if either of these documents are used to support vehicle transactions, they must be notarized.
- Each can be general and used for every occasion or specific to certain duties.
 - If general in nature without specifics, it can be used support title and registration transactions
 - If specific for any reason, it cannot be used unless vehicle transactions are specified
- Each can be open ended or limited by time.
 - If open ended or without expire, they can be used at any time to support title and registration transactions
 - If limited by time, it can only be used if the application does not surpass the end date of the Power of Attorney



SECURE POWER OF ATTORNEY

REVISED: 09/23/2013

AUTHORITY

U.S. 49 CFR §§ 580.4, 580.13, 580.14 and 580.15

DESCRIPTION

The Secure Power of Attorney document is used to disclose the mileage of a vehicle and support the transfer of ownership of the vehicle.

WHEN IT CAN BE USED

Part A. According to the Federal Truth in Mileage Act, when the ownership of a vehicle 10 years old and newer is transferred, the mileage **must** be disclosed. Ideally, this disclosure is made on the back of a title, along with the signatures of the seller (transferor) and the buyer (dealer/transferee).

However,

- If the seller's title is in the possession of the lienholder, or
- If the title has been lost and the buyer/dealer applies for a duplicate certificate of title on behalf of the seller

then the seller can give the dealer power of attorney in **Part A** of the secured document to disclose the odometer reading. This is completed at the time the vehicle is sold or traded in to a dealer,

Part B.

In many cases, by the time the vehicle is ready to be sold, the dealer will have the title in hand. The dealer would then disclose the mileage and sign on behalf of the seller; the buyer would sign the title and the transfer of ownership would be complete.

However, if the vehicle is sold to a new owner and the title is still not available due to either of the reasons stated above, the new buyer can give the dealer power of attorney on **Part B** of this secured document to review the title documents for odometer discrepancies and if none are found.

Part C.

Must be completed to certify that the information provided in the Secure Power of Attorney is correct.

NOTE: Tennessee's Secure Power of Attorney does not require notarization. Forms from other states may require notarization.

Continued on next page



Secure Power of Attorney Pg 2

WHEN IT CANNOT BE USED

- When the title is in the possession of the dealership but just “not accessible”, i.e., the title office is closed/locked:
 - The dealer must arrange a time for the buyer to return to properly sign the back of the title as buyer
 - If the Secure Power of Attorney were allowed to be used in this case, the dealer would be acknowledging the odometer disclosure as both seller and buyer which is prohibited by federal law

Secure Power of Attorney

POWER OF ATTORNEY FOR ODOMETER DISCLOSURE OF A MOTOR VEHICLE

WARNING: This form may be used only when Title is physically held by a lienholder or has been lost. This form must be submitted to the State by the person exercising powers of attorney. Failure to do so may result in fines and/or imprisonment.

VEHICLE IDENTIFICATION NUMBER (VIN) 1G3NL52TXXC399655	YEAR 1999	MAKE OLDS	MODEL ALERO	BODY SD
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PART A. POWER OF ATTORNEY TO DISCLOSE MILEAGE

Federal law requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

Transferor's Name, (please print) _____ appoint _____ Transferor's Name, (please print)

as my attorney-in-fact, to transfer ownership and disclose the mileage, on the title for the vehicle described above, exactly as stated in my following disclosure.

I state that the odometer now reads 53249 miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked:

(1) I certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.

(2) I certify that the odometer reading is NOT the actual mileage.

WARNING—ODOMETER DISCREPANCY

Transferor's Address: _____ ATWOOD TN 38220 (City) _____ (State) _____ (Zip Code)

Transferor's Signature: _____ (Printed Name of Individual Signing as Transferor)

Transferor's Name: _____ (Print or Type Name of Business or Company) _____ (Dealer ID #)

Transferor's Address: _____ HUMBOLDT, TN 38343 (City) _____ (State) _____ (Zip Code)

PART B. POWER OF ATTORNEY TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE. (Part B. is not valid unless Part A. has been completed.)

Transferor's Name, (please print) _____ appoint _____ Transferor's Name, (please print)

as my attorney-in-fact, to sign the mileage disclosure, on the title for the vehicle described above, only if the disclosure is exactly as the disclosure on the title.

Transferor's Name: _____ (Printed Name)

Transferor's Address: _____ (State) _____ (City) _____ (State) _____ (Zip Code)

Federal law requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I state that the odometer now reads _____ miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked:

(1) I certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.

(2) I certify that the odometer reading is NOT the actual mileage.

Transferor's Signature: _____ (Printed Name of Individual Signing as Transferor) _____ (Statement Date)

Transferor's Address: _____ (State) _____ (City) _____ (State) _____ (Zip Code)

PART C. CERTIFICATION

_____, hereby certify that the mileage I have disclosed on the title document is consistent with that provided to me in the above power of attorney. Further upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and Reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.

Signature: _____ (Printed Name)

Address: _____ (Street) _____ (City) _____ (State) _____ (Zip Code) _____ (Date)

This document is void if any information entered herein has been erased or altered by any means. Unauthorized printing or reproduction of this document is strictly prohibited. 98-1243 (REV. 11/03)

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT



PLATES OVERVIEW

REVISED: 02/16/2016

AUTHORITY:

Tenn. Code Ann. Title 55, Chapter 4, Parts 2 and 3

The state of Tennessee issues more than 150 styles of license plates. The majority of these plates are placed on privately owned motor vehicles and motorcycles.

Tennessee also issues plates for commercial vehicles, government service and law enforcement, and many more plates are issued for special purposes.

Some plates hold specific membership or eligibility criteria that must be satisfied before the plate can be issued. Others have no such requirements and may be issued to any owner or lessee of a motor vehicle who is a resident of the state of Tennessee.

Below are the current 10 most popular specialty plates based on the number of plates issued.



1. Friends of the Great Smoky Mountains



6. Choose Life



2. Eagle Foundation



7. St. Jude Children's Hospital



3. Agriculture



8. Tennessee Titans



4. Susan G. Komen Race to the Cure



9. Fish and Wildlife Species-Bear



5. Animal Friendly



10. Tennessee Wildlife Federation



PLATES – COMMON NAMES

REVISED: 04/26/2016

Customers often call in requesting a plate, based on a visual characteristic (i.e. “Bear Plate”). Below is an alphabetical list of “common” names followed by the actual Plate Name.

- Active Military Plate - **United States Military**
- Air Force Plate - **United States Military**
- American Eagle Plate – **American Eagle Foundation**
- Army Plate - **United States Military**
- Bald Eagle Plate - **American Eagle Foundation**
- Bear Plate – **Fish and Wildlife Species – Bear**
- Benevolent Plate – **Tennessee Police Benevolent Association**
- Bluebird Plate – **Watchable Wildlife**
- Breast Cancer Awareness Plate – **Driving for a Cure**
- Cat and Dog Plate – **Animal Friendly**
- Cat Plate – **Tennessee Arts Commission - Arts Cool Cat**
- Checkerboard Plate – **University of Tennessee Football Championship**
- Confederate Flag Plate – **Son of Confederate Veterans**
- Coast Guard Plate – **US Coast Guard Auxiliary or United States Military**
- Cool Cat – **Tennessee Arts Commission - Arts Cool Cat**
- Crimson Tide – **University of Alabama**
- Deer Head Plate - **Tennessee Wildlife Federation**
- Deer Plate – **Sportsmen’s Wildlife Foundation**

Continued on next page



Plates—Common Names Pg 2

- Dog and Cat Plate – **Animal Friendly**
- Duck Head Plate – **Ducks Unlimited**
- Duck Plate - **Ducks Unlimited**
- E Plate – **Emergency**
- Eagle Foundation Plate – **American Eagle Foundation**
- Eagle Plate – **American Eagle Foundation**
- Elvis Plate – **Regional Medical Center at Memphis (The MED)**
- FF Plate – **International Association of Firefighters**
- Farm Tag (Barn) – **Agriculture**
- Fish Plate - **Tennessee Arts Commission** – Arts Fish or Small Mouth Bass
- Florida Gator Plate – **University of Florida**
- FOP Plate - **Fraternal Order of Police Associate Member** or **Fraternal Order of Police**
- Guard Plate – **Tennessee State Guard** or **National Guard Plate**
- Honorably Discharged Plate - **United States Military**
- Horse Plate - **Tennessee Walking Horse**
- Hummingbird Plate – **Tennessee Wildlife Federation (Hummingbird)**
- IAFF Plate – **International Association of Firefighters**
- In God We Trust Plate - **American Eagle Foundation**
- Iris Plate – **Environmental**
- Kentucky Wildcat Plate - **University of Kentucky**
- Kite Plate – **Youth Villages**
- Lady Vols Plate –**UT Lady Volunteers’ NCAA National Championships**

Continued on next page



Plates—Common Names Pg 3

- Lake Plate – **Friends of Radnor Lake**
- MADD Plate – **Mothers against Drunk Driving**
- Marine Corps/League Plate - **United States Military**
- MED Plate – **Regional Medical Center at Memphis (The MED)**
- Military Plate – **United States Military**
- Navy Plate - **United States Military**
- N.R.A. Plate – **National Rifle Association**
- Nurses Plate – **Tennessee Nurses Foundation**
- Ole Miss Plate – **University of Mississippi**
- On Call Surgical Personnel Plate – **Emergency**
- PE Plate – **Emergency Trauma Physician**
- Pink Ribbon Plate – **Driving for a Cure**
- Predators Plate – **Nashville Predators**
- Preds Plate – **Nashville Predators**
- Purple Mountain Plate – **Friends of the Great Smoky Mountains**
- Radnor Lake Plate – **Radnor Lake**
- Rainbow Plate – **Tennessee Arts Commission - Arts Rainbow**
- Realtors Plate – **Tennessee Association of Realtors**
- Rebel Flag Plate – **Son of Confederate Veterans**
- Reserve Forces Plate – **United States Military**
- Retired Military Plate – **United States Military**
- Roll Tide – **University of Alabama**

Continued on next page



Plates—Common Names Pg 4

- School Plate – **Helping Schools**
- Sewanee Plate – **University of the South (Sewanee)**
- Smokies Plate – **Friends of the Great Smoky Mountains**
- Smoky Mountain Plate – **Friends of the Great Smoky Mountains**
- State Park Plate – **Environmental**
- Susan G Komen Plate – **Driving for a Cure**
- Titans Plate – **Tennessee Titans**
- Trauma Nurses Plate – **Emergency**
- Trauma Physician Plate – **Emergency Trauma Physician**
- Turkey Plate – **Fish and Wildlife Species – Turkey**
- UT Football Plate – **University of Tennessee Football Championship**
- UT Knoxville Plate – **University of Tennessee Knoxville**
- UT Martin Plate – **University of Tennessee Martin**
- UT Plate – **University of Tennessee**
- UT Women’s Basketball Championship Plate – **UT Lady Volunteers’ NCAA National Championships**
- Walking Horse Plate – **Tennessee Walking Horse**
- Wildlife Plate – **Tennessee Wildlife Federation or Tennessee Wildlife Federation (Hummingbird)**
- Wildlife Plate – **Watchable Wildlife**

LINKS:

Plates: <http://tn.gov/revenue/topic/license-plates>



HOW TO INTRODUCE A NEW PLATE

Revised: 11/19/2014

AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-209 to 55-4-220

DESCRIPTION:

To “Introduce a new plate” refers to the steps involved in establishing any new Tennessee license plate. There are four main categories of plates.

- Cultural, Specialty Earmarked and New Specialty Earmarked (funds resulting from the sale of these plates are allocated or ‘earmarked’ to private organizations or to special government ‘funds’, where the use of the monies may be restricted to certain expenditures)
- Emergency
- Special Purpose (these plates have strict requirements for issuance with no minimum required)
- Military or Memorial

All plates begin in the Tennessee General Assembly when a member of the Senate or House of Representatives proposes legislation to be discussed and voted on by both the Senate and the House. Once a bill becomes law, the steps are as follows:

- Cultural, Specialty Earmarked and New Specialty Earmarked
 - Once the bill has passed legislation, the contact person for the organization may send by e-mail to the Department of Revenue, dg_plate&supply.team@tn.gov, the following information:
 - Plate Name
 - Organizations Name
 - Contact Name
 - Contact Number
 - Mailing Address
 - Email Address
 - Once the information is received by the Department of Revenue a packet will be sent by e-mail to the contact person containing the following information:
 - Specifications for the artwork
 - Template for license plate
 - Template for names collected
 - General Information
 - The organization will have until June 30 of the following year to collect the names, addresses and also assign plate numbers to the names they have collected, design artwork and send the information along with one check made payable to the Department of Revenue to the following address by the close of business on June 30.

Continued on next page



Department of Revenue
Vehicle Services Division
44 Vantage Way, Suite 160
Nashville, TN 37243-8050

- If the organization is unable to collect the names and money required for the initial order, the organization may request an extension through the current legislative session before the statutory deadline. The organization would be responsible for contacting the legislator who initiated the bill and request an extension for this plate. The extension must be granted by legislation.
- Once the remittance, names, and artwork have been submitted to the Department of Revenue it will take approximately four to six months before the plate is produced. Prior to the plate production metal samples will be produced for the organization to sign off on and there will be a system test and road test of the plate.
- Once the plates have been approved, and testing has been completed, the plates will be produced and mailed to the county clerk offices. Letters will be mailed to the customers informing them when their assigned plate will be in their [local county clerk's office](#).
- For the other categories, the law is written one of two ways:
 - the law will instruct as to the exact design, OR
 - the law requires the plate be designed in consultation with the certain agencies or designees of those agencies., e.g., the design for the U.S. Coast Guard Auxiliary plate was designed in consultation with the commander of that agency

LINKS:

Additional Information: <http://www.tn.gov/revenue/article/how-to-introduce-a-new-specialty-plate>



HOW TO ORDER LICENSE PLATES

REVISED 09/26/2013

It is the responsibility of each county clerk to ensure adequate yet manageable inventory of license plates in their office(s). The Vehicle Services Division Plate and Supply Unit are available to assist you in this matter.

REQUIRED DOCUMENT:

Order request for license plates

- This form is available on the Title and Registration website as an electronic version
- The form may be sent by email to dg_plate&supply.team@tn.gov or by fax to 615-253-4260

STEPS FOR ORDERING PLATES:

1. Ensure every form submitted includes the following:
 - Name of County
 - County Number
 - Ship To (Street Address with City, State, ZIP)
 - Phone Number (in case there are questions)
2. For each plate, include
 - Class Code
 - Plate Type Name
 - Balance on Hand
 - Quantity Requested
3. Send the form
 - Email the form to dg_plate&supply.team@tn.gov or
 - Fax it to 615-253-4260

NOTES

- Make full use of the form
 - submit as many plate types as possible on the same form
 - use a second page only if there is no space remaining on the first
 - This will also ensure orders are processed and when possible shipped at the same time.
- Order once a week
 - Order what you need but try to anticipate which plates you will need on a weekly basis.
 - We understand there are times when a plate is needed quickly, but unless the request is accompanied by a note from the County Clerk seeking expedited service, the request will be handled within a two week period.

LINKS:

Forms: <http://www.tn.gov/revenue/article/title-and-registration-forms>



HOW TO PERSONALIZE A PLATE

Revised: 11/02/2012

AUTHORITY:

Tenn. Code Ann. Section 55-4-211

DESCRIPTION:

To "Personalize a Plate" means to request specific letters or numbers to appear on a customer's license plate, the requested combination is also known as a configuration. A personalized plate can be requested for passenger automobiles, motorcycles, and trailers not required to be registered but the owner wishes to register.

REQUIREMENTS:

To order a personalized plate,

- Obtain the Application for Tennessee Personalized License Plate
 - provided by your local county clerk's office
 - from the Taxpayer and Vehicle Services Division, or
 - download the Application for Tennessee Personalized License Plate from <http://www.tn.gov/assets/entities/revenue/attachments/f1314001Fill-in.pdf>
- Complete the application providing up to three (3) choices, in order of preference.
- Mail with the appropriate fees indicated on the form to:

Vehicle Services Division
44 Vantage Way, Suite 160
Nashville, TN 37243-8050

- If any of the three (3) choices are approved by the department, an order is placed for the plate to be manufactured
- After the plate is manufactured, the customer will be sent a letter stating the personalized plate will be sent to the county clerk's office of their county
- The customer can then obtain the plate and register it to a qualifying vehicle
- If none of the three (3) choices are approved the applicant will receive a letter

NOTES:

- The minimum number of characters in a configuration is 3, except for Legislative House and Legislative Senate plates
- The maximum number of characters in a configuration varies by plate, e.g., the regular automobile plate has a minimum of 3 and a maximum of 7
- For a specific plate, please see Plates, Plates Listing A-Z in this reference guide

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



Plate Listings* A – Z

Please select and expand (+) bookmarks on the left side of the guide under Plate Listings A – Z

* *“Images may not reflect the most current version of plate”*



Revised 09/18/2015

AGRICULTURE (Farm)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(6), 55-4-203(d), 55-4-209 and 55-4-267

PLATE CATEGORY: Specialty Earmarked

CLASS CODES:

Regular: 3620

Issue Year: 2001

Personalized: 2260

Issue Year: 2001

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one

two

unlimited

Vehicle must be registered by: applicant

or spouse

or family

Class of vehicle: passenger

motorcycle

freight

Owner vs. leased: owner only

owner or lessee



Revised 10-20-2015

AIR FORCE CROSS



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(4), 55-4-203(b)(4), 55-4-209, 55-4-236, 55-4-240, and 55-4-278

PLATE CATEGORY: Memorial

CLASS CODES:

Regular:	3016(free)	Issue Year:	2014
Regular:	3017 & 3018	Issue Year:	2014
Motorcycle:	5586(free)	Issue Year:	2014
Motorcycle:	5587 & 5588	Issue Year:	2014

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee who are recipients of the Air Force Cross Medal.

NOTE: Applicant must provide a letter or DD214 from the Department of Veterans Services indicating they are an Air Force Cross recipient.

PERSONALIZATION: This plate cannot be personalized.

Number to be issued

Free one two unlimited

Additional (W/ Fee) one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 08/05/2015

AIR MEDAL - Valor



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(c)(1), 55-4-209, 55-4-231, 55-4-236, 55-4-240, and 55-4-278

PLATE CATEGORY: Memorial

CLASS CODES:

Regular:	3000(free), 3001 & 3002	Issue Year: 2014
Motorcycle:	5577(free), 5578 & 5579	Issue Year: 2014

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and who are recipients of the Air Medal-Valor award.

NOTE: Applicant must provide a letter or DD214 from the Department of Veterans Services indicating they are an Air Medal recipient.

Only one free plate, the second plate is reduced and any additional plates are regular cost.

PERSONALIZATION: This plate cannot be personalized.

Number to be issued

Free one two unlimited

Additional (W/ Fee) one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 06/06/2013

ALPHA KAPPA ALPHA SORORITY



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(6), 55-4-203(d) 55-4-209 and 55-4-261

PLATE CATEGORY: Specialty Earmarked

CLASS CODES:

Regular:	3005	Issue Year:	2001
Personalized:	2232	Issue Year:	2001

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and who are certified members or alumni members of Alpha Kappa Alpha Sorority.

NOTE: Applicant must furnish membership credentials.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant or spouse or family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 02/16/2016

ALPHA PHI ALPHA FRATERNITY



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(6), 55-4-203(d) 55-4-209 and 55-4-261

PLATE CATEGORY: Specialty Earmarked

CLASS CODES:

Regular:	3830	Issue Year:	2003
Personalized:	2445	Issue Year:	2003

Click [here](#) for a picture of this plate, associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee who are certified members or alumni members of Alpha Phi Alpha Fraternity.

NOTE: Applicant must furnish membership credentials.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by:

applicant or spouse or family

Class of vehicle:

passenger motorcycle freight

Owner vs. leased:

owner only owner or lessee



Revised 09/18/2015

AMATEUR RADIO



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(1), 55-4-203(a)(4), 55-4-209 and 55-4-229

PLATE CATEGORY: Emergency

CLASS CODES:

Regular:	3010	Issue Year:	2001
Motorcycle:	5102	Issue Year:	1994

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and who hold an unrevoked and unexpired official amateur radio license issued by the Federal Communications Commission (FCC).

NOTES:

- The plate number will consist of the applicant’s call sign up to 6 characters
- If the same applicant wants more than one plate, a number will be added at the end of the applicant’s call sign to complete the plate number
- If the applicant is a member of an emergency or rescue squad OR a member of Amateur Radio Emergency Service (ARES), the additional fee is waived

PERSONALIZATION: This plate cannot be personalized.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant or spouse or family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 12/14/2015

ANIMAL FRIENDLY
(Cat and Dog, Dog and Cat)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-290

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3015	Issue Year:	1999
Personalized:	2015	Issue Year:	1999

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant or spouse or family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 08/04/2015

ANTIQUÉ AUTO



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(a), 55-4-203(a), 55-4-209, 55-4-111(a)(1) Class (C) and 55-4-111(b)

PLATE CATEGORY: Permanent

CLASS CODES:

Regular:	3020	Issue Year:	2001
Motorcycle:	5106	Issue Year:	1994

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of motor vehicle older than 25 years with a non-modified engine and body, who are residents of the State of Tennessee.

NOTES:

- The [Antique Plate Application](#) must be completed and submitted with the application for Certificate of Title and Registration
- The form contains complete instructions for issuance and explains under what circumstances a vehicle using this plate can be operated

PERSONALIZATION: This plate cannot be personalized.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant or spouse or family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee

RELATED TOPICS:

Vintage Plates



Revised 06/06/2013

APPALACHIAN TRAIL
(Hiker, Hiking)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-279

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3999	Issue Year:	2010
Personalized:	2590	Issue Year:	2010

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant or spouse or family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 02/17/2016

ARTS COOL CAT
(TN Arts Commission)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(d), 55-4-209, 55-4-218 and 55-4-264

PLATE CATEGORY: Cultural

CLASS CODES:

Regular:	3625	Issue Year:	2001
Personalized:	2235	Issue Year:	2001

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant or spouse or family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 02/16/2016

ARTS FISH
(TN Arts Commission)



AUTHORITY:
Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(d), 55-4-209, 55-4-218 and 55-4-264

PLATE CATEGORY: Cultural

CLASS CODES:

Regular:	3635	Issue Year:	2001
Personalized:	2240	Issue Year:	2001

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant or spouse or family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 02/16/2016

ARTS RAINBOW
(TN Arts Commission)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(d), 55-4-209, 55-4-218 and 55-4-264

PLATE CATEGORY: Cultural

CLASS CODES:

Regular:	3820	Issue Year:	2002
Personalized:	2430	Issue Year:	2002

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 4

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see *Plates, How to Personalize* in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant or spouse or family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 01/31/2014

ARTS – TENNESSEANS FOR THE ARTS
(TN Arts Commission)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(d), 55-4-209, 55-4-218 and 55-4-264

PLATE CATEGORY: Cultural

CLASS CODES:

Regular:	3626	Issue Year:	2014
Personalized:	2615	Issue Year:	2014

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant or spouse or family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 03/09/2015

Autism Awareness



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209, 55-4-215 and 55-4-365

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3031	Issue Year:	2014
Personalized:	2625	Issue Year:	2014

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant or spouse or family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 12/14/2015

AUTOMOBILE
(PRIVATE PASSENGER)



AUTHORITY:
Tenn. Code Ann. §§ 55-4-103 and 55-4-111(a)(1)

PLATE CATEGORY: Private Passenger

CLASS CODES:

Regular:	1000	Issue Year:	2006
Personalized:	2000	Issue Year:	2007

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 7

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see *Plates, How to Personalize* in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant or spouse or family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 11/02/2012
H PLATES FOR FLEETS



AUTHORITY:
Tenn. Code Ann. Sections 55-4-501 through 55-4-507

PLATE CATEGORY: Commercial

CLASS CODES:

PLATE	CLASS CODE/ ISSUE YEAR
H/1 BELLSOUTH COMMUNICATIONS 9,000 lbs GVW	4130/2002
H/2 BELLSOUTH COMMUNICATIONS 16,000 lbs GVW	4131/2002
H/3 BELLSOUTH COMMUNICATIONS 20,000 lbs GVW	4132/2002
H/4 BELLSOUTH COMMUNICATIONS 26,000 lbs GVW	4133/2002
H/5 BELLSOUTH COMMUNICATIONS 32,000 lbs GVW	4134/2002
H/6 BELLSOUTH COMMUNICATIONS 38,000 lbs GVW	4135/2002
H/7 BELLSOUTH COMMUNICATIONS 44,000 lbs GVW	4136/2002
H/8 BELLSOUTH COMMUNICATIONS 56,000 lbs GVW	4137/2002
H/9 BELLSOUTH COMMUNICATIONS 66,000 lbs GVW	4138/2002
H/10 BELLSOUTH COMMUNICATIONS 74,000 lbs GVW	4139/2002
H/11 BELLSOUTH COMMUNICATIONS 80,000 lbs GVW	4140/2002

H/1 UNITED PARCEL SERVICE FOR HIRE 9,000 lbs GVW	4230/2000
H/2 UNITED PARCEL SERVICE FOR HIRE 16,000 lbs GVW	4231/2000
H/3 UNITED PARCEL SERVICE FOR HIRE 20,000 lbs GVW	4232/2000
H/4 UNITED PARCEL SERVICE FOR HIRE 26,000 lbs GVW	4233/2000
H/5 UNITED PARCEL SERVICE FOR HIRE 32,000 lbs GVW	4234/2000
H/6 UNITED PARCEL SERVICE FOR HIRE 38,000 lbs GVW	4235/2000

Click [here](#) to view the current Class Code and Fee Schedule for more information.
(**Note** – Once the webpage opens, **press ‘CTRL’ plus the F key** or **‘Edit’** then **‘Find’** or **‘Find on this Page’** and enter the class code or plate name to search the document).

ELIGIBILITY:

Corporations or other legal entities registering a fleet of 1,000 or more vehicles owned or leased by the corporation or legal entity.

NOTE: These plates are issued at the state level. Customers interested in this type of fleet registration should be referred to the Vehicle Services Division for more information.

PERSONALIZATION: These plates cannot be personalized.

Continued on next page



H Plates for Fleets Pg 2

Number to be issued per customer

one

two

unlimited

Vehicle must be registered by:

applicant

and spouse

and family

Class of vehicle:

passenger

motorcycle

freight

Owner vs. leased:

owner only

owner or lessee



Revised 12/05/2013

BLUE STAR FAMILY



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5)(E), 55-4-203(c)(1), 55-4-330, and 55-4-278

PLATE CATEGORY: Military Cultural

CLASS CODES:

Regular:	3041	Issue Year:	2010
Motorcycle:	5562	Issue Year:	2011

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee whose spouse, parent, sibling, or child is currently serving in the armed forces of the United States at the time of application.

NOTES: Applicant must submit:

1. Proof of current service from their service member. Examples:
 - Current Leave and Earnings Statement (LES)
 - Member's military ID card or
 - A letter from their unit commander on official letterhead stating the family member's current status as a member of the U.S. armed forces; and
2. Provide a written statement by the service member indicating the family relationship with the registrant
3. Proof of eligibility must be submitted for each renewal year

PERSONALIZATION: This plate cannot be personalized.

Number to be issued per customer

- | | | |
|---|---|---|
| <input type="checkbox"/> one | <input type="checkbox"/> two | <input checked="" type="checkbox"/> unlimited |
| <input checked="" type="checkbox"/> applicant | <input type="checkbox"/> and spouse | <input type="checkbox"/> and family |
| <input checked="" type="checkbox"/> passenger | <input checked="" type="checkbox"/> motorcycle | <input type="checkbox"/> freight |
| <input type="checkbox"/> owner only | <input checked="" type="checkbox"/> owner or lessee | |



Revised 08/05/2015

BOSNIA PEACEKEEPING VETERANS



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(c)(1), 55-4-209, 55-4-253 and 55-4-278

PLATE CATEGORY: Military Cultural

CLASS CODES:

Regular:	3660	Issue Year:	2007
Motorcycle:	5520	Issue Year:	2006

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and veterans of the peacekeeping mission in Bosnia or a civilian veteran with orders or official documentation from the United States Army Corps of Engineers.

NOTES:

- Veterans must provide a letter or DD214 from the Department of Veterans Services indicating the applicant served in Bosnia with the United States Armed Forces
- Proof is not required at time of renewal
- Civilian veterans must have official documentation from the United States Army Corps of Engineers classifying the applicant as a civilian veteran

PERSONALIZATION: This plate cannot be personalized.

Number to be issued per customer

one two unlimited

Vehicle must be registered by:

applicant and spouse and family

Class of vehicle:

passenger motorcycle freight

Owner vs. leased:

owner only owner or lessee



Revised 08/05/2015

BRONZE STAR (MERITORIOUS)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5)(E), 55-4-203(c)(1), 55-4-209, 55-4-231, and 55-4-278

PLATE CATEGORY: Military Cultural

CLASS CODES:

Regular:	3043	Issue Year:	2007
Motorcycle:	5501	Issue Year:	2006

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee who are recipients of the Bronze Star medal for meritorious achievement or service.

NOTE: Applicant must provide a letter or DD214 from the Department of Veterans Services indicating they are a Bronze Star Medal recipient for heroic or meritorious achievement or service.

PERSONALIZATION: This plate cannot be personalized..

Number to be issued per customer

- one two unlimited

Vehicle must be registered by:

- applicant and spouse and family

Class of vehicle:

- passenger motorcycle freight

Owner vs. leased:

- owner only owner or lessee



Revised 08/05/2015

BRONZE STAR (VALOR)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5)(E), 55-4-203(c)(1), 55-4-209, 55-4-231, 55-4-263 and 55-4-278

PLATE CATEGORY: Memorial

CLASS CODES:

Regular:	3044	Issue Year:	2007
Regular:	3045(free) & 3046	Issue Year:	2014
Motorcycle:	5502	Issue Year:	2006
Motorcycle:	5595(free) & 5596	Issue Year:	2014

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee who are recipients of the Bronze Star medal for valor achievement or service.

NOTE: Applicant must provide a letter or DD214 from the Department of Veterans Services indicating they are a Bronze Star Medal recipient for heroic or meritorious achievement or service.

PERSONALIZATION: This plate cannot be personalized..

Number to be issued

Free one two unlimited

Additional (W/ Fee) one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 02/16/2016

CHILDREN FIRST
(Kids with Balloons)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(6), 55-4-203(d) 55-4-209 and 55-4-273

PLATE CATEGORY: Specialty Earmarked

CLASS CODES:

Regular:	3067	Issue Year:	1997
Personalized:	2047	Issue Year:	1997

Click [here](#) associated fees and what portions of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 02/16/2016

CHOOSE LIFE
(Baby face)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-306

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3860	Issue Year:	2004
Personalized:	2475	Issue Year:	2004

Click [here](#) for associated fees and what portions of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised: 11/15/2016

OFF-HIGHWAY VEHICLES

CLASS I and CLASS II



AUTHORITY:

Tenn. Code Ann. Section 55-3-101, 55-4-202, 55-8-101, 55-8-185

PLATE CATEGORY: Private Passenger

CLASS CODES:

Class I: 5610 **Issue Year:** 2016

Class II: 5611 **Issue Year:** 2016

Click [here](#) to view the current Class Code and Fee Schedule for more information.

(Note – Once the webpage opens, **press ‘CTRL’ plus the F key** or **‘Edit’** then **‘Find’** or **‘Find on this Page’** and enter the class code or plate name to search the document).

WHO IS ELIGIBLE:

Class I off-highway vehicle" means a motorized vehicle with not less than four (4) non-highway tires, nor more than six (6) non-highway tires, whose top speed is greater than thirty-five miles per hour (35 mph), that is limited in engine displacement to one thousand cubic centimeters (1,000 cc) or less and in total dry weight up to two thousand pounds (2,000 lbs.), that is sixty-five inches (65") or less in width, and that has a non-straddle seating capable of holding at least two (2) but no more than four (4) passengers and a steering wheel. "Class I off-highway vehicle" includes mini-trucks;

Class II off-highway vehicle" means any off-highway vehicle that is designed to be primarily used for recreational purposes, that has a non-straddle seating capable of holding at least two (2) but no more than four (4) passengers and a steering wheel, and that is commonly referred to as a sand buggy, dune buggy, rock crawler, or sand rail. "Class II off-highway vehicle" does not include a snowmobile or other vehicle designed to travel exclusively over snow or ice;

PERSONALIZATION: No

Maximum characters available to personalize: 0

- | | | | |
|---------------------------------------|---|---|---|
| Number to be issued | <input type="checkbox"/> one | <input type="checkbox"/> two | <input checked="" type="checkbox"/> unlimited |
| Vehicle must be registered by: | <input checked="" type="checkbox"/> applicant | <input type="checkbox"/> and spouse | <input type="checkbox"/> and family |
| Class of vehicle: | <input checked="" type="checkbox"/> passenger | <input type="checkbox"/> motorcycle | <input type="checkbox"/> freight |
| Owner vs. leased: | <input type="checkbox"/> owner only | <input checked="" type="checkbox"/> owner or lessee | |



Revised 01/29/2014

CIVIL WAR PRESERVATION



AUTHORITY:

Tenn. Code Ann. Section 55-4-201, 55-4-202(c)(7), 55-4-203, 55-4-209, 55-4-210(c) and 55-4-293

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3051	Issue Year:	2013
Personalized:	2610	Issue Year:	2013

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued

Per customer one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised: 04/27/2016

COLLEGIATE PLATES



*Click on the plate to view All Collegiate plates, associated fees and where proceeds are allocated.

AUTHORITY:

Tenn. Code Ann. §§ 55-4-201, 55-4-202(c)(5)(B), 55-4-202(c)(7)(MMMM) and (NNNN), 55-4-203(d), 55-4-209, 55-4-210(b) and (c), and 55-4-212

PLATE CATEGORY: Cultural

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

To personalize a plate, the applicant must complete the Application for Tennessee Personalized License Plate and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide. Stacked Characters are not applicable.

Number to be issued

per customer	<input type="checkbox"/> one	<input type="checkbox"/> two	<input checked="" type="checkbox"/> unlimited
Vehicle must be registered by:	<input checked="" type="checkbox"/> applicant	<input type="checkbox"/> and spouse	<input type="checkbox"/> and family
Class of vehicle:	<input checked="" type="checkbox"/> passenger	<input type="checkbox"/> motorcycle	<input type="checkbox"/> freight
Owner vs. leased:	<input type="checkbox"/> owner only	<input checked="" type="checkbox"/> owner or lessee	

Collegiate Plate Name	Regular Issue Year	Personalized Issue Year	Pers. Max Characters	Additional Authority
AUBURN UNIVERSITY (AU Tigers)	3600/2003	2190/2003	5	
AUSTIN PEAY STATE UNIVERSITY (APSU Governors)	3030/2005	2020/2005	5	

Continued on the next page



Collegiate Plates Pg 2

Collegiate Plate Name	Regular Issue Year	Personalized Issue Year	Pers. Max Characters	Additional Authority
BELMONT UNIVERSITY (Bruins)	3040/2005	2030/2005	5	
CARSON NEWMAN COLLEGE (Eagles)	3050/2014	2040/2014	4	
CHRISTIAN BROTHERS UNIVERSITY (Buccaneers)	3980/2016	2555/2016	5	
CLEMSON UNIVERSITY (Tigers)	3052/2001	2042/2001	5	
CUMBERLAND UNIVERSITY (Bulldogs)	3065/1997	2045/1997	5	
EAST TENNESSEE STATE UNIVERSITY (ETSU Buccaneers)	3090/2016	2050/2016	5	
FLORIDA STATE UNIVERSITY (FSU Seminoles)	3810/2003	2420/2003	5	
FREED-HARDEMAN UNIVERSITY (Lions)	3895/2005	2500/2005	5	
GEORGIA TECH (Yellow Jackets, Ramblin' Wreck)	3155/2002	2055/2002	5	
INDIANA UNIVERSITY (IU Hoosiers)	3175/2015	2335/2015	5	
KING COLLEGE (Tornado)	3690/2009	2250/2009	5	
LANE COLLEGE (Dragons)	3865/2004	2480/2004	5	
LEE UNIVERSITY (Flames)	3190/2003	2060/2003	5	

Click on the plate above to view all Collegiate plates associated fees*

Continued on next page



Collegiate Plates Pg 3

Collegiate Plate Name	Regular Issue Year	Personalized Issue Year	Pers. Max Characters	Additional Authority
LEMOYNE-OWEN COLLEGE (Magicians)	3700/2003	2370/2003	5	
LIPSCOMB UNIVERSITY (David Lipscomb, Bisons)	3890/2004	2495/2004	5	
MARYVILLE COLLEGE (Scots)	3825/2003	2435/2003	5	
MIDDLE TENNESSEE STATE UNIVERSITY (MTSU Blue Raiders)	3270/2003	2070/2003	5	
MILLIGAN COLLEGE (Buffalos)	3900/2016	2505/2016	5	
MISSISSIPPI STATE UNIVERSITY (MSU Bulldogs)	3605/2012	2205/2012	5	
PENN STATE UNIVERSITY (Lions)	3332/1996	2230/1996	5	55-4-247
PURDUE UNIVERSITY (Train, Boilermakers)	3795/2013	2395/2013	5	
RHODES COLLEGE (Lynx)	3086/2003	2440/2003	5	
TENNESSEE STATE UNIVERSITY (TSU, Tigers)	3430/2005	2080/2005	3	
TENNESSEE TECH UNIVERSITY (TTU, Golden Eagles)	3440/2003	2090/2003	5	
TENNESSEE WESLEYAN COLLEGE (Bulldogs)	3442/2002	2092/2002	5	
TREVECCA NAZARENE UNIVERSITY (Trojans)	3695/2009	2365/2009	5	

Click on the plate above to view all Collegiate plates associated fees*

Continued on next page



Collegiate Plates Pg 4

Collegiate Plate Name	Regular Issue Year	Personalized Issue Year	Pers. Max Characters	Additional Authority
TUSCULUM COLLEGE (Pioneers)	3805/2002	2405/2002	5	
UNION UNIVERSITY (Bulldogs)	3445/2009	2095/2009	5	
UNIVERSITY OF ALABAMA (Crimson Tide, Roll Tide, Elephant)	3615/2003	2225/2003	5	
UNIVERSITY OF ARKANSAS (Razorbacks)	3450/2003	2220/2003	5	55-4-251
UNIVERSITY OF FLORIDA (Gators)	3460/2005	2210/2005	5	55-4-250
UNIVERSITY OF KENTUCKY (UK Wildcats)	3465/1998	2255/1998	5	
UNIVERSITY OF MEMPHIS (Tigers)	3470/2003	2100/2003	5	
UNIVERSITY OF MISSISSIPPI (Ole Miss Rebels)	3610/2003	2200/2003	5	55-4-256
UNIVERSITY OF TENNESSEE (UT Generic)	3480/2002	2110/2002	5	
UNIVERSITY OF TENNESSEE CHATTANOOGA (UT Mocs)	3520/2012	2120/2012	5	
UNIVERSITY OF TENNESSEE KNOXVILLE (UT Vols, Volunteers)	3530/2005	2130/2005	5	

Click on the plate above to view all Collegiate plates associated fees*

Continued on next page



Collegiate Plates Pg 5

Collegiate Plate Name	Regular Issue Year	Personalized Issue Year	Pers. Max Characters	Additional Authority
UNIVERSITY OF TENNESSEE MARTIN (UT Skyhawks)	3540/2003	2140/2003	5	
UNIVERSITY OF THE SOUTH (SEWANEE) (Tigers)	3590/2001	2180/2001	4	
VANDERBILT UNIVERSITY (Vandy, Commodores, Dores)	3560/2014	2160/2014	5	
VIRGINIA TECH UNIVERSITY (Hokies, Gobblers)	3685/1997	2245/1997	5	

Click on the plate above to view all Collegiate plates associated fees*



Revised: 04/27/2016

COLLEGIATE PLATES



***Click on the plate to view All Collegiate plates, associated fees and where proceeds are allocated.**

AUTHORITY:

Tenn. Code Ann. §§ 55-4-201, 55-4-202(c)(5)(B), 55-4-202(c)(7)(MMMM) and (NNNN), 55-4-203(d), 55-4-209, 55-4-210(b) and (c), and 55-4-212

PLATE CATEGORY: Cultural

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide. Stacked Characters are not applicable.

Number to be issued

per customer	<input type="checkbox"/> one	<input type="checkbox"/> two	<input checked="" type="checkbox"/> unlimited
Vehicle must be registered by:	<input checked="" type="checkbox"/> applicant	<input type="checkbox"/> and spouse	<input type="checkbox"/> and family
Class of vehicle:	<input checked="" type="checkbox"/> passenger	<input type="checkbox"/> motorcycle	<input type="checkbox"/> freight
Owner vs. leased:	<input type="checkbox"/> owner only	<input checked="" type="checkbox"/> owner or lessee	

Collegiate Plate Name	Regular Issue Year	Personalized Issue Year	Pers. Max Characters	Additional Authority
AUBURN UNIVERSITY (AU Tigers)	3600/2003	2190/2003	5	
AUSTIN PEAY STATE UNIVERSITY (APSU Governors)	3030/2005	2020/2005	5	

Continued on the next page



Collegiate Plates Pg 2

Collegiate Plate Name	Regular Issue Year	Personalized Issue Year	Pers. Max Characters	Additional Authority
BELMONT UNIVERSITY (Bruins)	3040/2005	2030/2005	5	
CARSON NEWMAN COLLEGE (Eagles)	3050/2014	2040/2014	4	
CHRISTIAN BROTHERS UNIVERSITY (Buccaneers)	3980/2016	2555/2016	5	
CLEMSON UNIVERSITY (Tigers)	3052/2001	2042/2001	5	
CUMBERLAND UNIVERSITY (Bulldogs)	3065/1997	2045/1997	5	
EAST TENNESSEE STATE UNIVERSITY (ETSU Buccaneers)	3090/2016	2050/2016	5	
FLORIDA STATE UNIVERSITY (FSU Seminoles)	3810/2003	2420/2003	5	
FREED-HARDEMAN UNIVERSITY (Lions)	3895/2005	2500/2005	5	
GEORGIA TECH (Yellow Jackets, Ramblin' Wreck)	3155/2002	2055/2002	5	
INDIANA UNIVERSITY (IU Hoosiers)	3175/2015	2335/2015	5	
KING COLLEGE (Tornado)	3690/2009	2250/2009	5	
LANE COLLEGE (Dragons)	3865/2004	2480/2004	5	
LEE UNIVERSITY (Flames)	3190/2003	2060/2003	5	

Click on the plate above to view all Collegiate plates associated fees*

Continued on next page



Collegiate Plates Pg 3

Collegiate Plate Name	Regular Issue Year	Personalized Issue Year	Pers. Max Characters	Additional Authority
LEMOYNE-OWEN COLLEGE (Magicians)	3700/2003	2370/2003	5	
LIPSCOMB UNIVERSITY (David Lipscomb, Bisons)	3890/2004	2495/2004	5	
MARYVILLE COLLEGE (Scots)	3825/2003	2435/2003	5	
MIDDLE TENNESSEE STATE UNIVERSITY (MTSU Blue Raiders)	3270/2003	2070/2003	5	
MILLIGAN COLLEGE (Buffalos)	3900/2016	2505/2016	5	
MISSISSIPPI STATE UNIVERSITY (MSU Bulldogs)	3605/2012	2205/2012	5	
PENN STATE UNIVERSITY (Lions)	3332/1996	2230/1996	5	55-4-247
PURDUE UNIVERSITY (Train, Boilermakers)	3795/2013	2395/2013	5	
RHODES COLLEGE (Lynx)	3086/2003	2440/2003	5	
TENNESSEE STATE UNIVERSITY (TSU, Tigers)	3430/2005	2080/2005	3	
TENNESSEE TECH UNIVERSITY (TTU, Golden Eagles)	3440/2003	2090/2003	5	
TENNESSEE WESLEYAN COLLEGE (Bulldogs)	3442/2002	2092/2002	5	
TREVECCA NAZARENE UNIVERSITY (Trojans)	3695/2009	2365/2009	5	

Click on the plate above to view all Collegiate plates associated fees*

Continued on next page



Collegiate Plates Pg 4

Collegiate Plate Name	Regular Issue Year	Personalized Issue Year	Pers. Max Characters	Additional Authority
TUSCULUM COLLEGE (Pioneers)	3805/2002	2405/2002	5	
UNION UNIVERSITY (Bulldogs)	3445/2009	2095/2009	5	
UNIVERSITY OF ALABAMA (Crimson Tide, Roll Tide, Elephant)	3615/2003	2225/2003	5	
UNIVERSITY OF ARKANSAS (Razorbacks)	3450/2003	2220/2003	5	55-4-251
UNIVERSITY OF FLORIDA (Gators)	3460/2005	2210/2005	5	55-4-250
UNIVERSITY OF KENTUCKY (UK Wildcats)	3465/1998	2255/1998	5	
UNIVERSITY OF MEMPHIS (Tigers)	3470/2003	2100/2003	5	
UNIVERSITY OF MISSISSIPPI (Ole Miss Rebels)	3610/2003	2200/2003	5	55-4-256
UNIVERSITY OF TENNESSEE (UT Generic)	3480/2002	2110/2002	5	
UNIVERSITY OF TENNESSEE CHATTANOOGA (UT Mocs)	3520/2012	2120/2012	5	
UNIVERSITY OF TENNESSEE KNOXVILLE (UT Vols, Volunteers)	3530/2005	2130/2005	5	

Click on the plate above to view all Collegiate plates associated fees*

Continued on next page



Collegiate Plates Pg 5

Collegiate Plate Name	Regular Issue Year	Personalized Issue Year	Pers. Max Characters	Additional Authority
UNIVERSITY OF TENNESSEE MARTIN (UT Skyhawks)	3540/2003	2140/2003	5	
UNIVERSITY OF THE SOUTH (SEWANEE) (Tigers)	3590/2001	2180/2001	4	
VANDERBILT UNIVERSITY (Vandy, Commodores, Dores)	3560/2014	2160/2014	5	
VIRGINIA TECH UNIVERSITY (Hokies, Gobblers)	3685/1997	2245/1997	5	

[Click on the plate above to view all Collegiate plates associated fees*](#)



Revised 12/8/2015

COMMERCIAL BUS



AUTHORITY:

Tenn. Code Ann. Section 55-4-112

PLATE CATEGORY: Commercial

CLASS CODES:

PLATE	CLASS CODE/ ISSUE YEAR
COMMERCIAL BUS 1 (1 - 7 seats or less)	4050/2008
COMMERCIAL BUS 2 (over 7 seats but not more than 15)	4051/2008
COMMERCIAL BUS 3 (over 15 seats but not more than 25)	4052/2008
COMMERCIAL BUS 4 (over 25 seats but not more than 35)	4053/2008
COMMERCIAL BUS 5 (more than 35 seats)	4054/2008
BUS C (MUNICIPALITY ONLY)	4506/2000

Click [here](#) to view the current Class Code and Fee Schedule for more information.

(Note – Once the webpage opens, **press ‘CTRL’ plus the F key** or **‘Edit’** then **‘Find’** and enter the class code or plate name to search the document).

WHO IS ELIGIBLE:

- Private and commercial motor vehicles operating for hire who transport passengers
- The Bus C Plate requires the applicant to submit an affidavit confirming the route mileage and seating capacity of any vehicle registering under this provision. In addition to the base registration, the applicant must also pay a per seat fee and there is a minimum, click on the class code and fee schedule below for more information
- Bus A-AppORTioned plate, Class Code 4502, is issued through the Department of Revenue Motor Carrier Section

PERSONALIZATION: This plate cannot be personalized.

Number to be issued

per customer

one

two

unlimited

Vehicle must be registered by:

applicant

and spouse

and family

Class of vehicle:

passenger

motorcycle

freight

Owner vs. leased:

owner only

owner or lessee



Revised 08/05/2015

**CONGRESSIONAL
MEDAL OF HONOR**



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(4), 55-4-203(b), 55-4-209, 55-4-236, 55-4-237, 55-4-240 and 55-4-278

PLATE CATEGORY: Memorial

CLASS CODES:

Regular:	3060(free)	Issue Year:	2007
Regular:	3061 & 3062	Issue Year:	2014
Motorcycle:	5503(free)	Issue Year:	2006
Motorcycle:	5591 & 5592	Issue Year:	2014

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and are recipients of one of the following: the Congressional Medal of Honor, the Distinguished Service Cross, the Distinguished Flying Cross, the Navy Cross and the Air Force Cross.

NOTE: Applicant must provide a letter or DD214 from the Department of Veterans Services indicating they are recipients of one of the following: the Congressional Medal of Honor, the Distinguished Service Cross, the Distinguished Flying Cross, Air Medal, the Navy Cross and the Air Force Cross.

PERSONALIZATION: This plate cannot be personalized.

Number to be issued

Free	<input checked="" type="checkbox"/> one	<input type="checkbox"/> two	<input type="checkbox"/> unlimited
Additional (W/ Fee)	<input type="checkbox"/> one	<input type="checkbox"/> two	<input checked="" type="checkbox"/> unlimited
Vehicle must be registered by:	<input checked="" type="checkbox"/> applicant	<input type="checkbox"/> and spouse	<input type="checkbox"/> and family
Class of vehicle:	<input checked="" type="checkbox"/> passenger	<input checked="" type="checkbox"/> motorcycle	<input type="checkbox"/> freight
Owner vs. leased:	<input type="checkbox"/> owner only	<input checked="" type="checkbox"/> owner or lessee	



Revised 02/16/2016

DEALER PLATES



AUTHORITY:

Tenn. Code Ann. Sections 55-4-202(a)(3), 55-4-203(a)(2), 55-4-117, 55-4-221, and 55-4-232

PLATE CATEGORY: Special Purpose

CLASS CODES:

PLATE NAME	CLASS CODE
AUTO DEALER "D" NEW (Franchised)	1110
AUTO DEALER "D" USED (Independent)	1112
DEALER VEHICLE PREP (or Vehicle Auction Companies)	1114
DEALER MISC "DL" (Transporters, Manufacturers)	1116
DEALER HEAVY DUTY TRUCK DEMO	1117
DEALER MANUFACTURER (VS ONLY) (OEM)	1118
9000 (VS ONLY)	1119
SPECIAL EVENT "SE" (passenger transport vehicles)	1120
MOTORCYCLE DEALER	5050

Click [here](#) to view the current Class Code and Fee Schedule for more information.

(Note – Once the webpage opens, **press 'CTRL' plus the F key** or **'Edit'** then **'Find'** and enter the class code or plate name to search the document).

WHO IS ELIGIBLE:

- Automobile Dealers: new, used, motorcycle
- Must have valid unexpired motor vehicle dealer's license
- Heavy Duty Truck Dealers
- Dealer Vehicle Prep
- Manufacturers or Transporters

NOTES:

- The issue year changes annually, with new metal production in May
- These plates are not issued to individual vehicles
- Fees vary by class code, however a higher fee is assessed for the first plate purchased; additional plates may be purchased at a reduced fee
- The number an applicant may purchase varies and is dependent on information provided by the Motor Vehicle Commission, however, there is a maximum number of plates that can be purchased annually.
 - Class Codes 1110, 1112, and 5050 225 Plates
 - Class Codes 1114 and 1116
 - Class Code 1117
 - Class Code 1118 and 1119
 - Class Code 1120 100 Plates
- RV dealership license numbers should be keyed into TN3270 as **RV52** on the Dealer App.

RELATED TOPICS:

TRANSACTION TYPE--89 DEALER PLATES



Revised 02/16/2016

DELTA SIGMA THETA SORORITY



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(6), 55-4-203(d), 55-4-209 and 55-4-261

PLATE CATEGORY: Specialty Earmarked

CLASS CODES:

Regular:	3630	Issue Year:	1996
Personalized:	2270	Issue Year:	1996

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee who are certified members or alumni members of Delta Sigma Theta Sorority.

NOTE: Applicant must furnish membership credentials.

PERSONALIZATION:

Maximum characters available to personalize: 4

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by:

applicant and spouse and family

Class of vehicle:

passenger motorcycle freight

Owner vs. leased:

owner only owner or lessee



DISABLED DRIVER DECAL

REVISED: 08/22/2016

AUTHORITY

Public Chapter 845 of 2012

Public Chapter 720 of 2014

Public Chapter 840 of 2016

Tenn. Code Ann. Section 55-4-202(a),
55-21-103(a)(6), 55-21-111



DEFINITION

“Disabled Driver Decal” – The disabled driver decal is a decal affixed to the lower left corner of a registration plate issued under T.C.A. 55-4-202(a). The decal was established to allow holders of these license plates to keep their plate but take advantage of disabled parking privileges by certification of a permanent disability by a licensed physician or Christian Science practitioner listed in the Christian Science Journal.

NOTE: These plates have may have an additional fee of \$35 added to the registration fees, which covers the cost of the plate and the disabled driver decal.

This decal may also be obtained by Disabled Veterans who apply for and receive any license plates in [T.C.A. 55-4 part 2 and part 3](#).

REQUIREMENTS

- To be eligible for a disabled driver decal, the registrant must:
 - Complete the [Application for Disabled Person License Plate/Placard](#)
 - Have a physician or Christian Science practitioner listed in the Christian Science Journal complete the Certification of Disability. (If applicant is exchanging an existing unexpired disabled driver plate for a specialty plate, the certification is not necessary).
- The Disabled Driver Decal ***is free of charge and does not expire***; however, if the applicant changes specialty plates and still wants a decal, a new decal will have to be obtained.

RELATED TOPICS:

Disabled Plates

Disabled Placards

FORMS: <http://tn.gov/revenue/article/title-and-registration-forms>



Revised 12/8/2015

DISABLED DRIVER



AUTHORITY:

Tenn. Code Ann. Sections 55-4-202(a)(4), 55-4-203(a)(3), 55-4-224 and 55-21-103 — 105

PLATE CATEGORY: Disabled

CLASS CODES:

PLATE NAME	CLASS CODE
Disabled Driver (With Fee)	1010/2001
Disabled Driver (Free Confined To Wheelchair)	1011/2001
Disabled Driver Personalized (With Fee)	2005/2001
Disabled Driver Personalized (Free Confined To Wheelchair)	2007/2001
Motorcycle Disabled (With Fee)	5108/2001
Motorcycle Disabled (No Charge)	5109/2001
Hearing Impaired	1012/2006

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee who are permanently or temporarily

- confined to a wheelchair,
- able to walk only with difficulty or uncertainty or
- with vision of not more than 20/200 with corrective lenses.

NOTES:

- Disabled drivers may apply for license plates and/or placards
- Disabled passengers may apply for placards only
- Persons with a temporary disabling condition lasting a maximum of six months, temporary placards are also available and may be re-issued once
- Applicants must provide proof of permanent or temporary disability, for complete instructions see page 2 of the [Application For Disabled Person License Plate and/or Placard](#)
- The Application must be completed in its entirety, including the certified statement from a physician or Christian Science practitioner

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Disabled Driver Pg 2

PERSONALIZATION:

Maximum characters available to personalize: 6

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see *Plates, How to Personalize* in the Title and Registration Reference Guide.

- Number to be issued** one (free) two unlimited (with fee)
- Vehicle must be registered by:** applicant and spouse and family
- Class of vehicle:** passenger motorcycle freight
- Owner vs. leased:** owner only owner or lessee

RELATED TOPICS: PLACARDS

LINKS Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



Revised 06/29/2016

DISABLED VETERAN



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(4), 55-4-203(b), 55-4-209, 55-4-237 and 55-4-278

PLATE CATEGORY: Memorial

CLASS CODES:

PLATE NAME	CLASS CODE
DISABLED VETERAN WITH WHEELCHAIR NO FEE	3070 2007
DISABLED VETERAN WITH WHEELCHAIR W/FEE	3071 2007
DISABLES VETERAN WITH WHEELCHAIR ½ PRICE	3072 2014
DISABLED VETERAN WITH OUT WHEELCHAIR (This plate will no longer be manufactured)	3080 2007
DISABLED VETERAN WITH WHEELCHAIR NO FEE MOTORCYCLE	5504 2006
DISABLED VETERAN WITH WHEELCHAIR W/FEE MOTORCYCLE	5505 2006
DISABLED VETERAN WITH OUT WHEELCHAIR MOTORCYCLE (This plate will no longer be manufactured)	5506 2006
DISABLED VETERAN WITH WHEELCHAIR W/FEE MOTORCYCLE ½ PRICE	5594 2014

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee who are disabled veterans,

- having served in the military, naval, marine or air services of the United states,
- who is entitled to compensation under the laws administered by the veterans' administration for any of the following due to disability incurred in or aggravated by active service
 - Loss or permanent loss of use of one or both feet
 - Loss or permanent loss of use of one or both hands
 - Permanent impairment of vision of both eyes, as follows
 - Central visual acuity of 20/200 or less in the better eye, with corrective glasses
 - Central visual acuity of more than 20/200 if there is a field defect in which the peripheral field has contracted to such an extent that the

Continued on next page



Disabled Veteran Pg 2

widest diameter of visual field subtends an angular distance no greater than twenty degrees in the better eye

- o Any other service connected disability that is determined by the veterans' administration to constitute a one hundred percent (100%) permanent total disability or compensated at 100%

NOTES:

- One plate can be issued free of charge (automobile or motorcycle)
- If applicant is also a Purple Heart Award recipient, may elect in the alternative the Purple Heart license plate
- Additional plates may be purchased at the regular fee
- Only one free plate, the second plate is reduced and any additional plates are regular cost

PERSONALIZATION: This plate cannot be personalized.

Number to be issued

Free one two unlimited

Additional (W/ Fee) one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee

RELATED TOPICS:

PLACARDS

LINKS

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



Revised 08/05/2015

DISTINGUISHED FLYING CROSS



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(4), 55-4-203(b)(4), 55-4-209, 55-4-236, 55-4-240, and 55-4-278

PLATE CATEGORY: Memorial

CLASS CODES:

Regular:	3081 (free)	Issue Year:	2012
Regular:	3078 & 3079	Issue Year:	2014
Motorcycle:	5567 (free)	Issue Year:	2012
Motorcycle:	5589 & 5590	Issue Year:	2014

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee who are recipients of the Distinguished Flying Cross Medal.

NOTE: Applicant must provide a letter or DD214 from the Department of Veterans Services indicating they are a Distinguished Flying Cross recipient.

PERSONALIZATION: This plate cannot be personalized.

Number to be issued

Free one two unlimited

Additional (W/ Fee) one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 08/05/2015

DISTINGUISHED SERVICE CROSS



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(4), 55-4-203(b)(4), 55-4-209, 55-4-236, 55-4-240, and 55-4-278

PLATE CATEGORY: Memorial

CLASS CODES:

Regular:	3006(free)	Issue Year:	2014
Regular:	3007 & 3008	Issue Year:	2014
Motorcycle:	5580(free)	Issue Year:	2014
Motorcycle:	5581 & 5582	Issue Year:	2014

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee who are recipients of the Distinguished Service Cross Medal.

NOTE: Applicant must provide a letter or DD214 from the Department of Veterans Services indicating they are a Distinguished Service Cross recipient.

PERSONALIZATION: This plate cannot be personalized.

Number to be issued

Free one two unlimited

Additional (W/ Fee) one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 10/07/2015

DRIVING TO A CURE
(Pink Ribbon,
Susan G Komen,
Breast Cancer Awareness)



AUTHORITY:
Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-234

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3965	Issue Year:	2008
Personalized:	2545	Issue Year:	2008

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see *Plates, How to Personalize* in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 08/04/2015

DUCKS UNLIMITED
(Duck Head)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(6), 55-4-203(d), 55-4-209 and 55-4-265

PLATE CATEGORY: Specialty Earmarked

CLASS CODES:

Regular:	3655	Issue Year:	2001
Personalized:	2275	Issue Year:	2001

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee who are certified as members of Ducks Unlimited.

NOTE: Applicant must furnish membership credentials.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 12/14/2015

EAGLE FOUNDATION
(In God We Trust,
American Eagle, Bald Eagle)



AUTHORITY:
Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-280

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3885	Issue Year:	2004
Personalized:	2490	Issue Year:	2004

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 07/29/2014

East Tennessee Children's Hospital



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209, 55-4-215 and 55-4-360

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3088	Issue Year:	2014
Personalized:	2620	Issue Year:	2014

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant or spouse or family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 04/01/2015

EMERGENCY (E-PLATE)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(1), 55-4-203(a)(4), and 55-4-222

PLATE CATEGORY: Special Purpose

CLASS CODES:

Regular:	3100	Issue Year:	2001
Motorcycle:	5557	Issue Year:	2009

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of motor vehicles who are residents of Tennessee who are

- **Members of Auxiliary Police Unit w/Civil Defense Authorities**
 - *Required Documentation:* Official Identification Card
 - There are very few of these still in existence, but an applicant is eligible if they submit an identification card

- **Members of a Civil Air Patrol (CAP) or Civil Defense Organization/ Emergency Management Agency (EMA, OEM, TEMA, FEMA, etc.)**
 - *Required Documentation:* Permanent Official Registration Card and a letter from the local Civil Defense/EMA Director
 - Must be a member of an emergency management agency, as approved by the director of the agency
 - Membership in a first response team, CIRT, MedAdvance, etc, DOES NOT qualify the applicant for eligibility, unless they are also members of an EMA at the federal, state or local level
 - Spouses are also eligible
 - The law does not mention location.

- **Emergency Medical Technicians/EMTs or Paramedics**
 - *Required Documentation:*
 - If associated with a rescue squad, the applicant's name must appear on a list provided by the captain of the rescue squad
 - If not associated with a rescue squad, the applicant must present a valid unexpired EMT or paramedic's license.
 - The law does not mention location or employment

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Emergency Pg 2

- **Trauma Nurses**
 - Required Documentation: Statement or Certification from Trauma Center or Emergency room confirming that applicant is a trauma nurse in their employment
 - The statement or certification must confirm the applicant is a trauma nurse. The words 'trauma nurse' should appear on this document.

- **Full Time Paid Police Officers**
 - Required Documentation: Authorization from the Chief Law Enforcement Officer of the Organization
 - Full-time as defined by Tenn. Code Ann. Section 38-8-101
 - Sheriffs and Constables do not qualify as full time police officers under this provision. According to Tenn. Code Ann. Section 38-8-110, Chapter 8 of Title 38 "...does not apply to elected officials, except this chapter applies to sheriffs under Tenn. Code Ann. Section 38-8-111
 - Tenn. Code Ann. Section 38-8-111 addresses in-service training and cash supplements.
 - There is a plate designed for use by sheriffs in Tennessee. Under Plates, see *Sheriff*
 - There is no special plate for constables

- **On Call Surgical Personnel**
 - Required Documentation: Statement or certification that the applicant is on-call surgical personnel licensed or certified according to Tenn. Code Ann. Title 63 or as a surgical technologist under title 68, chapter 57, serving in a hospital, emergency room or surgical department
 - The statement or certification must confirm the applicant is on call surgical personnel or a surgical technologist, serving in a hospital, emergency room or surgical department. The words 'on-call surgical personnel' or 'surgical technologist' should appear on the document

NOTE: Applicant must complete Side A of the [Emergency Plate Authorization Form](#)

PERSONALIZATION: Personalization is not available for this plate.

Number to be issued

Per customer

one

two

unlimited

Vehicle must be registered by: applicant

and spouse

and family

Class of vehicle: passenger

motorcycle

freight

Owner vs. leased: owner only

owner or lessee

LINKS:

Forms: <http://www.tn.gov/revenue/article/title-and-registration-forms>



Revised 02/16/2016

ENEMY EVADEE



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(c)(1), 55-4-209, 55-4-243 and 55-4-278

PLATE CATEGORY: Military Cultural

CLASS CODES:

Regular:	3110	Issue Year:	2007
Motorcycle:	5509	Issue Year:	2006

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and who are certified as an 'enemy evadee' by the Department of Veterans Services, or the surviving spouse of a deceased enemy evade.

NOTES:

- Applicant must provide orders or a statement of discharge from the appropriate branch of the United States armed forces certified by the Department of Veterans Services classifying the applicant as an 'enemy evadee'
- A surviving spouse can continue to keep the plate or plates formerly held by a deceased spouse enemy evade until remarried by submitting a copy of the death certificate

PERSONALIZATION: This plate cannot be personalized.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant or widow/er and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 09/18/2015

ENVIRONMENTAL
(Iris, State Parks)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(6), 55-4-203(d), 55-4-209 and 55-4-262

PLATE CATEGORY: Specialty Earmarked

CLASS CODES:

Regular:	3120	Issue Year:	2000
Motorcycle:	2010	Issue Year:	2000

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by:

applicant and spouse and family

Class of vehicle:

passenger motorcycle freight

Owner vs. leased:

owner only owner or lessee



Revised 09/18/2015

FIREFIGHTER (NO LOGO)
(F Plate)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(a), 55-4-203(a), 55-4-209 and 55-4-241

PLATE CATEGORY: FIREFIGHTER

CLASS CODES:

Regular:	3141	Issue Year:	2001
Motorcycle:	5558	Issue Year:	2009

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of motor vehicles who are residents of the State of Tennessee and are current firefighters or retired firefighters in good standing.

- Eligibility open to all members of full-time firefighting units, including volunteer, on-call, paid, unpaid, or otherwise bona fide firefighters or retired firefighters in good standing, providing a current employee/retired ID card
- The law does not specify location of firefighting. Some recent examples:
 - Firefighter for private company, e.g., FedEx, airports, etc.
 - Mammoth Cave National Park firefighters
- Secretaries and dispatchers are not eligible unless they are ALSO firefighters

NOTE: Applicant must complete Side A of the [Emergency Plate Authorization Form](#)

PERSONALIZATION: This plate cannot be personalized.

Number to be issued per customer

one two unlimited

Vehicle must be registered by:

applicant and spouse and family

Class of vehicle:

passenger motorcycle freight

Owner vs. leased:

owner only owner or lessee

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



Revised 02/17/2016

**FISH AND WILDLIFE
SPECIES - BEAR**



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-281

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Class Code:	3790	Issue Year:	2000
Personalized:	2390	Issue Year:	2000

Click [here](#) for a picture of this plate, associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 02/16/2016

**FISH AND WILDLIFE
SPECIES – TURKEY**



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-281

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Class Code:	3780	Issue Year:	2000
Personalized:	2380	Issue Year:	2000

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 6/29/2016
FIXED LOAD



AUTHORITY:
Tenn. Code Ann. Sections 55-1-117, 55-4-113(a)(1), (a)(2)(L) and 55-4-113(a)(4).

PLATE CATEGORY: Commercial
CLASS CODES:

PLATE	CLASS CODE/ ISSUE YEAR
WELL DRILLER	4570/2000
FIXED LOAD--9,000 LBS GVW - F1 PLATE	4575/2000
FIXED LOAD--16,000 LBS GVW - F2 PLATE	4576/2000
FIXED LOAD--20,000 LBS GVW - F3 PLATE	4577/2000
FIXED LOAD--26,000 LBS GVW - F4 PLATE	4578/2000
FIXED LOAD--32,000 LBS GVW - F5 PLATE	4579/2000
FIXED LOAD--38,000 LBS GVW - F6 PLATE	4580/2000
FIXED LOAD--44,000 LBS GVW - F7 PLATE	4581/2000
FIXED LOAD--56,000 LBS GVW - F8 PLATE	4582/2000
FIXED LOAD--66,000 LBS GVW - F9 PLATE	4583/2000
FIXED LOAD--74,000 LBS GVW - F10 PLATE	4584/2000
FIXED LOAD--80,000 LBS GVW - F11 PLATE	4585/2000

Click [here](#) to view the current Class Code and Fee Schedule for more information.
(Note – Once the webpage opens, press ‘CTRL’ plus the F key’ or ‘Edit’ then ‘Find’ or ‘Find on this Page’ and enter the class code or plate name to search the document).

ELIGIBILITY: A Fixed Load Vehicle only carries its own weight and the weight of any equipment constructed as a part of or attached to the vehicle and includes:

- well-drilling apparatus
- cranes
- portable feed mills
- any vehicle of this kind whose primary use is not operating on streets and highways

“Fixed load vehicle” does NOT include:

- wreckers
- tow cars equipped for transporting wrecked motor vehicles, or
- motor vehicles designed to deliver ready mixed concrete

PERSONALIZATION: These plates cannot be personalized.

Number to be issued per customer

- | | | |
|---|---|---|
| <input type="checkbox"/> one | <input type="checkbox"/> two | <input checked="" type="checkbox"/> unlimited |
| <input checked="" type="checkbox"/> applicant | <input type="checkbox"/> and spouse | <input type="checkbox"/> and family |
| <input checked="" type="checkbox"/> passenger | <input type="checkbox"/> motorcycle | <input type="checkbox"/> freight |
| <input type="checkbox"/> owner only | <input checked="" type="checkbox"/> owner or lessee | |



Revised 04/15/2016

**FRATERNAL
ORDER OF POLICE (FOP)**



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202, 55-4-203, 55-4-209 and 55-4-245

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3150	Issue Year:	2013
Personalized:	2290	Issue Year:	2013
Motorcycle:	5555	Issue Year:	2013
Motorcycle Personalized:	5556	Issue Year:	2013

Click [here](#) for associated fees and what portions of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and are certified as members of the Tennessee Fraternal Order of Police.

NOTE:

- Applicant must provide a statement from the Tennessee Fraternal Order of Police, certifying the applicant to be a member of this organization.
- The Fraternal Order of Police is a labor union consisting of sworn law enforcement officers in the US.

PERSONALIZATION:

Maximum Characters available to personalize: 4

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

**Number to be issued
per customer**

Vehicle must be registered by:

Class of vehicle:

Owner vs. leased:

- | | | |
|---|---|---|
| <input type="checkbox"/> one | <input type="checkbox"/> two | <input checked="" type="checkbox"/> unlimited |
| <input checked="" type="checkbox"/> applicant | <input checked="" type="checkbox"/> or spouse | <input type="checkbox"/> and family |
| <input checked="" type="checkbox"/> passenger | <input checked="" type="checkbox"/> motorcycle | <input type="checkbox"/> freight |
| <input type="checkbox"/> owner only | <input checked="" type="checkbox"/> owner or lessee | |



Revised 04/14/2016

TENNESSEE FRATERNAL ORDER OF POLICE-ASSOCIATE MEMBER (FOP Assoc)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202, 55-4-203, 55-4-209 and 55-4-245

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3151	Issue Year:	2011
Personalized:	2291	Issue Year:	2011
Motorcycle:	5564	Issue Year:	2011
Motorcycle Personalized:	5565	Issue Year:	2011

Click [here](#) for associated fees and what portions of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and are certified as associate members of the Tennessee Fraternal Order of Police.

NOTE:

- Applicant must provide a statement from the Tennessee Fraternal Order of Police, certifying the applicant to be an associate member of this organization.
- The Fraternal Order of Police association is a civilian affiliate organization that is made up of Fraternal Order of Police supporters who are eligible for membership of the Fraternal Order of Police. The associate members can consist of family, friends, business people, professionals and other citizens.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Continue on next page



FOP Associate Member Pg 2

Number to be issued per customer

one

two

unlimited

Vehicle must be registered by:

applicant

or spouse

and family

Class of vehicle:

passenger

motorcycle

freight

Owner vs. leased:

owner only

owner or lessee



Revised 08/04/2015

**FRIENDS OF THE GREAT
SMOKY MOUNTAINS
(Smokies, Purple Mountains)**



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(6), 55-4-203(d) 55-4-209 and 55-4-271

PLATE CATEGORY: Specialty Earmarked

CLASS CODES:

Regular:	3680	Issue Year:	2001
Personalized:	2280	Issue Year:	2001

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 06/08/2015
GENERAL ASSEMBLY



AUTHORITY: Tenn. Code Ann. Sections 55-4-202(a)(7), 55-4-203(a)(6), & 55-4-225

PLATE CATEGORY: General Assembly

CLASS CODES:

PLATE NAME	CLASS CODE/ ISSUE YEAR
LEGISLATIVE HOUSE	3210/2009
LEGISLATIVE HOUSE – MOTORCYCLE	5574/2013
LEGISLATIVE SENATE	3220/2009
LEGISLATIVE SENATE – MOTORCYCLE	5575/2013
LEGISLATIVE BLANKS FRONT END PLATES (DISTRIBUTED BY THE GENERAL ASSEMBLY)	3230/1994
LEGISLATIVE HOUSE BLANKS FRONT END PLATES (DISTRIBUTED BY THE GENERAL ASSEMBLY)	3240/1994
LEGISLATIVE SENATE BLANKS FRONT END PLATES (DISTRIBUTED BY THE GENERAL ASSEMBLY)	3250/1994

Click [here](#) to view the current Class Code and Fee Schedule for more information.

(Note – Once the webpage opens, **press ‘CTRL’ plus the F key** or **‘Edit’** then **‘Find’** or **‘Find on this Page’** and enter the class code or plate name to search the document).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee who are current members of the Tennessee General Assembly or members of their immediate families.

NOTES:

- These plates are personalized with 1 to 4 characters
- (An Attorney General opinion of 2/1/77 defines immediate families as husband, wife, son, daughter, or lineal descendent or legally adopted descendent.)
- Former members of the general assembly are no longer eligible
- Applicant must complete the Custom-Made Plate Request for Members of the General Assembly form
- Interested applicants may obtain the form from the state legislature
- The form must be reviewed and the member determined to be eligible for the requested plate(s) by the House or Senate leadership

Number to be issued one two unlimited
Vehicle must be registered by: applicant or spouse or family
Class of vehicle: passenger motorcycle freight
Owner vs. leased: owner only owner or lessee



Revised 08/05/2015

**GOLD STAR FAMILY
(Gold Star Mothers)**



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(4), 55-4-203(b), 55-4-209, 55-4-278 and 55-4-288

PLATE CATEGORY: Memorial

CLASS CODES:

Regular:	3940	Issue Year:	2007
Motorcycle:	5554	Issue Year:	2009
Regular Free:	3935	Issue Year:	2007
Motorcycle Free:	5553	Issue Year:	2009

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee whose spouse, parent, sibling, or child served and died in the line of duty or as a result to injuries sustained while in such service of the U.S. Armed Forces or its allies.

NOTES:

- Applicant must provide a DD Form 1300 Report of Casualty from the Department of Veterans Services indicating the spouse, parent, sibling, or child who served and died in the line of duty or as a result to injuries sustained while in such service of the U.S. Armed Forces or its allies
- The first plate assigned to any vehicle (passenger or motorcycle) is free of charge
- Additional plates may be purchased at the regular fee as noted on website or class code fee schedule

PERSONALIZATION: This plate cannot be personalized.

Number to be issued per customer

- one two unlimited

Vehicle must be registered by:

- applicant and spouse and family

Class of vehicle:

- passenger motorcycle freight

Owner vs. leased:

- owner only owner or lessee



Revised 02/16/2016

GOVERNMENT SERVICE



AUTHORITY:
Tenn. Code Ann. Section 55-4-223

PLATE CATEGORY: Government

CLASS CODES:

Regular:	7000	Issue Year:	1994
Motorcycle:	7010	Issue Year:	1994
Rural Fire Departments:	3380	Issue Year:	1994
Low Speed Vehicle	7020	Issue Year:	2015

Click [here](#) to view the current Class Code and Fee Schedule for more information. (Note – Once the webpage opens, **press ‘CTRL’ plus the F key** or **‘Edit’** then **‘Find’** or **‘Find on this Page’** and enter the class code or plate name to search the document).

ELIGIBILITY: Government agencies at the local state or federal levels, registering vehicles, including

- Tennessee Community Action Agencies for van used only for agencies' activities
- Tennessee Development Districts
- Tennessee Human Resource Agencies
- The American Red Cross
- Senior Citizens Service Centers for vans used only for the centers' activities
- Rural Volunteer Fire Departments
- Low Speed - For use on any state owned four-wheeled electric or gasoline vehicle, excluding gold carts, unless they have been modified to meet low speed specifications:
 - Whose top speed is greater than twenty miles per hour (20 mph)
 - But not greater than twenty-five miles per hour (25 mph)
 - Including neighborhood electric vehicles
 - Low speed vehicle must comply with the standards in 49 CFR 571.500

For complete information on defines a government agency, please see the section [“Government Vehicle Overview”](#) in this reference Guide

PERSONALIZATION: These plates cannot be personalized.

Continue on next page



Government Service Pg 2

**Number to be issued
per customer**

one

two

unlimited

Vehicle must be registered by:

applicant

and spouse

and family

Class of vehicle:

passenger

motorcycle

freight

Owner vs. leased:

owner only

owner or lessee



Revised 12/8/2015
H PLATES
FOR FLEETS



AUTHORITY:
Tenn. Code Ann. Sections 55-4-501 through 55-4-507

PLATE CATEGORY: Commercial

CLASS CODES:

PLATE	CLASS CODE/ ISSUE YEAR
H/1 BELLSOUTH COMMUNICATIONS 9,000 lbs GVW	4130/2002
H/2 BELLSOUTH COMMUNICATIONS 16,000 lbs GVW	4131/2002
H/3 BELLSOUTH COMMUNICATIONS 20,000 lbs GVW	4132/2002
H/4 BELLSOUTH COMMUNICATIONS 26,000 lbs GVW	4133/2002
H/5 BELLSOUTH COMMUNICATIONS 32,000 lbs GVW	4134/2002
H/6 BELLSOUTH COMMUNICATIONS 38,000 lbs GVW	4135/2002
H/7 BELLSOUTH COMMUNICATIONS 44,000 lbs GVW	4136/2002
H/8 BELLSOUTH COMMUNICATIONS 56,000 lbs GVW	4137/2002
H/9 BELLSOUTH COMMUNICATIONS 66,000 lbs GVW	4138/2002
H/10 BELLSOUTH COMMUNICATIONS 74,000 lbs GVW	4139/2002
H/11 BELLSOUTH COMMUNICATIONS 80,000 lbs GVW	4140/2002

H/1 UNITED PARCEL SERVICE FOR HIRE 9,000 lbs GVW	4230/2000
H/2 UNITED PARCEL SERVICE FOR HIRE 16,000 lbs GVW	4231/2000
H/3 UNITED PARCEL SERVICE FOR HIRE 20,000 lbs GVW	4232/2000
H/4 UNITED PARCEL SERVICE FOR HIRE 26,000 lbs GVW	4233/2000
H/5 UNITED PARCEL SERVICE FOR HIRE 32,000 lbs GVW	4234/2000
H/6 UNITED PARCEL SERVICE FOR HIRE 38,000 lbs GVW	4235/2000

Click [here](#) to view the current Class Code and Fee Schedule for more information.
(Note – Once the webpage opens, **press ‘CTRL’ plus the F key** or **‘Edit’** then **‘Find’** or **‘Find on this Page’** and enter the class code or plate name to search the document).

ELIGIBILITY:

Corporations or other legal entities registering a fleet of 1,000 or more vehicles owned or leased by the corporation or legal entity.

NOTE: These plates are *issued at the state level*. Customers interested in this type of fleet registration should be referred to the Vehicle Services Division for more information.

PERSONALIZATION: These plates cannot be personalized.



Continued on next page
H Plates for Fleets Pg 2

**Number to be issued
per customer**

one

two

unlimited

Vehicle must be registered by:

applicant

and spouse

and family

Class of vehicle:

passenger

motorcycle

freight

Owner vs. leased:

owner only

owner or lessee



Revised 08/18/2015

**H PLATES FOR HIRE
NON APPORTIONED**



AUTHORITY:
Tenn. Code Ann. Section 55-4-113(a)(2)

PLATE CATEGORY: Commercial

CLASS CODES:

PLATE	CLASS CODE/ ISSUE YEAR
H/1 FOR HIRE 9,000 lbs GVW - H1 PLATE	4201/2000
H/2 FOR HIRE 16,000 lbs GVW - H2 PLATE	4203/2000
H/3 FOR HIRE 20,000 lbs GVW - H3 PLATE	4205/2000
H/4 FOR HIRE 26,000 lbs GVW - H4 PLATE	4207/2000
H/5 FOR HIRE 32,000 lbs GVW - H5 PLATE	4209/2000
H/6 FOR HIRE 38,000 lbs GVW - H6 PLATE	4211/2000
H/7 FOR HIRE 44,000 lbs GVW - H7 PLATE	4213/2000
H/8 FOR HIRE 56,000 lbs GVW - H8 PLATE	4215/2000
H/9 FOR HIRE 66,000 lbs GVW - H9 PLATE	4217/2000
H/10 FOR HIRE 74,000 lbs GVW - H10 PLATE	4219/2000
H/11 FOR HIRE 80,000 lbs GVW - H11 PLATE	4221/2000

Click [here](#) to view the current Class Code and Fee Schedule for more information.

(Note – Once the webpage opens, **press ‘CTRL’ plus the F key** or **‘Edit’** then **‘Find’** or **‘Find on this Page’** and enter the class code or plate name to search the document).

ELIGIBILITY:

Persons, firms or corporations operating a freight motor vehicle over the roads of the state for commercial purposes

NOTE: For Hire Plates for Apportioned Vehicles (Class Codes: 4202, 4204, 4206, 4208, 4210, 4212, 4214, 4216, 4218, 4220, 4222, and 4502—Bus Apportioned) are issued through the Department of Revenue Motor Carrier Section.

PERSONALIZATION: These plates cannot be personalized.

Number to be issued per customer

- one
- two
- unlimited

Vehicle must be registered by:

- applicant
- and spouse
- and family

Class of vehicle:

- passenger
- motorcycle
- freight

Owner vs. leased:

- owner only
- owner or lessee



Revised 08/05/2015

HANDICAPPED VETERANS



NO NEW ISSUANCE OR TRANSFERS, RENEWALS ONLY

AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(c)(1), 55-4-209, 55-4-278 and 55-4-318

PLATE CATEGORY: Military Cultural

CLASS CODES:

Regular: 3870

Issue Year: 2007

Motorcycle: 5524

Issue Year: 2006

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are a resident of the State of Tennessee who served in the United States Armed Forces and has a service-connected disability that is determined by the Federal Department of Veterans Services to constitute less than one hundred percent (100%) permanent total disability.

NOTE: This plate does not have handicapped parking privileges with it.

PERSONALIZATION: This plate cannot be personalized.

Number to be issued per customer

one

two

unlimited

Vehicle must be registered by: applicant

and spouse

and family

Class of vehicle: passenger

motorcycle

freight

Owner vs. leased: owner only

owner or lessee



Revised 11/23/2015

Harpeth River Watershed Association



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(6), 55-4-203(d), 55-4-209 and 55-4-297

PLATE CATEGORY: Specialty Earmarked

CLASS CODES:

Regular:	3156	Issue Year:	2015
Personalized:	2628	Issue Year:	2015

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 09/01/2015

HELPING SCHOOLS (Teachers)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(6), 55-4-203(d), 55-4-209 and 55-4-249

PLATE CATEGORY: Specialty Earmarked

CLASS CODES:

Regular:	3160	Issue Year:	1994
Personalized:	2330	Issue Year:	1994

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

NOTES:

- Applicants may choose a specific school to which funds are allocated
- In lieu of or in addition to purchasing a 'Helping Schools' plate, applicant may purchase a 'Helping Schools' decal for \$35.00, HOWEVER, the decal has no connection with the registration of a vehicle

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

<input type="checkbox"/> one	<input type="checkbox"/> two	<input checked="" type="checkbox"/> unlimited
<input checked="" type="checkbox"/> applicant	<input type="checkbox"/> and spouse	<input type="checkbox"/> and family
Vehicle must be registered by:	<input checked="" type="checkbox"/> passenger	<input type="checkbox"/> freight
Class of vehicle:	<input type="checkbox"/> owner only	<input checked="" type="checkbox"/> owner or lessee



Revised 02/16/2016

HISTORIC FRANKLIN
(Friends of Historic Franklin)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-294

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3990	Issue Year:	2009
Personalized:	2560	Issue Year:	2009

Click [here](#) for a picture of this plate, associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 06/06/2013

HONORABLY DISCHARGED VETERANS



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(c)(1), 55-4-209, 55-4-253 and 55-4-278

PLATE CATEGORY: Military Cultural

CLASS CODES:

Regular:	3082	Issue Year:	2007
Motorcycle:	5507	Issue Year:	2006

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and who are honorably discharged veterans of the United States armed forces or a civilian veteran with orders or official documentation from the United States Army Corps of Engineers.

NOTES:

- The applicant must provide proof of honorable discharge status upon initial issuance of this plate
- Proof is not required at time of renewal
- Civilian veterans must have official documentation from the United States Army Corps of Engineers classifying the applicant as a civilian veteran

PERSONALIZATION: This plate cannot be personalized.

Number to be issued per customer

Vehicle must be registered by:

Class of vehicle:

Owner vs. leased:

- | | | |
|---|---|---|
| <input type="checkbox"/> one | <input type="checkbox"/> two | <input checked="" type="checkbox"/> unlimited |
| <input checked="" type="checkbox"/> applicant | <input checked="" type="checkbox"/> and spouse | <input type="checkbox"/> and family |
| <input checked="" type="checkbox"/> passenger | <input checked="" type="checkbox"/> motorcycle | <input type="checkbox"/> freight |
| <input type="checkbox"/> owner only | <input checked="" type="checkbox"/> owner or lessee | |



Revised 08/18/2015

HONORARY CONSULAR



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(d) and 55-4-209

PLATE CATEGORY: Cultural

CLASS CODES:

Regular: 3170 **Issue Year:** 2008

Click [here](#) to view the current Class Code and Fee Schedule for more information.
(**Note** – Once the webpage opens, **press ‘CTRL’ plus the F key** or **‘Edit’** then **‘Find’** or **‘Find on this Page’** and enter the class code or plate name to search the document).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee who can provide credentials indicating status of Honorary Consular.

PERSONALIZATION: This plate cannot be personalized.

Number to be issued per customer

- one
- two
- unlimited

Vehicle must be registered by:

- applicant
- and spouse
- and family

Class of vehicle:

- passenger
- motorcycle
- freight

Owner vs. leased:

- owner only
- owner or lessee



Revised 07/21/2016

INTERNATIONAL ASSOCIATION
OF FIREFIGHTERS
(IAFF, FF plate)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-260

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3140	Issue Year:	2001
Personalized:	2360	Issue Year:	2001
Motorcycle:	5559	Issue Year:	2010
Motorcycle Personalized:	5560	Issue Year:	2010

Click [here](#) for associated fees and what portions of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles or motorcycles who are residents of the State of Tennessee and are certified members of the International Association of Firefighters.

NOTE:

- Applicant must provide a statement of satisfactory proof certifying the applicant as a member of this organization or a current membership card.
- When a member is deceased the members spouse cannot keep this plate.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Continue on next page



IAFF plate Pg2

**Number to be issued
per customer**

one

two

unlimited

Vehicle must be registered by:

applicant

and spouse

and family

Class of vehicle:

passenger

motorcycle

freight

Owner vs. leased:

owner only

owner or lessee



IAFF plate Pg2

Number to be issued per customer

one

two

unlimited

Vehicle must be registered by:

applicant

and spouse

and family

Class of vehicle:

passenger

motorcycle

freight

Owner vs. leased:

owner only

owner or lessee



Revised 6/29/2016

JOINT PLATES



AUTHORITY:

Tenn. Code Ann. Section 55-4-113(a)(3)(A)

PLATE CATEGORY: Commercial/Farm

CLASS CODES:

PLATE	CLASS CODE/ ISSUE YEAR
JOINT 9,000 lbs GVW - J/1 PLATE	4401/2014
JOINT 16,000 lbs GVW - J/2 PLATE	4402/2008
JOINT 20,000 lbs GVW - J/3 PLATE	4403/2008
JOINT 26,000 lbs GVW - J/4 PLATE	4404/2008
JOINT 32,000 lbs GVW - J/5 PLATE	4405/2008
JOINT 38,000 lbs GVW - J/6 PLATE	4406/2008
JOINT 44,000 lbs GVW - J/7 PLATE	4407/2008
JOINT 56,000 lbs GVW - J/8 PLATE	4408/2008
JOINT 66,000 lbs GVW - J/9 PLATE	4409/2008
JOINT 74,000 lbs GVW - J/10 PLATE	4410/2008
JOINT 80,000 lbs GVW - J/11 PLATE	4411/2008

Click [here](#) to view the current Class Code and Fee Schedule for more information.

(Note – Once the webpage opens, **press ‘CTRL’ plus the F key** or **‘Edit’** then **‘Find’** or **‘Find on this Page’** and enter the class code or plate name to search the document).

ELIGIBILITY:

These plates are required for

- Motor vehicles moving farm products for the grower from the point of production to first market
- Motor vehicles operated as farm trucks
- Logging and lumbering trucks
- Motor vehicles used for the owner’s private conveyance, transporting only tangible personal property belonging to the owner or a guest occupant
- Truck tractors used to pull lowboy-type trailers on which agricultural machinery is transported
- Trucks on which lime or fertilizer spreaders are mounted
- For certain freight motor vehicles, the applicant may need to submit proof a federal highway use tax form has been filed or
- An over-dimensional or over-sized permit may need to be obtained from the Department of Transportation

Continued on next page



Joint Plates Pg 2

PERSONALIZATION: These plates cannot be personalized.

Number to be issued per customer

one

two

unlimited

Vehicle must be registered by:

applicant

and spouse

and family

Class of vehicle:

passenger

motorcycle

freight

Owner vs. leased:

owner only

owner or lessee



Revised 04/01/2015

JUDICIARY (Judges)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(a), 55-4-203(a), 55-4-209 and 55-4-226

PLATE CATEGORY: Judiciary

CLASS CODES:

Regular:	3180	Issue Year:	2002
Motorcycle:	5205	Issue Year:	2003
Supreme Court:	3420	Issue Year:	2011
Federal Judge:	3130	Issue Year:	2001

Click [here](#) to view the current Class Code and Fee Schedule for more information.

(Note – Once the webpage opens, **press ‘CTRL’ plus the F key** or **‘Edit’** then **‘Find’** or **‘Find on this Page’** and enter the class code or plate name to search the document).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee duly elected as judges for a/the

- Supreme Court (Expires each March)
- United States Federal Court
- Court of Criminal Appeals
- Circuit Court
- Juvenile Court
- Court of Appeals
- Chancery Court
- Probate Court
- Municipal Court
- General Sessions Court

As well as those who are

- Members of the TN Judicial Conference
- Retired Judges of the Courts, not of records
- Magistrates

PERSONALIZATION: This plate cannot be personalized.

Number to be issued

Supreme Court

All others

Registered vehicles:

Class of vehicle:

Owner vs. leased:

- | | | |
|---|---|---|
| <input type="checkbox"/> one | <input checked="" type="checkbox"/> two | <input type="checkbox"/> unlimited |
| <input type="checkbox"/> one | <input type="checkbox"/> two | <input checked="" type="checkbox"/> unlimited |
| <input checked="" type="checkbox"/> applicant | <input type="checkbox"/> and spouse | <input type="checkbox"/> and family |
| <input checked="" type="checkbox"/> passenger | <input checked="" type="checkbox"/> motorcycle | <input type="checkbox"/> freight |
| <input type="checkbox"/> owner only | <input checked="" type="checkbox"/> owner or lessee | |



Revised 12/8/2015

KAPPA ALPHA PSI



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(6), 55-4-203(d), 55-4-209 and 55-4-261

PLATE CATEGORY: Specialty Earmarked

CLASS CODES:

Regular:	3815	Issue Year:	2003
Personalized:	2425	Issue Year:	2003

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee who are certified members or alumni members of Kappa Alpha Psi.

NOTE: Applicant must furnish membership credentials.

PERSONALIZATION:

Maximum characters available to personalize: 4

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by:

applicant and spouse and family

Class of vehicle:

passenger motorcycle freight

Owner vs. leased:

owner only owner or lessee



Revised 08/05/2015

KOREAN WAR VETERANS



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(c)(1), 55-4-209, 55-4-253, and 55-4-278

PLATE CATEGORY: Military Cultural

CLASS CODES:

Regular:	3665	Issue Year:	2007
Motorcycle:	5521	Issue Year:	2006

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and are veterans of the Korean War or a civilian veteran with orders or official documentation from the United States Army Corps of Engineers.

NOTES:

- Veterans must provide a letter or DD214 from the Department of Veterans Services indicating the applicant's receipt of the Korean Service Medal
- Proof is not required at time of renewal
- Civilian veterans must have official documentation from the United States Army Corps of Engineers classifying the applicant as a civilian veteran

PERSONALIZATION: This plate cannot be personalized.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 06/07/2013

LE BONHEUR CHILDREN'S
MEDICAL CENTER
(Red Heart)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-302

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3800	Issue Year:	2011
Personalized:	2400	Issue Year:	2011

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 12/14/2015

LEGION OF VALOR



NO NEW ISSUANCE, RENEWALS ONLY

AUTHORITY:

Tenn. Code Ann. Section 55-4-201, 55-4-202(c)(4), 55-4-203(b), 55-4-209, 55-4-236, 55-4-237, 55-4-240 and 55-4-278

PLATE CATEGORY: Memorial

CLASS CODES:

Regular: 3200

Issue Year: 2007

Motorcycle: 5510

Issue Year: 2006

Click [here](#) to view the current Class Code and Fee Schedule for more information.

(Note – Once the webpage opens, **press ‘CTRL’ plus the F key** or **‘Edit’** then **‘Find’** or **‘Find on this Page’** and enter the class code or plate name to search the document).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee who are recipients of the Legion of Valor Medal.

NOTE: Applicant must provide a letter or DD214 from the Department of Veterans Services indicating they are a Legion of Valor Medal recipient.

PERSONALIZATION: This plate cannot be personalized.

Number to be issued per customer

one

two

unlimited

Vehicle must be registered by: applicant

and spouse

and family

Class of vehicle: passenger

motorcycle

freight

Owner vs. leased: owner only

owner or lessee



Revised 06/08/2015
GENERAL ASSEMBLY



AUTHORITY: Tenn. Code Ann. Sections 55-4-202(a)(7), 55-4-203(a)(6), & 55-4-225

PLATE CATEGORY: General Assembly

CLASS CODES:

PLATE NAME	CLASS CODE/ ISSUE YEAR
LEGISLATIVE HOUSE	3210/2009
LEGISLATIVE HOUSE – MOTORCYCLE	5574/2013
LEGISLATIVE SENATE	3220/2009
LEGISLATIVE SENATE – MOTORCYCLE	5575/2013
LEGISLATIVE BLANKS FRONT END PLATES (DISTRIBUTED BY THE GENERAL ASSEMBLY)	3230/1994
LEGISLATIVE HOUSE BLANKS FRONT END PLATES (DISTRIBUTED BY THE GENERAL ASSEMBLY)	3240/1994
LEGISLATIVE SENATE BLANKS FRONT END PLATES (DISTRIBUTED BY THE GENERAL ASSEMBLY)	3250/1994

Click [here](#) to view the current Class Code and Fee Schedule for more information.

(Note – Once the webpage opens, **press ‘CTRL’ plus the F key** or **‘Edit’** then **‘Find’** or **‘Find on this Page’** and enter the class code or plate name to search the document).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee who are current members of the Tennessee General Assembly or members of their immediate families.

NOTES:

- These plates are personalized with 1 to 4 characters
- (An Attorney General opinion of 2/1/77 defines immediate families as husband, wife, son, daughter, or lineal descendent or legally adopted descendent.)
- Former members of the general assembly are no longer eligible
- Applicant must complete the Custom-Made Plate Request for Members of the General Assembly form
- Interested applicants may obtain the form from the state legislature
- The form must be reviewed and the member determined to be eligible for the requested plate(s) by the House or Senate leadership

Number to be issued one two unlimited
Vehicle must be registered by: applicant or spouse or family
Class of vehicle: passenger motorcycle freight
Owner vs. leased: owner only owner or lessee



Revised: 11/02/2012

LOW SPEED VEHICLE



AUTHORITY:

Tenn. Code Ann. Section 55-1-122

PLATE CATEGORY: Private Passenger

CLASS CODES:

Regular:	9000	Issue Year:	2002
Personalized:	9100	Issue Year:	2002

Click [here](#) to view the current Class Code and Fee Schedule for more information.

(**Note** – Once the webpage opens, **press ‘CTRL’ plus the F key** or **‘Edit’** then **‘Find’** or **‘Find on this Page’** and enter the class code or plate name to search the document).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee registering low speed vehicles.

NOTES:

Low speed vehicle means

- any four-wheeled electric or gasoline vehicle, excluding golf carts, unless they have been modified to meet low speed specifications
 - whose top speed is greater than twenty miles per hour (20 mph)
 - but not greater than twenty-five miles per hour (25 mph)
 - including neighborhood electric vehicles
- Low speed vehicles must comply with the standards in 49 CFR 571.500
- This plate is the same size as a motorcycle plate

PERSONALIZATION:

Maximum characters available to personalize: 6

Number to be issued one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 12/14/2015

MASONS
(Masonic Lodge, Freemasons)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-248

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3265	Issue Year:	2008
Personalized:	2340	Issue Year:	2008
Motorcycle:	5549	Issue Year:	2008
Motorcycle Personalized:	5550	Issue Year:	2008

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and who are certified as a member of the Free and Accepted Masons.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

- one two unlimited

Vehicle must be registered by:

- applicant and spouse and family

Class of vehicle:

- passenger motorcycle freight

Owner vs. leased:

- owner only owner or lessee



Revised: 06/29/2016

MEDIUM SPEED VEHICLE



AUTHORITY:
Tenn. Code Ann. Section 55-1-125

PLATE CATEGORY: Private Passenger

CLASS CODES:

Regular:	9500	Issue Year:	2008
Personalized:	9600	Issue Year:	2008

Click [here](#) to view the current Class Code and Fee Schedule for more information.
(Note – Once the webpage opens, **press ‘CTRL’ plus the F key** or **‘Edit’** then **‘Find’** or **‘Find on this Page’** and enter the class code or plate name to search the document).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee registering medium speed vehicles.

NOTES:

Medium speed vehicle means

- Any four-wheeled electric or gasoline-powered vehicle, excluding golf carts, unless they have been modified to meet medium speed specifications
 - whose top speed is greater than thirty miles per hour (30 mph)
 - but not greater than thirty-five miles per hour (35 mph)
 - including neighborhood electric vehicles
- Medium speed vehicles must meet or exceed the federal safety standards set forth in 49 CFR 571.500
- This plate is the same size as a motorcycle plate

PERSONALIZATION:

Maximum characters available to personalize: 6

Number to be issued one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



MEMORIAL LICENSE PLATES - OVERVIEW

REVISED: 11/03/2014

AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(4), 55-4-203(b), 55-4-209, 55-4-235-55-4-237, 55-4-239, 55-4-240 and 55-4-288

DESCRIPTION:

Memorial License Plates shall be issued free of charge to a qualified Veteran authorized by the above T.C.A. Statutes

LIST OF MEMORIAL LICENSE PLATES:

1. Air Force Cross Recipients
2. Air Medal-Valor
3. Bronze Star-Valor
4. Congressional Medal of Honor
5. Disabled Veterans, including those Disabled Veterans who choose to receive the Purple Heart Plate
6. Distinguished Flying Cross Recipients
7. Distinguished Service Cross Recipients
8. Former Prisoner of War
9. Gold Star Family
10. Holder of the Purple Heart
11. Legion of Valor - (This plate will no longer be issued)
12. Navy Cross Recipients
13. Silver Star

NOTE:

- A registrant is only eligible for the total of 1(one) free plate that may be selected from either category (if qualified), but not a combination
- If a registrant has more than 1 (one) free plate issued prior to May 19, 2014, they shall remain free and may be transferred among vehicles



Revised 06/12/2015

Memphis Grizzlies



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209, 55-4-215 and 55-4-312

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3267	Issue Year:	2015
Personalized:	2626	Issue Year:	2015

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant or spouse or family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 11/23/2015

**MEMBERS OF THE MILITARY
(U.S. Military)**



Click on the plate to view all
Military plates and their associated fees

AUTHORITY:

**Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(c)(1), 55-4-244
and 55-4-278**

PLATE CATEGORY: Military Cultural

CLASS CODES:

Plate Name	Class Code/Issue Year
United States (US) Military	3490/2007
Retired and Honorably Discharged Military	3945/2008
(Air Force) Honorably Discharged Motorcycle	5540/2006
(Airforce) Motorcycle	5526/2006
(Airforce) Retired Motorcycle	5533/2006
(Army) Honorably Discharged Motorcycle	5539/2006
(Army) Motorcycle	5525/2006
(Army) Retired Motorcycle	5532/2006
(Coast Guard) Honorably Discharged Motorcycle	5542/2006
(Coast Guard) Motorcycle	5528/2006
(Coast Guard) Retired Motorcycle	5535/2006
(Marine Corps League) Honorably Discharged Motorcycle	5545/2006
(Marine Corps League) Motorcycle	5531/2006
(Marine Corps League) Retired Motorcycle	5538/2006
(Marine Corps) Honorably Discharged Motorcycle	5541/2006
(Marine Corps) Motorcycle	5527/2006
(Marine Corps) Retired Motorcycle	5534/2006
(Navy) Honorably Discharged Motorcycle	5544/2006
(Navy) Motorcycle	5530/2006
(Navy) Retired Motorcycle	5537/2006
(Reserve Forces) Honorably Discharged Motorcycle	5543/2006
(Reserve Forces) Motorcycle	5529/2006
(Reserve Forces) Retired Motorcycle	5536/2006

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee, who are active, retired or honorably discharged members of the United States Military or Military Reserves in good standing or member's spouse.

Continued on next page



Military Plates Pg 2

NOTES:

- Applicant must provide proof of service in regard to the particular plate. Active military will need an active military ID card. Retired forces will need one of the following current and valid forms: DD Form 2A(RES), DD Form 2N(RES), DD Form 2MC(RES), DD Form 2AF(RES), DD Form 2CG(RES) or DD214 which reflects 20 years of honorable military service. Honorable discharged member will need a DD214
- A surviving spouse remains eligible until remarried
- For members of the military registering passenger vehicles, a decal will be provided to denote the specific branch of the military or military reserves
- For members of the military registering motorcycles, each branch has its own motorcycle plate

PERSONALIZATION: These plates cannot be personalized.

Number to be issued per customer

one

two

unlimited

Vehicle must be registered by:

applicant

or spouse

and family

Class of vehicle:

passenger

motorcycle

freight

Owner vs. leased:

owner only

owner or lessee



Revised 03/28/2014



MEMPHIS ROCK “N” SOUL MUSEUM

AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209
55-4-342

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3266	Issue Year:	2012
Personalized:	2600	Issue Year:	2012

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



MILITARY ERA LICENSE PLATES - OVERVIEW

REVISED: 08/23/2016

AUTHORITY:

Tenn. Code Ann. Section 55-4-253

DESCRIPTION:

Military Era License Plates shall be issued to honorably discharged veterans or civilian veterans authorized by the above T.C.A. statute that did not receive the actual campaign medal but served during that particular war.

LIST OF MILITARY ERA LICENSE PLATES:

1. World War II Era Veteran – 12/07/1941 – 12/31/1946
2. Korean War Era Veteran – 06/27/1950 – 01/31/1955
3. Operation Desert Storm Era Veteran – 08/02/1990 – Future date to be set by law or Presidential Proclamation
4. Bosnia Era Veteran – 04/06/1992 – 12/14/1995
5. Operation Iraqi Freedom Era Veteran – 03/19/2003 – 08/31/2010
6. Operation Enduring Freedom Era Veteran – 09/11/2001 - TBD
7. Operation New Dawn Era Veteran – 09/01/2010 – 12/31/2011
8. Vietnam Era Veteran – 02/28/1961 – 05/07/1975

LINK: <http://tn.gov/revenue/article/military-memorial>

NOTE:

- Applicant must provide documentation of being honorably discharged or civilian veteran
- Available for passenger vehicles or motorcycles
- An eligible registration may obtain the initial plate for a passenger vehicle with the fee of \$25.75 and the renewal thereafter \$21.50.
- An eligible registration may obtain the initial plate for a motorcycle with the fee of \$18.75 and the renewal thereafter \$14.50.

World War II

Korean War

Operation Desert Storm

Bosnia



Operation Iraqi Freedom

Operation Enduring Freedom

Operation New Dawn

Vietnam

Continued on Next Page



Military Era continued

PLATE DESCRIPTION:

Bosnia Era Veteran - This plate is available to Tennessee residents who are registering a private passenger motor vehicle and are honorary discharged veterans and civilian veterans who served during the time that the peacekeeping mission in Bosnia occurred but who do not qualify for issuance of the Bosnia Veteran plate. The applicant will be required to show proof of service. The annual fee for automobile registration is \$21.50 with an initial fee of \$25.75 required. The annual fee for motorcycle registration is \$14.50 with an initial fee of \$18.75 required. The plate cannot be personalized.

For office use only: Class Code - 3661; 5603 (motorcycle)

Korean War Era Veteran - This plate is available to Tennessee residents who are registering a private passenger motor vehicle and are honorably discharged veterans and civilian veterans who served during the time that the Korean War occurred but who do not qualify for issuance of the Korean War Veteran plate. An applicant must provide proof of service. The annual fee for automobile registration is \$21.50 with an initial fee of \$25.75 required. The annual fee for motorcycle registration is \$14.50 with an initial fee of \$18.75 required. The plate cannot be personalized.

For office use only: Class Code - 3666; 5600 (motorcycle)

Operation Desert Storm Era Veteran - This plate is available to Tennessee residents who are registering a private passenger motor vehicle and are honorably discharged veterans and civilian veterans who served during the time that Operation Desert Storm occurred but who do not qualify for issuance of the Desert Storm Veteran plate. Applicants must provide proof of service. The annual fee for automobile registration is \$21.50 with an initial fee of \$25.75 required. The annual fee for motorcycle registration is \$14.50 with an initial fee of \$18.75 required. The plate cannot be personalized.

For office use only: Class Code - 3671; 5601 (motorcycle)

Operation Enduring Freedom Era - This plate is available to Tennessee residents who are registering a private passenger motor vehicle and are honorably discharged veterans who served during Operation Enduring Freedom but who do not qualify for issuance of the Operation Enduring Freedom plate. Applicants must provide proof of service. The annual fee for automobile registration is \$21.50 with an initial fee of \$25.75 required. The annual fee for motorcycle registration is \$14.50 with an initial fee of \$18.75 required. The plate cannot be personalized.

For office use only: Class Code - 3929; 5606 (motorcycle)

Operation Iraqi Freedom Era - This plate is available to Tennessee residents who are registering a private passenger motor vehicle and are honorably discharged veterans who served during the time that Operation Iraqi Freedom occurred but who do not qualify for issuance of the Operation Iraqi Freedom plate. Applicants must provide proof of service. The annual fee for automobile registration is \$21.50 with an initial fee of \$25.75 required. The annual fee for motorcycle registration is \$14.50 with an initial fee of \$18.75 required. The plate cannot be personalized.

For office use only: Class Code - 3926; 5599 (motorcycle)

Continued on next page



Military Era Plate Description continued

Operation New Dawn Era - This plate is available to Tennessee residents who are registering a private passenger motor vehicle and are honorably discharged veterans who served during Operation New Dawn but who do not qualify for issuance of the Operation New Dawn Veteran plate. Applicants must provide proof of service. The annual fee for automobile registration is \$21.50 with an initial fee of \$25.75 required. The annual fee for motorcycle registration is \$14.50 with an initial fee of \$18.75 required. The plate cannot be personalized.

For office use only: Class Code - 3932; 5602 (motorcycle)

Vietnam Era Veteran - This plate is available to Tennessee residents who are registering a private passenger motor vehicle and are honorably discharged veterans and civilian veterans who served during the time that Vietnam occurred but who do not qualify for issuance of the Vietnam Veteran plate. Applicants will be required to show proof of service. The annual fee for automobile registration is \$21.50 with an initial fee of \$25.75 required. The annual fee for motorcycle registration is \$14.50 with an initial fee of \$18.75 required. The plate cannot be personalized.

For office use only: Class Code - 3085; 5604 (motorcycle)

World War II Era Veteran - This plate is available to Tennessee residents who are registering a private passenger motor vehicle and are honorably discharged veterans and civilian veterans who served during the time that World War II occurred but who do not qualify for issuance of the World War II Veteran plate. Applicants will be required to show proof of service. The annual fee for automobile registration is \$21.50 with an initial fee of \$25.75 required. The annual fee for motorcycle registration is \$14.50 with an initial fee of \$18.75 required. The plate cannot be personalized.

For office use only: Class Code - 3676; 5605 (motorcycle)



Revised 06/29/2016

MOBILE HOME



AUTHORITY:

Tenn. Code Ann. Sections 55-4-111(a)(1) Class (D)(ii), 55-4-111(f), 55-4-401— 413 and 55-6-107

PLATE CATEGORY: Private

CLASS CODES:

Up to 8 Feet Wide:	4600	Issue Year:	2000
Over 8 Feet Wide:	4605	Issue Year:	2000

Click [here](#) to view the current Class Code and Fee Schedule for more information.

(Note – Once the webpage opens, **press ‘CTRL’ plus the F key** or **‘Edit’** then **‘Find’** or **‘Find on this Page’** and enter the class code or plate name to search the document).

WHO IS ELIGIBLE:

Individuals electing to register a Mobile homes or house trailers (manufactured houses)

NOTES:

- When used upon the highways, mobile homes must be registered in the county of residence according to the size of the mobile home. A mobile home or house trailer is a trailer or semi-trailer that is designed, constructed and equipped as a dwelling place, living abode or sleeping place (either permanently or temporarily) and is equipped for use as a conveyance on streets and highways
- Mobile homes
 - Range from 8 to 10 feet in width, 35 to over 50 feet in length
 - Are not self-propelled, where a motor home is self-propelled vehicle
- When a county clerk registers a mobile home, a copy of the certificate of registration must be submitted to the county assessor of property within 10 days by the county clerk
- The municipality retains 95% of mobile home registration fees. The remaining 5% is remitted to the State. Sales tax is collected only once. Evidence of payment of sales tax will exempt subsequent purchasers of a mobile home from paying sales tax

PERSONALIZATION: These plates cannot be personalized.

Number to be issued	<input type="checkbox"/> one	<input type="checkbox"/> two	<input checked="" type="checkbox"/> unlimited
Vehicle must be registered by:	<input checked="" type="checkbox"/> applicant	<input type="checkbox"/> and spouse	<input type="checkbox"/> and family
Class of vehicle:	<input checked="" type="checkbox"/> passenger	<input type="checkbox"/> motorcycle	<input type="checkbox"/> freight
Owner vs. leased:	<input type="checkbox"/> owner only	<input checked="" type="checkbox"/> owner or lessee	



Revised 11/14/2016

Monroe Carell Jr.
Children's Hospital at Vanderbilt



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-287

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Class Code:	3850	Issue Year:	2017
Personalized:	2465	Issue Year:	2017

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued

Per customer one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 06/07/2013

**MOTHERS AGAINST
DRUNK DRIVING - MADD**



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(6), 55-4-203(d) 55-4-209 and 55-4-268

PLATE CATEGORY: Specialty Earmarked

CLASS CODES:

Regular:	3640	Issue Year:	2001
Personalized:	2295	Issue Year:	2001

Click [here](#) for associated fees and what portions of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 4

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 09/18/2015

MOTORCYCLE



AUTHORITY:

Tenn. Code Ann. Sections 55-1-103(4) and 55-4-111(a)(1) Class (A)

PLATE CATEGORY: Private or Commercial

CLASS CODES:

Motorcycle:	5000	Issue Year:	2001
Personalized:	5100	Issue Year:	2003 (Motorcycle Cultural)
Commercial:	5200	Issue Year:	1994

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee registering a motorcycle.

NOTES:

- A motorcycle is defined as every motor vehicle having a saddle for the use of the rider and designed to travel on not more than three (3) wheels in contact with the ground, including a vehicle that is totally enclosed, but excluding a tractor or motorized bicycle.
- Motorcycles consist of two (2) groups:
 - Two or three wheels
 - Three wheels and used commercially, (used in the furtherance of a business)
- Commercial motorcycles must register with Class Code 5200, which cannot be personalized

PERSONALIZATION:

Maximum characters available to personalize: 6

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

- one two unlimited

Vehicle must be registered by:

- applicant and spouse and family

Class of vehicle:

- passenger motorcycle freight

Owner vs. leased:

- owner only owner or lessee



Revised 04/01/2015

MUSIC CITY BUS
(Entertainer, Tour, Star)



AUTHORITY:

Tenn. Code Ann. Section 55-4-111(a)(1) Class (E)

PLATE CATEGORY: Private

CLASS CODES:

Regular: 3280 **Issue Year:** 2000

Click [here](#) to view the current Class Code and Fee Schedule for more information.

(Note – Once the webpage opens, **press ‘CTRL’ plus the F key** or **‘Edit’** then **‘Find’** or **‘Find on this Page’** and enter the class code or plate name to search the document).

WHO IS ELIGIBLE:

With this plate, typically, a county clerk may register a performing artist’s bus, which is used to transport the artist; persons associated with the artist or both, between concerts, fairs, venues, etc., but cannot be used to transport persons or property for hire. Using a bus to transport persons or property for hire requires the bus to be registered as a commercial bus or a for hire vehicle.

The plate can be issued to any resident of Tennessee registering an owned or leased bus or motor coach used exclusively for transporting either the owner, persons associated with the owner in a trade, business or vocation, or both of them, together with persons constituting the tools of such trade, business or vocation, between places where such trade, business or vocation may be carried on and not used to transport persons or property for hire.

PERSONALIZATION: This plate cannot be personalized.

Number to be issued per customer

- one two unlimited

Vehicle must be registered by:

- applicant and spouse and family

Class of vehicle:

- passenger motorcycle freight

Owner vs. leased:

- owner only owner or lessee



Revised 2/16/2016

NASHVILLE PREDATORS
(aka Preds)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-291

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3960	Issue Year:	2013
Personalized:	2540	Issue Year:	2013

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by:

applicant and spouse and family

Class of vehicle:

passenger motorcycle freight

Owner vs. leased:

owner only owner or lessee



Revised: 12/14/2015

NATIONAL GUARD MEMBERS



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(3), 55-4-203(a)(9), 55-4-209, 55-4-228 and 55-4-278

PLATE CATEGORY: National Guard

CLASS CODES:

Plate Name	Class Code/ Issue Year	Motorcycle Class Code/ Issue Year	Expires
National Guard Enlisted Free	3300/2006	5511/2006	Each September
National Guard Enlisted Additional	3290/2006	5512/2006	Each September
National Guard Officers (New Metal Issued Yearly-See Class Code Fee Schedule)	3310/Yearly		Each September
National Guard Retired and Honorably Discharged	3320/2007		Staggered
National Guard Retired		5513/2006	Staggered
National Guard Honorably Discharged		5548/2006	Staggered

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the state of Tennessee who are active enlisted, retired or honorably discharged members or officers of the Tennessee National Guard.

NOTES:

- All Enlisted members and Officers plates, regardless of what month the plate is issued, expire annually in September, applicable fees cannot be prorated
- Applicants' names will appear on a list provided to the county clerk, through the Department of Revenue, from the Adjutant General of the Tennessee National Guard
- If the applicant's name is not on the list, they must provide a letter from their commanding officer indicating membership in good standing in the Tennessee National Guard
- Enlisted members receive one free plate, automobile or motorcycle, additional plates may be purchased at the regular fee
- Officers receive three plates with pre-assigned numbers at the regular fee
- When officers desire to register more than three vehicles, the county clerk should issue the next available plate in class code 3290

Continued on next page



National Guard Members Pg 2

- Plates for retired and honorably discharged members, as well as officers, are assessed the regular fee for each plate purchased

PERSONALIZATION: These plates cannot be personalized.

Number to be issued

Enlisted members

Free: one two unlimited

Additional: one two unlimited

Officers

Pre-assigned numbers one two three unlimited

Additional: one two unlimited

Retired, and

Honorably Discharged one two unlimited

Vehicle must be registered by: applicant or spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 02/16/2016

NATIONAL RIFLE ASSOCIATION (NRA)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-269

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3992	Issue Year:	2009
Personalized:	2570	Issue Year:	2009

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and are members of the National Rifle Association.

NOTE: Applicant must provide membership credentials.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

NOTE: Artwork is centered on this plate; personalization will include spaces to allow for the artwork.

Number to be issued per customer

one two unlimited

Vehicle must be registered by:

applicant and spouse and family

Class of vehicle:

passenger motorcycle freight

Owner vs. leased:

owner only owner or lessee



Revised 05/15/2015

National Wild Turkey Federation



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209, 55-4-215 and 55-4-309

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3321	Issue Year:	2015
Personalized:	2627	Issue Year:	2015

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant or spouse or family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 08/05/2015

NAVY CROSS



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(4), 55-4-203(b)(4), 55-4-209, 55-4-236, 55-4-240, and 55-4-278

PLATE CATEGORY: Memorial

CLASS CODES:

Regular:	3011 (free)	Issue Year:	2014
Regular:	3012 & 3013	Issue Year:	2014
Motorcycle:	5583 (free)	Issue Year:	2014
Motorcycle:	5584 & 5585	Issue Year:	2014

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee who are recipients of the Navy Cross Medal.

NOTE: Applicant must provide a letter or DD214 from the Department of Veterans Services indicating they are a Navy Cross recipient.

PERSONALIZATION: This plate cannot be personalized.

Number to be issued

Free one two unlimited

Additional (W/ Fee) one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 02/16/2016

NISWONGER CHILDREN'S HOSPITAL
(The Children's Hospital at Johnson City, Teddy Bear)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-313

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3915	Issue Year:	2006
Personalized:	2520	Issue Year:	2006

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

- one two unlimited

Vehicle must be registered by:

- applicant and spouse and family

Class of vehicle:

- passenger motorcycle freight

Owner vs. leased:

- owner only owner or lessee



Revised 11/14/2016

Nonprofit Organization



AUTHORITY:

Tenn. Code Ann. Sections 55-4-343

PLATE CATEGORY: Special Purpose

Class Code: 1121 **Issue Year:** 2016

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Public Chapter 902 - authorizes a nonprofit organization to obtain a special purpose license plate, in lieu of registering the vehicle, for the following purposes: to transport the vehicle between a prior or subsequent owner and the organization; to transport the vehicle between the organization and a location where cleaning, repairing, or preparation is performed; or to test the vehicle within a 20-mile radius of the location where the cleaning, repairing, or preparation is performed.

The bill imposes a fee of \$47.30 for the first plate and \$23.65 for each additional plate. It limits a nonprofit organization to a maximum of three plates each year. Effective: July 1, 2016

This plate shall expire May 31st of each year, and a new plate or plates for the ensuing year may be obtained by the person to whom the expired plate(s) were issued upon application to the department or any county clerk within the state.

For the purposes of this section, “nonprofit organization” means an organization that has received a determination of exemption from the internal revenue service under Internal Revenue Code § 501(c)(3).

PERSONALIZATION: No



Revised 06/29/2016

OMEGA PSI PHI FRATERNITY



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(6), 55-4-203(d), 55-4-209 and 55-4-261

PLATE CATEGORY: Specialty Earmarked

CLASS CODES:

Regular:	3750	Issue Year:	2002
Personalized:	2415	Issue Year:	2002

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and are certified members or alumni members of Omega Psi Phi.

NOTE: Applicant must furnish membership credentials.

PERSONALIZATION:

Maximum characters available to personalize: 4

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

<input type="checkbox"/> one	<input type="checkbox"/> two	<input checked="" type="checkbox"/> unlimited
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Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 08/05/2015

**OPERATION DESERT
STORM VETERANS**



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(c)(1), 55-4-209, 55-4-253 and 55-4-278

PLATE CATEGORY: Military Cultural

CLASS CODES:

Regular:	3670	Issue Year:	2007
Motorcycle:	5522	Issue Year:	2006

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and who is a veteran of Operation Desert Storm or a civilian veteran with orders or official documentation from the United States Army Corps of Engineers.

NOTES:

- Veterans must provide a letter or DD214 from the Department of Veterans Services indicating the applicant's receipt of the Award of Southwest Asia Service Medal and honorable service
- Proof is not required at time of renewal
- Civilian veterans must have official documentation from the United States Army Corps of Engineers classifying the applicant as a civilian veteran of Operation Desert Storm

PERSONALIZATION: This plate cannot be personalized.

**Number to be issued
per customer**

one two unlimited

Vehicle must be registered by:

applicant and spouse and family

Class of vehicle:

passenger motorcycle freight

Owner vs. leased:

owner only owner or lessee



Revised 02/24/2014

OPERATION ENDURING FREEDOM



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(c)(1), 55-4-209 55-4-253 and 55-4-278

PLATE CATEGORY: Military Cultural

CLASS CODES:

Regular:	3930	Issue Year:	2007
Motorcycle:	5547	Issue Year:	2007

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and who are veterans of or actively serving in Operation Enduring Freedom or a civilian veteran or civilian actively serving in Operation Enduring Freedom with orders or official documentation from the United States Army Corps of Engineers.

NOTES:

- Applicant who is an active member must provide an award certificate indicating receipt of campaign ribbon (Afghanistan)
- Discharged members are required to provide a DD214 form indicating receipt of campaign ribbon (Afghanistan)
- Proof is not required at time of renewal
- Civilian veterans or civilian actively serving must have official documentation from the United States Army Corps of Engineers classifying the applicant as a civilian veteran or a civilian actively serving in Operation Enduring Freedom

PERSONALIZATION: This plate cannot be personalized.

Number to be issued per customer

one two unlimited

Vehicle must be registered by:

applicant and spouse and family

Class of vehicle:

passenger motorcycle freight

Owner vs. leased:

owner only owner or lessee



Revised 02/24/2014

OPERATION IRAQI FREEDOM



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(c)(1), 55-4-209 55-4-253 and 55-4-278

PLATE CATEGORY: Military Cultural

CLASS CODES:

Regular:	3925	Issue Year:	2007
Motorcycle:	5546	Issue Year:	2007

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the state of Tennessee and who are veterans of or actively serving in Operation Iraqi Freedom or a civilian veteran or civilian actively serving in Operation Iraqi Freedom with orders or official documentation from the United States Army Corps of Engineers.

NOTES:

- Applicant who is an active member must provide an award certificate indicating receipt of campaign ribbon (Iraq)
- Discharged members are required to provide a DD214 form indicating receipt of campaign ribbon (Iraq)
- Proof is not required at time of renewal
- Civilian veterans or civilian actively serving must have official documentation from the United States Army Corps of Engineers classifying the applicant as a civilian veteran or a civilian actively serving in Operation Iraqi Freedom

PERSONALIZATION: This plate cannot be personalized.

Number to be issued per customer

one two unlimited

Vehicle must be registered by:

applicant and spouse and family

Class of vehicle:

passenger motorcycle freight

Owner vs. leased:

owner only owner or lessee



Revised 06/10/2013

OPERATION NEW DAWN



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(c)(1), 55-4-209 55-4-253 and 55-4-278

PLATE CATEGORY: Military Cultural

CLASS CODES:

Regular:	3931	Issue Year:	2013
Motorcycle:	5571	Issue Year:	2013

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and who is an active member of the armed forces serving in Operation New Dawn or an honorably discharged veteran of Operation New Dawn in the United States Armed Forces or a civilian veteran of the United States army corps of engineers.

NOTES:

- All applications shall be accompanied by orders or a statement of discharge, DD214, from the appropriate branch of the United States armed forces classifying the applicant as an honorably discharged veteran, or by orders or official documentation from the United States army corps of engineers classifying the applicant as a civilian veteran provided; that, notwithstanding any law to the contrary, an honorably discharged veteran of the United States armed forces shall be required to submit documentation of honorable discharge status only when initially applying for registration plates and subsequent registration plates shall be issued to that person without the repeated presentation of honorable discharge status documentation.

PERSONALIZATION: This plate cannot be personalized.

Number to be issued per customer

one two unlimited

Vehicle must be registered by:

applicant and spouse and family

Class of vehicle:

passenger motorcycle freight

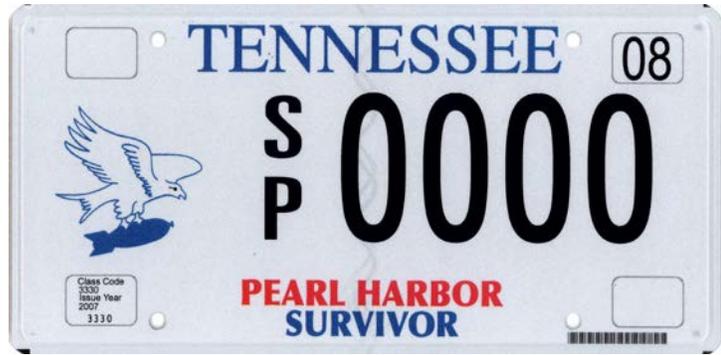
Owner vs. leased:

owner only owner or lessee



Revised 02/16/2016

PEARL HARBOR SURVIVOR



AUTHORITY:

Tenn. Code Ann. Section 55-4-201, 55-4-202(c)(5), 55-4-203(c)(1), 55-4-209, 55-4-238 and 55-4-278

PLATE CATEGORY: Military Cultural

CLASS CODES:

Class Code:	3330	Issue Year:	2007
Motorcycle:	5514	Issue Year:	2006

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee, who were members of the United States Armed Forces and present at Pearl Harbor, Hawaii on December 7, 1941.

NOTE: Applicant must present a copy of the membership card from the Pearl Harbor Survivor's Association, Inc.

PERSONALIZATION: This plate cannot be personalized.

Number to be issued per customer

- one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 02/16/2016

PHI BETA SIGMA
FRATERNITY



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(6), 55-4-203(d) 55-4-209 and 55-4-261

PLATE CATEGORY: Specialty Earmarked

CLASS CODES:

Regular:	3355	Issue Year:	1999
Personalized:	2355	Issue Year:	1999

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and who are certified members or alumni members of Phi Beta Sigma Fraternity.

NOTE: Applicant must furnish membership credentials.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by:

applicant or spouse or family

Class of vehicle:

passenger motorcycle freight

Owner vs. leased:

owner only owner or lessee



Revised 08/18/2015

TENNESSEE POLICE BENEVOLENT ASSOCIATION (PBA)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(d), 55-4-209 and 55-4-258

PLATE CATEGORY: Cultural

CLASS CODES:

Regular:	3335	Issue Year:	2003
Personalized:	2310	Issue Year:	2003

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and are paid or retired law enforcement officers who are members of the Tennessee Police Benevolent Association.

NOTE: Applicant must provide a statement from the Tennessee Police Benevolent Association, certifying the applicant to be a member of this organization.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

- one
- two
- unlimited

Vehicle must be registered by:

- applicant
- and spouse
- and family

Class of vehicle:

- passenger
- motorcycle
- freight

Owner vs. leased:

- owner only
- owner or lessee



Revised 09/11/2014

**PRISONER OF WAR
(POW, Former POW)**



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(4), 55-4-203(c)(1), 55-4-209
55-4-235 and 55-4-278

PLATE CATEGORY: Memorial

CLASS CODES:

Regular Free:	3340	Issue Year:	2007
Motorcycle Free:	5515	Issue Year:	2006
Regular:	3341	Issue Year:	2007
Regular:	3342	Issue Year:	2014
Motorcycle:	5516	Issue Year:	2006
Motorcycle:	5593	Issue Year:	2014

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and were former prisoners of World War I, World War II, the Korean War, or the Vietnam War, or the surviving spouse of the former prisoner of war.

NOTES:

- Applicant must provide a certificate from the United States Defense Department stating the period of time that the applicant was a prisoner of war
- In the case of a surviving spouse requesting continuation of the license plate or plates formerly held by a deceased prisoner-of-war, a copy of the death certificate is required
- A surviving spouse remains eligible until remarried

PERSONALIZATION: This plate cannot be personalized.

Number to be issued

Free	<input checked="" type="checkbox"/> one	<input type="checkbox"/> two	<input type="checkbox"/> unlimited
Additional (W/ Fee)	<input type="checkbox"/> one	<input type="checkbox"/> two	<input checked="" type="checkbox"/> unlimited
Vehicle must be registered by:	<input checked="" type="checkbox"/> applicant	<input checked="" type="checkbox"/> or widow/er	<input type="checkbox"/> and family
Class of vehicle:	<input checked="" type="checkbox"/> passenger	<input checked="" type="checkbox"/> motorcycle	<input type="checkbox"/> freight
Owner vs. leased:	<input type="checkbox"/> owner only	<input checked="" type="checkbox"/> owner or lessee	



Revised: 08/05/2015

PURPLE HEART



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(4), 55-4-203(b), 55-4-209, 55-4-239 and 55-4-278

PLATE CATEGORY: Memorial

CLASS CODES:

Regular:	3350 (free)	Issue Year:	2007
Regular:	3352 (2 nd plate)	Issue Year:	2015
Regular:	3349	Issue Year:	2008
Motorcycle:	5518 (free)	Issue Year:	2006
Regular M/C	5607 (2 nd plate)	Issue Year:	2015
Regular M/C:	5551	Issue Year:	2008

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and are recipients of the Purple Heart Medal or the widow or widower of a recipient.

NOTES:

- Applicant must provide a DD214 from the Department of Veterans Services, if service was prior to 1950, an equivalent form indicating they are a Purple Heart recipient
- If applicant is a widow or widower of a Purple Heart recipient, the applicant must also provide a copy of the recipient's death certificate
- If applicant is also a Disabled Veteran, a total of one free plate can be issued from either the Purple Heart Plate, the Disabled Veteran Plate, or their motorcycle equivalents. Additional plates may be purchased at a cost equal to the regular registration fee for plates, plus one-half of the manufacture fee
- The Purple Heart Plate features artwork in the center of the plate

PERSONALIZATION: These plates cannot be personalized.

Number to be issued

Free:	<input checked="" type="checkbox"/> one	<input type="checkbox"/> two	<input type="checkbox"/> unlimited
Additional: (W/Fee)	<input type="checkbox"/> one	<input type="checkbox"/> two	<input checked="" type="checkbox"/> unlimited
Vehicle must be registered by:	<input checked="" type="checkbox"/> applicant	<input checked="" type="checkbox"/> or widow/er	<input type="checkbox"/> and family
Class of vehicle:	<input checked="" type="checkbox"/> passenger	<input checked="" type="checkbox"/> motorcycle	<input type="checkbox"/> freight
Owner vs. leased:	<input type="checkbox"/> owner only	<input checked="" type="checkbox"/> owner or lessee	



Revised 08/18/2015

RADNOR LAKE
(Preserving Natural Areas)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-274

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3775	Issue Year:	2000
Personalized:	2375	Issue Year:	2000

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 02/16/2016

REGIONAL MEDICAL CENTER AT MEMPHIS (THE MED-ELVIS PLATE)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-317

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3955	Issue Year:	2008
Personalized:	2535	Issue Year:	2008

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by:

applicant and spouse and family

Class of vehicle:

passenger motorcycle freight

Owner vs. leased:

owner only owner or lessee



Revised 11/14/2016

RESCUE SQUAD



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(1), 55-4-203(a)(4)(D)(v), 55-4-209 and 55-4-222(d)

PLATE CATEGORY: Emergency

CLASS CODES:

Regular:	3360	Issue Year:	2008
Officials:	3359	Issue Year:	Yearly
Motorcycle:	5570	Issue Year:	2012

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of motor vehicles who are residents of the State of Tennessee who are members of a rescue squad that is:

- A member of TNARS-Tennessee Association of Rescue Squads or
- A rescue squad in a county with a population greater than 600,000 according to the 1970 federal census
- Applicants must provide proof of membership, e.g., valid identification card from squad, letter from the director, OR inclusion of the applicant's name on a rescue squad's member list
- Membership can be in one location and residence in another, however, the rescue squad must be a Tennessee rescue squad based on the definition in statute

PERSONALIZATION: This plate cannot be personalized.

NOTE: Applicant must complete Side A of the [Emergency Plate Authorization Form](#) It is not necessary to complete the form at time of renewal. Ensure the registrant's name is on the Rescue Squad list.

Number to be issued per customer

- one two unlimited

Vehicle must be registered by:

- applicant and spouse and family

Class of vehicle:

- passenger motorcycle freight

Owner vs. leased:

- owner only owner or lessee

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



Revised 06/11/2013

SHARE THE ROAD



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209
55-4-276

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3391	Issue Year:	2012
Personalized:	2595	Issue Year:	2012

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 12/14/2015

SHERIFF



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(a)(14), 55-4-203(a)(10), 55-4-209 and 55-4-227

PLATE CATEGORY: Sheriff

CLASS CODES:

Regular: 3390 **Issue Year:** 2005

Click [here](#) to view the current Class Code and Fee Schedule for more information.

(Note – Once the webpage opens, **press ‘CTRL’ plus the F key** or **‘Edit’** then **‘Find’** or **‘Find on this Page’** and enter the class code or plate name to search the document).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee who are duly elected sheriffs.

NOTE: A plate can only be issued to a new Sheriff after the former sheriff’s registration is no longer attached to the plate.

PERSONALIZATION: This plate cannot be personalized.

Number to be issued one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 08/05/2015

SILVER STAR



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5)(E), 55-4-203(c)(1), 55-4-209 55-4-231, 55-4-236 and 55-4-278

PLATE CATEGORY: Memorial

CLASS CODES:

Regular:	3395	Issue Year:	2007
Regular:	3397 (free) & 3396	Issue Year:	2014
Motorcycle:	5519	Issue Year:	2006
Motorcycle:	5598 (free) & 5597	Issue Year:	2014

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and recipients of the Silver Star Medal.

NOTE: Applicant must provide a letter or DD214 from the Department of Veterans Services indicating they are a Silver Star Medal recipient.

PERSONALIZATION: This plate cannot be personalized.

Number to be issued

Free one two unlimited

Additional (W/ Fee) one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 12/8/2015

**SMALL MOUTH BASS
(Fishing)**



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-266

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3910	Issue Year:	2006
Personalized:	2515	Issue Year:	2006

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 02/17/2016

SONS OF CONFEDERATE VETERANS (Rebel Flag)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-257

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3855	Issue Year:	2004
Personalized:	2470	Issue Year:	2004
Motorcycle:	5568	Issue Year:	2012
M/C Personalized:	5569	Issue Year:	2012

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

- one two unlimited

Vehicle must be registered by:

- applicant and spouse and family

Class of vehicle:

- passenger motorcycle freight

Owner vs. leased:

- owner only owner or lessee



Revised 10/14/2015

SPECIAL ZONES



AUTHORITY:
Tenn. Code Ann. Section 55-4-113(a)(6)

PLATE CATEGORY: Commercial

CLASS CODES:

PLATE	CLASS CODE/ ISSUE YEAR
CONCRETE 15 MILE ZONE	4550/2000
CONCRETE MULTI-COUNTY	4552/2000
TRUCK 74,000 LBS 15 MILE ZONE	4554/2000
TRUCK 74,000 LBS MULTI-COUNTY	4556/2000
TRUCK 80,000 LBS 15 MILE ZONE	4558/2000
TRUCK 80,000 LBS MULTI-COUNTY	4560/2000

Click [here](#) to view the current Class Code and Fee Schedule for more information.

(Note – Once the webpage opens, press ‘CTRL’ plus the F key’ or ‘Edit’ then ‘Find’ or ‘Find on this Page’ and enter the class code or plate name to search the document).

WHO IS ELIGIBLE:

Individuals electing to register their freight motor vehicles in limited designated areas of operation.

NOTES:

- Operation with these plates is limited to the zones in which the vehicle is registered
- The Applicant must complete and submit the [Multi-Zone Authorization](#)
- Applications for zone registration must be filed in the county where the vehicle is to be based. Do not accept applications for zone registrations in other counties. Be sure to enter the zone on the certificate of registration; that is, the name of the city for municipal zones or the name of the base county for multi-county zones

PERSONALIZATION: These plates cannot be personalized.

Number to be issued per customer

Vehicle must be registered by:

Class of vehicle:

Owner vs. leased:

- | | | |
|---|---|---|
| <input type="checkbox"/> one | <input type="checkbox"/> two | <input checked="" type="checkbox"/> unlimited |
| <input checked="" type="checkbox"/> applicant | <input type="checkbox"/> and spouse | <input type="checkbox"/> and family |
| <input type="checkbox"/> passenger | <input type="checkbox"/> motorcycle | <input checked="" type="checkbox"/> freight |
| <input type="checkbox"/> owner only | <input checked="" type="checkbox"/> owner or lessee | |



Revised 12/8/2015

**SPORTSMAN WILDLIFE
FOUNDATION (Deer, Buck)**



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-296

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3785	Issue Year:	2000
Personalized:	2385	Issue Year:	2000

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 02/16/2016

ST. JUDE CHILDREN'S HOSPITAL



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(6), 55-4-203(d), 55-4-209 and 55-4-263

PLATE CATEGORY: Specialty Earmarked

CLASS CODES:

Regular:	3650	Issue Year:	2008
Personalized:	2265	Issue Year:	2008

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

- one two unlimited

Vehicle must be registered by:

- applicant and spouse and family

Class of vehicle:

- passenger motorcycle freight

Owner vs. leased:

- owner only owner or lessee



Revised 02/17/2016
STATE VEHICLES

AUTHORITY:
Tenn. Code Ann. Section 55-4-223

PLATE CATEGORY: Government



CLASS CODES:

Plate Name	Class Code/ Issue Year	For Use On
S1 STATE VEHICLE	6010/1994	Sedans, Station Wagons
S2 STATE VEHICLE	6012/1994	Ambulance Units
S3 STATE VEHICLE	6014/1994	Bus-9 Passenger and larger (includes vans), City type Bus, Inter-City Type Bus
S4 STATE VEHICLE	6016/1994	Pickup, panel, carryall, jeeps, and crew cab, etc. GVWR of 6,999 or less
S5 STATE VEHICLE	6018/1994	Pickup, panel, carryall, crew cab, cargo truck, etc. GVWR 12,500 or less 4x4
S6 STATE VEHICLE	6020/1994	Trucks, cargo, cab and chassis, stake and platform, stake dump, cab with van body, cab dump body, utility maintenance, GVWR of 7,000 or more 4x2, 6x4
S7 STATE VEHICLE	6022/1994	Trucks, tractors, diesel trucks, wreckers, distribution
S8 STATE VEHICLE	6024/1994	Semi-trailers, other trailers
S9 STATE VEHICLE	6026/1994	Fire trucks, other special motor vehicle equipment
STATE VEHICLE MOTORCYCLE	6100/1994	Motorcycles, scooters, etc
EQ STATE EQUIPMENT	6200/1994	
STATE LOW SPEED VEHICLE	6300/2015	any state owned four-wheeled electric or gasoline vehicle, excluding golf carts, unless they have been modified to meet low speed specifications <ol style="list-style-type: none"> 1. whose top speed is greater than twenty miles per hour (20 mph) 2. but not greater than twenty-five miles per hour (25 mph) 3. including neighborhood electric vehicles 4. low speed vehicles must comply with the standards in 49 CFR 571.500

Continued on next page



State Vehicles Pg 2

Click [here](#) to view the current Class Code and Fee Schedule for more information.

(Note – Once the webpage opens, **press ‘CTRL’ plus the F key’** or **‘Edit’** then **‘Find’** or **‘Find on this Page’** and enter the class code or plate name to search the document).

ELIGIBILITY:

State of Tennessee owned vehicles—always issued at the state level.

PERSONALIZATION: These plates cannot be personalized.

Number to be issued per customer

Registered vehicles:

Class of vehicle:

Owner vs. leased:

one

applicant

passenger

owner only

two

and spouse

motorcycle

owner or lessee

unlimited

and family

freight



Revised 08/05/2015

SUBMARINE VETERANS



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(c)(1), 55-4-209, 55-4-278 and 55-4-329

PLATE CATEGORY: Military Cultural

CLASS CODES:

Regular:	3986	Issue Year:	2010
Motorcycle:	5563	Issue Year:	2011

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and who served on a submarine in the line of military duty, and whose submarine service has been certified by the Department of Veterans Services.

NOTE: Applicant must provide a letter or DD214 from the Department of Veterans Services indicating they have served on a submarine in the line of military duty.

PERSONALIZATION: This plate cannot be personalized.

Number to be issued per customer

one two unlimited

Vehicle must be registered by:

applicant and spouse and family

Class of vehicle:

passenger motorcycle freight

Owner vs. leased:

owner only owner or lessee



Revised 02/17/2016

**SUPPORT OUR TROOPS
(Soldier, Flag)**



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-324

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3997	Issue Year:	2010
Personalized:	2580	Issue Year:	2010

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 11/20/2015

TENNESSEE ASSOCIATION OF REALTORS (Real Estate)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-310

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3994	Issue Year:	2010
Personalized:	2575	Issue Year:	2010
Regular Motorcycle:	5608	Issue Year:	2015
Personalized Motorcycle:	5609	Issue Year:	2015

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and are certified members of the national association of realtors.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

- one
- two
- unlimited

Vehicle must be registered by:

- applicant
- and spouse
- and family

Class of vehicle:

- passenger
- motorcycle
- freight

Owner vs. leased:

- owner only
- owner or lessee



Revised 02/16/2016

TENNESSEE NURSES FOUNDATION (RN PLATE)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-298

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3998	Issue Year:	2010
Personalized:	2585	Issue Year:	2010

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by:

applicant and spouse and family

Class of vehicle:

passenger motorcycle freight

Owner vs. leased:

owner only owner or lessee



Revised 05/08/2014

TENNESSEE SHERIFFS' ASSOCIATION



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-203, 55-4-209, 55-4-210(c), 55-4-215 and 55-4-367

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3425	Issue Year:	2013
Personalized:	2605	Issue Year:	2013
Motorcycle:	5572	Issue Year:	2013
Motorcycle Personalized:	5573	Issue Year:	2013

Click [here](#) to view the current Class Code and Fee Schedule for more information.

(Note – Once the webpage opens, **press 'CTRL' plus the F key** or **'Edit'** then **'Find'** or **'Find on this Page'** and enter the class code or plate name to search the document).

WHO IS ELIGIBLE:

An owner or lessee of a motor vehicle who is a resident of this state and are current members of the Tennessee Sheriffs' Association only who are paid sheriffs, deputy sheriffs, sheriff's office employees and their spouses; retired sheriffs, deputy sheriffs, sheriff's office employees in good standing and their spouses; and Tennessee Sheriffs' Association employees and their spouses who are members of the Tennessee Sheriffs' Association shall be permitted to receive the license plate.

NOTE: Applicant must provide current year's membership card from the Tennessee Sheriffs' Association **and** a Tennessee Sheriff's Office Employee ID Card (if you are a spouse-the employee will need to accompany you and show their Employee ID card). If renewing by mail, the same verification shall apply.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

- | | | | |
|---------------------------------------|---|---|---|
| Number to be issued | <input type="checkbox"/> one | <input type="checkbox"/> two | <input checked="" type="checkbox"/> unlimited |
| Vehicle must be registered by: | <input checked="" type="checkbox"/> applicant | <input type="checkbox"/> and spouse | <input type="checkbox"/> and family |
| Class of vehicle: | <input checked="" type="checkbox"/> passenger | <input checked="" type="checkbox"/> motorcycle | <input type="checkbox"/> freight |
| Owner vs. leased: | <input type="checkbox"/> owner only | <input checked="" type="checkbox"/> owner or lessee | |



Revised: 06/07/2013

TENNESSEE STATE GUARD



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(1), 55-4-203(a)(4), 55-4-209, 55-4-270 and 55-4-278

PLATE CATEGORY: Emergency

CLASS CODES:

Regular:	3993	Issue Year:	2009
Motorcycle:	5561	Issue Year:	2010
Officers:	3995	Issue Year:	New metal issued yearly
Retired:	3996	Issue Year:	2010

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee who are active enlisted or retired members or officers of the Tennessee State Guard.

NOTES:

- All Tennessee State Guard plates are issued at full fees, and regardless of what month the plate is issued, expire annually in September, there is no prorated fee
- County clerks will receive an eligibility list from the Department of Revenue as provided by the Adjutant General of the Tennessee State Guard
- If the applicant's name does not appear on the list, they must provide a letter from their commanding officer indicating membership in good standing in the Tennessee State Guard
- Officers receive two plates with pre-assigned numbers at the regular fee
- When officers desire to register more than two vehicles, the county clerk should issue the next available plate in class code 3993

PERSONALIZATION: These plates cannot be personalized.

Number to be issued	<input type="checkbox"/> one	<input type="checkbox"/> two	<input checked="" type="checkbox"/> unlimited
Vehicle must be registered by:	<input checked="" type="checkbox"/> applicant	<input type="checkbox"/> and spouse	<input type="checkbox"/> and family
Class of vehicle:	<input checked="" type="checkbox"/> passenger	<input checked="" type="checkbox"/> motorcycle	<input type="checkbox"/> freight
Owner vs. leased:	<input type="checkbox"/> owner only	<input checked="" type="checkbox"/> owner or lessee	



Revised 12/8/2015

TENNESSEE TITANS



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-275

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3835	Issue Year:	2003
Personalized:	2450	Issue Year:	2003

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 06/29/2016

TENNESSEE WALKING HORSE



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(d), 55-4-209 and 55-4-259

PLATE CATEGORY: Cultural

CLASS CODES:

Regular:	3645	Issue Year:	2001
Personalized:	2305	Issue Year:	2001

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 10/07/2015

TENNESSEE WILDLIFE
FEDERATION
(Deer Head, Bass, Flying Duck)



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-277

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3905	Issue Year:	2006
Personalized:	2510	Issue Year:	2006

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 02/16/2016

TENNESSEE WILDLIFE
FEDERATION HUMMINGBIRD



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-277

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3991	Issue Year:	2009
Personalized:	2565	Issue Year:	2009

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 02/16/2016

TENNESSEE WOMAN VETERAN



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(c)(1), 55-4-209, 55-4-278 and 55-4-292

PLATE CATEGORY: Military Cultural

CLASS CODES:

Regular:	3970	Issue Year:	2008
Motorcycle:	5552	Issue Year:	2008

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Female veterans who are owners or lessees of passenger motor vehicles and are residents of the State of Tennessee who have received an honorable discharge as a member of the armed services.

NOTE: Applicant must provide a letter or DD214 from the Department of Veterans Services indicating they have received an honorable discharge as a member of the armed services.

PERSONALIZATION: This plate cannot be personalized.

Number to be issued

Per customer one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 06/07/2013

TRAILERS



AUTHORITY:

Tenn. Code Ann. Sections 55-4-111(a)(1) Class (D)(i), 55-4-111(c) and 55-4-111(d)

PLATE CATEGORY: Private Or Commercial

CLASS CODES:

Regular:	8000	Issue Year:	2000
Personalized:	8100	Issue Year:	2008
Trailer 10 yr.:	8010	Issue Year:	2012
Semi-Trailer:	8020	Issue Year:	1994

Click [here](#) to view the current Class Code and Fee Schedule for more information.

(Note – Once the webpage opens, **press ‘CTRL’ plus the F key’ or ‘Edit’ then ‘Find’** or **‘Find on this Page’** and enter the class code or plate name to search the document).

WHO IS ELIGIBLE:

Regular, Trailer Personalized and Trailer 10 year plate: Individuals electing to register a privately owned trailers or trailers held for public rental not exceeding 8 feet in width and less than 20 feet in length exclusive of the tongue, and all trailers limited to vacationing and camping purposes, unless otherwise exempted, but the owner desires to be registered.

Semi-Trailer:

Tennessee residents or businesses with a base of operation in Tennessee registering freight trailers, semi-trailers and pole trailers used primarily for hauling freight.

NOTES:

- Some trailers are required to be registered based upon their definition and use
- Trailers, not required to be registered can be voluntarily registered by the owner or lessee
- With the exception of Semi-Trailer plates, trailer plates are renewable annually
- Trailer plates may be personalized for an additional fee
- The Trailer 10 E Year plate for rental renting trailers (like U-Haul) is
 - used for trailers that may be picked up in one state and dropped off in another
 - Valid for 10 years from the new metal date
 - Renewed annually in March, and cannot be personalized

Continued on next page



Trailers Pg 2

- A Semi-Trailer license plate whenever the title to a freight trailer, semi-trailer or pole trailer registered in this state is destroyed, abandoned, sold or otherwise transferred to another owner, the registration of the trailer shall expire. If the trailer is sold or otherwise transferred to a new owner, the new owner shall obtain a new registration of the trailer. Notwithstanding any law to the contrary, the department may issue to such new owner a new or existing registration plate bearing the same alpha-numerical characters as was affixed to such trailer at time of transfer to the new owner.
- Owners of exempt trailers may register in this class when trailers are taken out of state
- Exemptions: Regardless of kind or size, trailers
 - Owned by farmers and used for agricultural purposes
 - Hauling livestock between farm and market
 - Used for transporting boats and when drawn by a vehicle in the private passenger class for non-commercial purposes except house trailers

PERSONALIZATION:

Maximum characters available to personalize regular plate: 7

Number to be issued one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 06/29/2016

**TRAUMA PHYSICIAN
(PE Plate)**



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(1), 55-4-203(a)(4), 55-4-209 and 55-4-222(g)

PLATE CATEGORY: EMERGENCY

CLASS CODES:

Regular: 3875 **Issue Year:** 2004

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of motor vehicles who are residents of the State of Tennessee and are trauma physicians licensed by the Board of Medical Examiners.

NOTE: Applicant must submit a statement or certification from the board of medical examiners and from a trauma center in a hospital or other medical facility confirming that the applicant practices medicine as a trauma physician.

Applicant must complete Side A of the [Emergency Plate Authorization Form](#)

PERSONALIZATION: This plate cannot be personalized.

Number to be issued

Per customer one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee

LINKS:

Forms: <http://www.tn.gov/revenue/article/title-and-registration-forms>



Revised 02/16/2016

TROUT UNLIMITED
(Brook Trout, Fishing)



AUTHORITY:

Tenn. Code Ann. Section 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-255

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3975	Issue Year:	2009
Personalized:	2550	Issue Year:	2009

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued

Per customer one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 06/07/2013

U S COAST GUARD AUXILIARY



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(1), 55-4-203(a)(1), 55-4-209 and 55-4-272

PLATE CATEGORY: Emergency

CLASS CODES:

Regular: 3985 **Issue Year:** 2009

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of motor vehicles who are residents the State of Tennessee who are certified as members in good standing of the United States Coast Guard Auxiliary.

NOTE: Applicant must submit a written statement from the commanding officer of the United States Coast Guard Auxiliary certifying the applicant to be a member in good standing of the organization.

PERSONALIZATION: This plate cannot be personalized.

Number to be issued

Per customer one two unlimited

Registered vehicles: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 12/14/2015

UNITED STATES
CONGRESS
AND SENATE



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(a), 55-4-203(a) and 55-4-209

PLATE CATEGORY: United States House Of Representatives
United States Senate

CLASS CODES:

PLATE NAME	CLASS CODE/ISSUE YEAR
UNITED STATES CONGRESS (HOUSE)	3500/2009
UNITED STATES SENATE	3510/2009

Click [here](#) to view the current Class Code and Fee Schedule for more information.

(Note – Once the webpage opens, press ‘CTRL’ plus the F key’ or ‘Edit’ then ‘Find’ or ‘Find on this Page’ and enter the class code or plate name to search the document).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee who are current elected members of the United States House of Representatives or United States Senate.

NOTES:

- Former members of the U.S. House or Senate are no longer eligible
- New metal is not issued until one year following an election year, and then only at a new member’s request
- Plate numbers are assigned and are shipped to the appropriate county clerk

Number to be issued one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 12-8-2015

University of Tennessee Football Championship



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(3), 55-4-209, 55-4-210, 55-4-215 and 55-4-299

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3482	Issue Year:	2016
Personalized:	2112	Issue Year:	2016

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by:

applicant or spouse or family

Class of vehicle:

passenger motorcycle freight

Owner vs. leased:

owner only owner or lessee



Revised 04/27/2016

University of Tennessee
Lady Volunteers'
NCAA National Championships



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209, 55-4-210, 55-4-215 and 55-4-295

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3485	Issue Year:	2009
Personalized:	2115	Issue Year:	2009

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued per customer

one two unlimited

Vehicle must be registered by: applicant or spouse or family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 08/05/2015

VIETNAM VETERANS



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(c)(1), 55-4-209 55-4-253 and 55-4-278

PLATE CATEGORY: Military Cultural

CLASS CODES:

Regular:	3084	Issue Year:	2007
Motorcycle:	5508	Issue Year:	2006

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and veterans of Vietnam or a civilian veteran with orders or official documentation from the United States Army Corps of Engineers.

NOTES:

- Veterans must provide a letter or DD214 from the Department of Veterans Services indicating the applicant's receipt of the Southeast Asia Campaign Medal and honorable service
- Proof is not required at time of renewal
- Civilian veterans must have official documentation from the United States Army Corps of Engineers classifying the applicant as a civilian veteran of Vietnam

PERSONALIZATION: This plate cannot be personalized.

Number to be issued

Per customer one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 11/02/2012

No photo available.
Registrant provides the plate

VINTAGE PLATES

AUTHORITY:

Tenn. Code Ann. Sections 55-4-111(a)(1) Class (C), 55-4-111(b), 55-4-201, 55-4-202(a)(1), 55-4-203(a)(1) and 55-4-209

PLATE CATEGORY: Permanent

CLASS CODES:

Vintage: 3025 **Issue Year:** Original issue year of the plate
(Example: a 1957 Vintage Plate would have the issue year 3025/1957)

Click [here](#) to view the current Class Code and Fee Schedule for more information.

(Note – Once the webpage opens, **press ‘CTRL’ plus the F key’ or ‘Edit’ then ‘Find’** or **‘Find on this Page’** and enter the class code or plate name to search the document).

WHO IS ELIGIBLE:

Owners or lessees of motor vehicle older than 25 years with a non-modified engine and body who are residents of the State of Tennessee.

NOTES:

- The [Antique Plate Application](#) must be completed and submitted with the application for Certificate of Title and Registration
- The form contains complete instructions for issuance and explains under what circumstances a vehicle using this plate can be operated
- The registrant must provide an official Tennessee license plate issued the same year as the manufacture of the vehicle being registered

Number to be issued

Per customer one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee

RELATED TOPICS

ANTIQUÉ PLATES



Revised 02/16/2016

**WATCHABLE WILDLIFE
(Bluebird, Blue Jay)**



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(6), 55-4-203(d), 55-4-209 and 55-4-252

PLATE CATEGORY: Specialty Earmarked

CLASS CODES:

Regular:	3570	Issue Year:	2001
Personalized:	2350	Issue Year:	2001

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued

Per customer one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 7/12/2013

WELL DRILLER



AUTHORITY:

Tenn. Code Ann. Sections 55-1-117, 55-4-103(f)(2), 55-4-103(f)(3), 55-4-113(a)(4) 55-4-113(b) and 55-4-132

PLATE CATEGORY: Freight

CLASS CODES:

Regular: 4570 **Issue Year:** 2000

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Tennessee residents with combined farm and limited private trucks

NOTE:

- Apparatus constructed as a part of, or permanently attached to, the body of a vehicle with the primary use of which is not upon the highways and streets of the state.
- Fixed load vehicle includes well-drilling apparatus, cranes and portable feed mills and such other vehicles as are within the general terms hereof.
- Shall not include wreckers or tow cars equipped with cranes, hoist or dollies and used for transporting wrecked motor vehicles or motor vehicles designed to deliver ready mix concrete.

PERSONALIZATION: This plate cannot be personalized.

Number to be issued per customer one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 12/14/2015

**YOUTH VILLAGES
(Foster Parents, Kite)**



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(7), 55-4-203(d), 55-4-209 and 55-4-286

PLATE CATEGORY: New Specialty Earmarked

CLASS CODES:

Regular:	3950	Issue Year:	2007
Personalized:	2530	Issue Year:	2007

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued

Per customer one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



Revised 08/05/2015

WORLD WAR II VETERANS



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(5), 55-4-203(c)(1), 55-4-209, 55-4-253 and 55-4-278

PLATE CATEGORY: Military Cultural

CLASS CODES:

Regular:	3675	Issue Year:	2007
Motorcycle:	5523	Issue Year:	2006

Click [here](#) for associated fees.

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee and who are honorably discharged veterans of World War II or a civilian veteran with orders or official documentation from the United States Army Corps of Engineers.

NOTES:

- Veterans must provide a letter or DD214 from the Department of Veterans Services indicating the applicant's honorable service in World War II
- Proof is not required at time of renewal
- Civilian veterans must have official documentation from the United States Army Corps of Engineers classifying the applicant as a civilian veteran in World War II

PERSONALIZATION: This plate cannot be personalized.

Number to be issued per customer

one two unlimited

Vehicle must be registered by:

applicant and spouse and family

Class of vehicle:

passenger motorcycle freight

Owner vs. leased:

owner only owner or lessee



Revised 02/16/2016

ZETA PHI BETA SORORITY



AUTHORITY:

Tenn. Code Ann. Sections 55-4-201, 55-4-202(c)(6), 55-4-203(d), 55-4-209 and 55-4-261

PLATE CATEGORY: Specialty Earmarked

CLASS CODES:

Regular:	3840	Issue Year:	2003
Personalized:	2455	Issue Year:	2003

Click [here](#) for associated fees and what portion of the proceeds are allocated to the organization(s).

WHO IS ELIGIBLE:

Owners or lessees of passenger motor vehicles who are residents of the State of Tennessee who are certified members or alumni members of Zeta Phi Beta.

NOTE: Applicant must furnish membership credentials.

PERSONALIZATION:

Maximum characters available to personalize: 5

To personalize a plate, the applicant must complete the [Application for Tennessee Personalized License Plate](#) and submit the application directly to the Vehicle Services Division. Review the application for complete information or see Plates, How to Personalize in the Title and Registration Reference Guide.

Number to be issued

Per customer one two unlimited

Vehicle must be registered by: applicant and spouse and family

Class of vehicle: passenger motorcycle freight

Owner vs. leased: owner only owner or lessee



QUARTERLY INVENTORY REPORTS

REVISED: 11/02/2012

AUTHORITY:

Tenn. Code Ann. Section 55-6-105(a)(8)

DESCRIPTION:

All County Clerks, OEM's and Department of Revenue staff that sell and/or issue control stock items such as: license plates, titles, decals, etc., are required to submit Quarterly Inventory Reports (March, June, September and December) to the Department of Revenue.

REQUIREMENTS:

Each entity is responsible for the security of the inventory and the fees collected for issuance for such inventory.

The report may be submitted electronically to our email address tag.inventory@tn.gov or countyclerk.help@tn.gov or they may be fax to 615-532-8970 or mailed to:

Tennessee Department of Revenue
Vehicle Services Division
44 Vantage Way, Ste. 160
Nashville, TN 37243-8050
Attn: Belinda Boddie or Kathy Duncan

RELATED TOPICS:

REPORTS – TITLE AND REGISTRATION
INVENTORY/PLATES REPORTING
COUNTY TITLE ISSUANCE RECAPS

LINKS

Email addresses - Tag.inventory@tn.gov
Countyclerk.help@tn.gov



REBUILT VEHICLE OVERVIEW

REVISED: 03/08/2016

AUTHORITY:

Tenn. Code Ann. Sections 55-3-207 and 55-3-208

DESCRIPTION:

Rebuilt, Specially Constructed, Custom Built Vehicle, or Replica may be subject to inspection prior to being titled and/or registered. These inspections are completed only by members of the Department of Revenue's Special Investigations Section.

NOTE: Inspections and conversion of a Salvage Vehicle to a Rebuilt Vehicle is performed at the state level only.

REQUIREMENTS:

- Complete the [Application for Motor Vehicle Identification Certification](#) in its entirety
- See Rebuilt Vehicles below for details concerning supporting documentation needed
- All applications are subject to inspection
- It is important to provide a valid address and telephone number to ensure inspection is completed timely. Failure to provide valid information may result in rejection of the paperwork to the applicant
- When it is determined an inspection should occur, a complete physical inspection of the vehicle is conducted, prior to approval
- If the owner cannot be located, the case file is returned to the Anti-Theft Unit and placed in suspense until the owner contacts the office
- No vehicle subject to inspection may be operated on the roads and highways of Tennessee until the process is complete and application for title and registration has been made
- The commissioner, for good cause shown, may waive the inspection requirement for any given vehicle or particular class of vehicle

Specially Constructed or Homemade Vehicles

An owner of a Specially Constructed Vehicle made of various major component parts, when applying for title and registration must indicate this distinction on the application. The resulting certificate of title and any subsequently issued certificates of title will indicate the vehicle is specially constructed.

- The department shall assign a new and distinguishing Vehicle Identification Number (VIN)
- The year noted on the application for title and registration will be the model year, i.e., a Specially Constructed Vehicle titled in 2012, made from components of vehicles with varying or the same model year, will have 2012 as its model year
- The make and model will be what most closely resembles the vehicle

Continued on next page



Inspections Pg 2

Custom Built Vehicles or Replicas

An owner of Custom-Built Vehicle or replica for which no certificate of title has ever been issued by the department may apply for title and registration.

- The MSO provided for the replica or custom-built vehicle will be used to identify the Vehicle Identification Number (VIN)
- The make, model and year of the vehicle being custom built will be the make, model and year, i.e., if the vehicle is composed of a kit to build a 1963 Corvette Stingray, will have as its make, model and year, 1963 Corvette Stingray, provided further that the title clearly identifies the vehicle as a replica or custom-built vehicle

Rebuilt Vehicles

An owner of a Salvage Vehicle that has been repaired, in accordance with the manufacturer's requirements and department rules, may apply for a regular certificate of title with a brand of "Rebuilt Vehicle Anti-Theft Inspected."

REQUIREMENTS:

- Complete the [Application for Motor Vehicle Identification Certification](#) in its entirety
- Submit a form and the required fee of \$75.00, made payable to the Department of Revenue Special Investigations Section, specifically the Anti-Theft Unit, **for each conversion of a vehicle salvage** document to a rebuilt title
- Include receipts for parts used and pictures of the vehicle in its wrecked condition must accompany the application
- The applicant affirms that the vehicle has been repaired in accordance to manufacturer's requirements and the department's rules
- If the owner hired someone to rebuild the vehicle, a notarized affidavit indicating the rebuilder's name and complete address must be submitted with the application
- All vehicles rebuilt are subject to inspection
- Commissioner, for good cause shown, may waive the inspection requirement
- Licensed dealers may apply for title only through the Department or through their local county clerk; however, a title will only be approved after the department's Anti-Theft Unit has approved the application and assigned a control number to the vehicle
- Individuals, after completion of the process and approval from the Anti-Theft Unit, will receive a Salvage Certificate that is stamped by the Unit as being approved. This approved Salvage Certificate will be surrendered to the county clerk. After the applicable sales tax, title, and registration fees are paid, a Certificate of title will be issued with the brand "Rebuilt Vehicle Anti-Theft Inspected"

Continued on next page



Inspections Pg 3

NOTES:

- Converting a Salvage Certificate to a Rebuilt Vehicle has the same meaning as performing a Precertification
- The Anti-Theft Unit does not perform SAFETY INSPECTIONS when conducting physical inspections of the vehicle
- Anti-Theft Unit is focused on verifying no stolen parts were used in the rebuild process and that the vehicle is repaired in accordance to the manufacturer' requirements
- A warning that the airbag is not functioning properly will result in a rejection of the application

RELATED TOPICS

ANTI-THEFT
SALVAGE
REBUILT VEHICLE

LINKS

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



REFUNDS

REVISED: 10/24/2012

AUTHORITY:

Tenn. Code Ann. Sections 55-4-101, 207, 55-6-102, 67-1-1802(a)(1)(b)(i)

DESCRIPTION:

The law provides for refund in instances of erroneous or illegal collection on the part of the County Clerk or the Vehicle Services Division. There is no provision in the law for a refund to be issued for the unused portion of a registration.

Refunds will be allowed to the county clerk for a dishonored check which represents the state tax, license or fee due to the State regardless of the total amount of the check.

A refund of registration fees that falls within one of the statutory causes outlined below may only be made to the person in whose name the certificate of registration was issued. A motor vehicle dealer that has secured a power of attorney from its customer to register a motor vehicle in the customer's name and has paid the registration fees and purchased a license plate and/or decal only if:

1. The refund claim falls within one of the statutory causes outlined below; and
2. The motor vehicle dealer presents a power of attorney, executed by the person in whose name the vehicle's registration certificate was issued, that specifically authorizes the dealer to obtain a refund of the registration fees paid; and
3. The vehicle's registration certificate, license plate and decal purchased are returned to the Department of Revenue or the county clerk.

REQUIREMENTS:

Tenn. Code Ann. Section 55-6-102 and 55-4-101(h)(1) provide the following causes under which the fee paid for registration of a motor vehicle may be refunded.

- When an application for registration is refused or rejected by the Department of Revenue or the county clerk, the registration fee paid may be refunded.
- If the Department of Revenue or the county clerk erroneously collects a registration fee that is not required to be paid, the fee may be refunded if a claim for refund is made within six months from the date of payment.
- If the Department of Revenue declines to issue a certificate of title, but the motor vehicle has already been registered, a refund may be made within five (5) days from the applicant's receipt of a formal notice of the application's rejection. The certificate of registration and license plate issued must be surrendered to the issuing county clerk. However, no refund is available for a license plate provided without cost to an employee of a governmental entity, the cost being paid by the governmental entity under Tenn. Code Ann. Section 55-4-207.

Continued on next page



Refunds Pg 2
Requirements Continued

- If a commercial carrier, operating only in Tennessee, obtains a county registration certificate and license plate, and later purchases an apportioned registration plate for operation in another state, a refund or credit can be given. The refund or credit can be given for the amount of time left on the Tennessee county plate, less \$10.00 (the clerks' fee).
- The dishonored check written to the county clerk must show that it was returned by the third business day after receipt, that it was returned unpaid by the bank on which it was drawn, that it was subsequently re-deposited by the third business day after its return and that it was returned unpaid for the second time.
- The county clerk must initiate civil action to recover the amount of any dishonored check or money order within thirty (30) calendar days after the second or final return of the dishonored check or money order. If prior to the initiation of the civil action, it is deemed advisable to send a second notice to the registrant prior of the civil action, such notice must be mailed not later than the fourth (4th) business day after final return of the check or money order and notice must include a limitation period for response not to exceed fifteen (15) days. If such notice does not result in recovery, civil action must be initiated within ten (10) calendar days after expiration of the period specified in the notice.
- A copy of the tax, license or fee document for which the dishonored check or money order was tendered.
- A copy of the fifteen (15) day notice, if any.
- A copy of the documents initiation civil action by the municipal or county officer, along with the results by the civil action.
- A copy of the dishonored check or money order
- The registration plate or privilege license and /or copies of the receipt for state taxes.

The following three situations **do not** qualify for refunds:

1. A dealer registers a motor vehicle in the name of its customer, but for whatever reason, the sale does not go through.
2. A dealer register a motor vehicle in the name of its customer, but the customer returns the vehicle to the dealer for a refund or credit. No refund is authorized, even if the refund or credit given by the dealer includes the fees paid to register the vehicle in the customer's name.
3. A dealer sells a motor vehicle, but for whatever reason, the dealer repossesses the vehicle.

NOTES:

The registrant should willfully return the plate to the clerk's office. If a registration plate or license cannot be retrieved because the registrant cannot be located, a statement to this effect must accompany the claim. If the taxpayer resides outside the county where the dishonored check or money order was tendered, all available information known to the county or municipal officer concerning such taxpayer should be furnished.

Continued on next page



Refunds Pg 3
Notes Continued

A claim for refund for a dishonored check will be denied unless filed with the Department of Revenue within twelve (12) months from date of civil action was initiated.

If filing for a sales tax and title and registration refund, two (2) separate request for refund forms should be completed, one for the sales tax and one for title and/or registration fees.

Refunds Pg 2

Report of Debts is required for all claims filed wherein the amount is \$200.00 or more for each entity.

RELATED TOPICS:

[NOTICE # 08-19](#) - REFUNDS FOR VEHICLE REGISTRATION FEES

LINKS:

Forms: [Claim for Refund](#)
[Claim for Refund for Sales and Use tax](#)
[Report of Debts \(over \\$200.00\)](#)



REGISTRATION OVERVIEW

REVISED: 01/03/2017

AUTHORITY:

Tenn. Code Ann. Title 55 Chapter 4, Parts 1 — 5

Any vehicle operating on the streets or highways in the State of Tennessee is required to be registered.

A “registration” is a document that identifies the vehicle, its use, owner/operator expiration date and fees provided, which constitutes a privilege tax of motor vehicles.

A “Registration Period” is the time frame a registration remains valid, below are some examples. Full descriptions are provided later in this document.

- **“staggered”** (starting at any time, expiring at the end of the same month a year later), i.e., regular auto, personalized, etc.
- **“non-staggered”** (starting at any time but expires at the end of a specific month outlined by statute or procedure), i.e., National Guard, Commercial Vehicle Fleets, Dealer plates.
- **“permanent”** (starting at any time, but remains valid as long as the owner retains the vehicle), Disabled Confined to Wheelchair, Antique Auto, Gold Star Family, etc.
- **“apportionable vehicle”** Any power unit that is used or intended for use in two or more Member Jurisdictions and that is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property and: (a) has two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds, or (b) has three or more axles, regardless of weight, or (c) is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds.

Application for registration shall be made on forms provided or approved by the Department and submitted to the clerks in the county of the owner’s residence or the county wherein the vehicle is based or is to be operated. The Certificate of Registration should be carried in the vehicle at all times as evidence of current registration.

Certain counties and cities are authorized to levy a wheel tax/privilege tax. In most instances, the county clerk collects the wheel tax/privilege tax in conjunction with the registration or renewal. However in some cases, the registrant must be directed to a city office to make the appropriate payment of wheel tax/privilege tax. Additionally, some counties or cities require an emissions test before issuance of registration of plates or renewal of the registration.

Address Changes: Whenever any person or business, after applying for or receiving a title or registration, moves from the address named on the application or title or registration, the person or business shall within ten (10) days thereafter, notify the department of the change.

General information: ATVs, snowmobiles, off road vehicles, dirt bikes, dune buggies, are not required to be registered. Some vehicles such as scooters and mopeds may be voluntarily registered by the owner or lessee.

Continued on next page



Registration Overview Pg 2

STAGGERED REGISTRATION

A staggered registration is valid for 12 months from the date of issuance, with the date of expiration being the last day of the month of the registration period. If a person is renewing a staggered plate after the registration has expired, but before ninety-one (91) days, the proper type of transaction to use is the regular renewal transaction. This will maintain the previous expiration month for that registration.

Example, if a registration expires in September, but the person does not renew until October or November, clerks should use the regular renewal procedures, charge the full fees and issue a new registration that will expire the following September.

Requirements

- Counties where emission testing is required; a certificate of compliance is required. In some cases, electronic notification of vehicles passing inspection is sent directly to county clerks.
- If you have a vehicle that is out of the State or the testing area when tags are due for renewal, you can apply for a **vehicle exemption** from the emissions testing requirement. To receive an exemption, a completed application form with documentation must be submitted to the Division of Air Pollution Control for processing.
- For residents of Davidson County, if a vehicle cannot be taken through an emissions inspection site in Tennessee, the owner must contact the Metropolitan Public Health Department at (615) 340-5657. A representative will explain the necessary steps to satisfy emissions requirements given the specific situation or circumstances.
- The payment of applicable fees

General information: Technically, late renewals apply to registrations for staggered plates occurring ninety-one (91) days after the expiration date.

LATE RENEWALS

After ninety-one (91) or more days from the expiration date, the staggered registration renewal date is then re-calculated to be twelve months from the new date of issuance if the individual has not been using the vehicle.

Requirements

- Counties where emission testing is required; a certificate of compliance is required. In some cases, electronic notification of vehicles passing inspection is sent directly to county clerks.
- Affidavit of non-operation
- Applicable fees

Continued on next page



Registration Overview Pg 3

NON-STAGGERED REGISTRATION

Registrations issued under this method are valid for 12 months with the date of expiration being the last day of the month of the specified registration period. There are no statutory provisions to prorate.

National Guard Plates Special license plates are available for active members of the Tennessee National Guard. New plate is produced annually. These plates expire in **September**. There are no statutory provisions to prorate. (*Exception; retired members, plates are issued under staggered expiration provisions*)

Requirements

- The Division provides counties with a list broken down by enlisted members and officers.
- If the applicant is not on the list they must go to their commanding officer for approval.
- Registration fee required for National Guard Officers.

Dealer Plates New plates are produced annually and expire in **May**. They are designated for licensed motor vehicle dealers, based on a valid Motor Vehicle Commission Dealer's license and evidence of filing an annual sales report. They may be used by

- The dealer's duly authorized agent or employee
- The dealership's customers, for a period not to exceed 72 hours.

NOTE: Eligibility for dealer plates is based on a valid MVC dealer license and evidence of filing of their annual sales report. For more information click [here](#)

Requirements

- Application for dealer plates
- Fee for master plate
- Fee for additional plates, up to 225 maximum

Trailer 'E' Ten Year Plates Each person engaged in the business of renting trailers of any description to others for a consideration may register each trailer, for a period of ten (10) years, with an annual registration fee in **March**.

General Information: New plate produced every ten years

Requirements

- Electronic file of all vehicles being registered from the business
- Approved emissions compliance, if applicable
- The payment of applicable fees

Continued on next page



Registration Overview Pg 4

Commercial Vehicle Fleet means one thousand (1,000) or more vehicles owned or long-term leased by a corporation or other legal entity.

- BellSouth Fleet Registration renewal of this fleet is on an annual basis and expires in the month of February.
- UPS Fleet Registration renewal of this fleet is on an annual basis and expires in the month of March

Requirements

- Electronic file/spreadsheet of all vehicles being registered
- Approved emissions compliance, if applicable
- Applicable fees

FORCED REGISTRATION T.C.A 55-4-120(b)

A forced registration is used to register and obtain a Tennessee Certificate of Registration for vehicles as described below:

- A nonresident owner of a foreign licensed private passenger automobile, or a pickup or panel truck, who operates the vehicle in this state solely as a means of transportation to and from a place of temporary employment having a valid foreign Certificate of Title and/or Certificate of Registration for the vehicle.
- For the transportation of persons or property for compensation
- For the transportation of merchandise, is eligible to register and obtain a Tennessee Certificate of Registration for the vehicle

Fees are required with reference to like vehicles owned by residents of this state, but are not required to surrender the foreign Certificate of Title, Certificate of Registration, or license plate or plate(s).

The exception to this is when the vehicle is to continue to remain registered in a foreign state as well as in Tennessee; provided, that the nonresident owner of a foreign vehicle operated within the state for the transportation of persons or property for compensation; or for the transportation of merchandise shall be permitted to operate the vehicle over the highways of Tennessee without obtaining a Certificate of Registration or license plate or plates or paying registration fees. Under similar circumstances residents of Tennessee shall be permitted to operate a vehicle over the highways of the foreign jurisdiction by reciprocity agreement.

Continued on next page



Registration Overview Pg 5

Requirements

- Copy of foreign Certificate of Title or valid Certificate of Registration
- Approved emissions compliance, if applicable
- The payment of applicable fees

REGISTRATION ONLY

- A Registration Only is a transaction (not a renewal) where the registration (plate and/or expiration date) is being changed.
- Registration Only's require a Registration Only Number be assigned to the transaction.
- Legacy will not allow the entry of these transactions without a registration only number (except a transaction type 17).
- RO Numbers are used as an index to locate the application in FileNet.

The following are Registration Only Transactions:

- 03** – Transaction where the plate class is being changed, resulting in a new plate being issued.
- 04** – Transaction where a lost or stolen plate and/or decal is being replaced, resulting in a new plate and/or decal being issued.
- 17** – Transaction where an applicant registers a vehicle where the registration has been expired for more than 90 days (non-standard renewal) or when the system contains erroneous registration information (incorrect plate, decal or expiration date) requires correcting. A new plate is issued in some cases. The expiration date may also be changed in some cases.
- 28** – Transaction where a plate is transferred from a vehicle titled to an owner to another vehicle already titled to the owner.

RENEWALS OVERVIEW

After a plate is initially issued, it may be validated yearly. The renewal notice is mailed to the registrant prior to the registration expiration date for staggered registrations. Counties and cities are authorized to levy a wheel tax/privilege tax in conjunction with registration renewal. Commercial renewals may be made through the county clerk of the owner's principal place of business or in any county where the owner maintains an office or place of business. Every effort is made to ensure that all registrants due a renewal notice receive one.

Continued on next page



Registration Overview Pg 6

Requirements

- The applicant surrenders either the old Certificate of Registration
- The renewal notice received in the mail to the county clerk of the owner's resident county
- Applicable fees

REPLACEMENT PLATES/DECALS

A replacement may be issued in the event any Certificate of Registration is lost, stolen, mutilated or becomes illegible. All damaged, illegible or retained plates shall be surrendered to the county clerk at time of application for replacement.

Requirements

- Application for replacement is to be completed under oath on a form to be provided by the county clerk.
- The current Certificate of Registration is given to the clerk in order to ensure replacement on the proper vehicle.
- A lost or stolen plate will not be issued until the holder affirms that proper law enforcement notification has been made.
- Applicable fees

REASSIGNMENTS

A reassignment is used when:

- The transfer of a valid registration from one vehicle to another vehicle owned by the same person or to add a spouse's name on a vehicle registration that is solely owned by the other spouse.
- A valid registration issued for a vehicle to a lessee/registrant, and lease agreement pertaining to the vehicle is terminated, the lessee-registrant may transfer the license issued to a replacement vehicle in the same manner and under the same conditions.

General information: to reassign a registration from joint to single ownership is not considered a reassignment; it is however considered a change in ownership and would require a new title and license plate to be issued.

Requirements

- Provide the valid/current Certificate of Registration to the clerk in order to ensure ownership of the license plate and vehicle
- Provide the new Certificate of Registration for the vehicle the license plate is being transferred
- Approved emissions compliance, if applicable
- Applicable fees

RE-REGISTRATIONS

- This is a change in the class or type of an outstanding registration by some change in the design or use of the vehicle registered by its same owner prior to the annual expiration

Continued on next page



Registration Overview Pg 7

- Some examples of re-registration; registering from a standard passenger plate to a specialty or a cultural plate
- When re-registering a vehicle, credit shall be given for a non-staggered (standard) plate at regular cost of the plate
- For staggered registrations, credit shall be given for the months remaining in the outstanding registration period
- General information; the expiration date for the new registration will remain the same as the old one

PRO-RATED FEE SCHEDULE

See **Fee -How to Calculate Credit for Re-Registration** 'Bookmark' in This T&R Guide

Requirements

- The applicant must surrender both the certificate and the plate or plates to the clerk, and,
- Payment of the amount being the difference between the fees required for the two (2) registrations
- Credit is given on any unexpired time on the surrendered plate
- Approved emissions compliance, if applicable
- Applicable fees will apply

PERMANENT REGISTRATION

A customer obtaining a permanent registration shall pay a one-time registration fee, and the registration is not required to be renewed on an annual basis. The plate is to remain on the vehicle for the duration of the owner's interest.

General information: government service license plates may be transferred to other government vehicles owned by the same entity.

For more information click here

Requirements

- applicable fees

Related Topics

Dealer plates

Emission Requirements

FEES:

Click [here](#) for Fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>

Emissions Testing Information: <https://www.tn.gov/environment/article/apc-how-to-apply-for-a-vehicle-exemption>



REPORTS OVERVIEW

REVISED: 09/17/2013

AUTHORITY:

Tenn. Code Ann. Section 55-6-105

DESCRIPTION:

Listings of the various title and registration related reports for the county clerk and the Department of Revenue.

REQUIREMENTS:

Daily Remittance Report summarizes the funds received each day, by transaction for all remittances covered on a daily invoice or renewal invoice. The report should also indicate if the remittance is being paid by cash, check or certificate of deposit. The original must be submitted to the Department of Revenue and one copy is retained by the county clerk.

- All daily transactions are listed on the invoice, reflecting the name of the applicant, make, VIN, registration plate number, validation decal number, registration fee, title fee, license trade or replaced, state sales tax and local sales tax. Each page must be subtotaled.
- Forward all applications for certificates of title, registrations and registrations-only received by the county clerk together with fees and supporting documentation within five (5) days from the date of application. However, if a county clerk issues titles in their offices under a contract with the state, an additional five (5) days are allowed. Any county clerk who is delinquent as much as two (2) working days in forwarding applications for certificate of title, the original registrations, and transfers of registration and surrenders of registration to the Division commits a Class C misdemeanor. Each day constitutes a separate offense.

Renewal Update Error Detail List provides daily information of transmitted registration renewals by County that did not successfully update TN3270 and what the error message reads.

- Remittance and renewals of registration must be reported no later than the 10th of the month for the previous month's registrations issued, of all monies collected under the provisions of Chapters 1-6 of Title 55 for the renewal of registrations of vehicles.
- The law provides an additional 10 days for reporting renewals before the penalty provisions are applicable. If the clerk is ten (10) days delinquent in making the remittance for renewals of registration as provided in statute, a 5% penalty of the total remittance is applicable. However, the commissioner shall have the authority to waive the penalty or relieve the clerk of the payment of the penalty.

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Reports (Title & Registration) Pg 2

Inventory Control and Reporting of Plates is required each quarter (MARCH, JUNE, SEPTEMBER AND DECEMBER).

- Account to the Division FOR all registration plates that were assigned to the county clerk's office
- Report each class of plates with the beginning through the ending number and quantity on hand or use a computer generated form equivalent. Counties with multiple locations must consolidate their inventory into one single inventory report and submit
- The county clerk is responsible for the security of the inventory and the proceeds from the issuance of the plates

Adjustment to Invoices Audit procedures require adjustments of remittances be made when necessary. Daily invoices and renewal invoices are audited to determine correct fees have been remitted.

- An adjustment will reflect either a debit or credit and the account to which the adjustment is made. This information is posted to the statement of accounts. The original statement of accounts is retained by the Department, one copy is forwarded to the comptroller's office and one copy forwarded to the county clerk with the audited invoices.

Adjustment Memorandums indicate a discrepancy on a daily or renewal invoice. The adjustment memorandum is prepared in duplicate. The adjustment memorandum will reflect either a debit or credit and the account to which the adjustment is made.

- This information is posted to the statement of accounts. The original is retained by the Department and the copy is forwarded to the county clerk with the audited invoices. The debit or credit information may be used to adjust remittances on future invoices submitted by the county clerk.

County Title Issuance Recap Counties under contract with the State to issue titles must submit a monthly recap sheet to the Division reflecting the title numbers issued, title numbers voided and the number of title forms used giving beginning and ending title numbers and control numbers for each month. This report must be submitted no later than the 15th of the following month. See the "County Title Issuance Recap" section of this guide for more information.

RELATED TOPICS:

INFOPAC
INVENTORY/PLATES REPORTING
COUNTY TITLE ISSUANCE RECAPS
CLERK INVENTORY REPORTS

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



REPOSSESSION

REVISED: 11/21/2012

AUTHORITY:

Tenn. Code Ann. Sections 55-3-118, 55-4-101, 119 and 221

DESCRIPTION:

When a purchaser fails to meet the terms of a loan agreement, the vehicle may be repossessed by the lienholder.

A county clerk may routinely be presented with applications for title and registration for vehicles that have been repossessed by a lienholder and subsequently sold. There are a few scenarios related to repossession a county clerk may encounter.

1. The owner purchased the vehicle by contract (lien instrument) with a lienholder, titled and registered the vehicle, with the lien properly noted, **but the owner failed to make agreed payments of the loan agreement** (lien instrument).
2. The owner purchased the vehicle **but failed to title and register the vehicle**
3. The owner purchased the vehicle, titled and registered the vehicle, **but no lien was noted on the certificate of title.**
4. After repossession, **a dealer has held the vehicle for resale** (on the back of the certificate of title, the lienholder will sign as seller to the dealer as buyer)
5. A vehicle is repossessed and there is no evidence of a certificate of title in any state, a **repossession bond** allows the lienholder to apply for title only as legal owner of the vehicle.

To support the application for title and registration and any applicable state and county fees, the following should be submitted:

- [Certification of Sales Under Special Conditions](#) (always required)
- Proof of sales and use tax paid (always required)
- A true copy of the previous lien instrument, under which the vehicle was repossessed (not required, but could be included in supporting documents)
- A copy of the court order (if the lien was not noted on the title, the lienholder may have to seek legal remedy to obtain the vehicle)
- A copy of the notice of sale (not required if the lien is noted on the title)
- Bill of sale or auction sales receipt (not required with repossession bond)
- Odometer Disclosure Statement (required if vehicle is less than 10 years old)
- Odometer Discrepancy Certification (required if vehicle is less than 10 years old, and the odometer brand is "not actual" or an odometer reading has been corrected)
- Emissions compliance statement (if applicable)

Continued on next page



Repossession Pg 2

NOTES:

- State law requires that each owner in the chain of ownership must title and register the vehicle (with the exception of dealers and insurance companies). If the previous owner did not title and register the vehicle and/or pay applicable sales and use tax, those fees and taxes are still due.
- If more than one lien is noted, the first lienholder will notify all subsequent lienholders of the repossession. Subsequent liens do not have to be discharged to accept the application for title and registration.
- If the fees are not paid, the county clerk does not have to issue registration plates.
- Dealers may use dealer plates on repossessed vehicles held for resale.
- When selling a repossessed vehicle out of state, some states may not accept Tennessee's Certification of Sales Under Special Conditions form and the lienholder may need to apply for title only as legal owner of the vehicle.

RELATED TOPICS

SALES UNDER SPECIAL CONDITIONS

DRIVE OUT TAG

TEMPORARY OPERATION PERMIT

TITLE ONLY

FEES:

Click [here](#) for fees.

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



REVOCATION /LEGAL HEARING OFFICE OVERVIEW

REVISED: 11/02/2012

AUTHORITY:

Tenn. Code Ann. Sections, 55-4-121, 55-5-117-119, 55-12-114, 67-1-105
Uniform Administrative Procedure Act Title 4 Chapter 5 part 3

DESCRIPTION:

“Revocation” is a process implemented by the Department upon satisfactory proof the certificate of registration, certificate of title, registration plate, or permit should not have been issued. Each revocation is handled on a case-by-case basis, it reverses the decision to issue the item.

CAUSES OF REVOCATION

- The item was fraudulently or erroneously issued
- A vehicle has been titled or registered that was previously deemed as non-repairable
- A vehicle has been titled or registered that was previously deemed as salvage but the vehicle was not subjected to the pre-certification process to make a salvage vehicle roadworthy
- A registration plate is knowingly displayed on a vehicle other than the one for which it was issued
- Failure to provide proof of financial responsibility (in this case, law enforcement may confiscate the license plate, and a **STOP** is placed on the system blocking future registrations/renewals until the stop is cleared by the Department of Safety)

DUE PROCESS:

If the Department plans to revoke an issued title and/or registration, a certified notice shall be mailed to the owner/registrant and applicable lienholders, of the revocation. The owner/registrant may within ten (10) days of receipt of the notice, request, in writing, a hearing with the Commissioner of Revenue. The hearing request must have a postmark date within the ten (10) day notice period.

The purpose for the hearing is to determine if the Department took the proper steps and correctly issued, suspended, or revoked the Certificate of Title, Registration, Plate or Permit based on the record and the law.

Issues of actual ownership and parties' rights under a contract will not be considered in this hearing and must be resolved by legal remedy in a court of law.

Continued on next page



**Revocation /Legal Hearing Office Overview pg.2
Due Process Continued**

All petitions for a hearing should be sent to the following address:

Tennessee Department of Revenue
Hearing Office
1240 Andrew Jackson State Office Building 500 Deaderick Street
Nashville Tennessee 37242

If a request for a hearing is not received within the ten (10) day limit, the title will be deemed invalid.



SALE OF EMERGENCY VEHICLES

Revised 11/02/2012

AUTHORITY:

Request from Federal Homeland Security

Tenn. Code Ann. Sections 55-9-402 and 414 (relative to lights, sirens and markings)

DESCRIPTION:

In the aftermath of September 11, 2001, the United States Department of Homeland Security requested states more closely monitor the sale of emergency vehicles. The majority of sales of these type vehicles happen through auction, and there is no guarantee the vehicle(s) will be registered in the State of Tennessee.

As a result, Tennessee established a form ([AUTHORIZATION FOR THE SALE OF AN EMERGENCY VEHICLE Form RV-F1313901--SIDE B](#)) to be completed, preferably, at the time of the sale, capturing the following information:

- The Seller's full name and address
- The Purchaser's name, mailing and physical addresses and Photo ID
- The type of emergency vehicle being sold
- The VIN, make and model of the vehicle
- If the vehicle is being sold for salvage
- If the vehicle will be registered outside of Tennessee, which state
- Transfer Documents (Bill of Sale, Title, etc.)
- Method of Payment

REQUIREMENTS:

All emergency markings and lights should be removed, with the exception of

- Vehicles operated by rural mail carriers, when in an official U S Postal Service capacity,
- Regular or volunteer firefighters,
- School Buses when slowing or stopping,
- State chartered rescue squads, or
- Vehicles of salaried full-time local, state or federal law enforcement serving in official capacity

LINKS:

<http://tn.gov/revenue/article/title-and-registration-forms>



Sales Tax Exemption for Interstate Commerce Motor Vehicles and Trailers Overview

Revised: 02/06/2015

AUTHORITY:

Tenn. Code Ann. Section 67-6-331

Persons who have qualified with the federal government or other state regulatory agency as a common or contract carrier may purchase motor vehicles free from sales tax in Tennessee by completing an application to be filed with the county clerk upon titling and registration. Each vehicle must meet the following conditions pursuant to Tenn. Code Annotated §67-6-331 to be considered for exemption:

- Have a gross vehicle wheel rating (GVWR) of Class 3 (16,000 pounds) or above (truck); or
- Be a trailer, semi-trailer, or pole trailer; AND
- Be used to transport passengers or cargo **principally** in interstate or foreign commerce. “Principally” means more than 50% of the operational time of the motor vehicle.
- The purchaser must also:
 - Complete the Application for Sales Tax Exemption for Interstate Commerce Motor Vehicles and Trailers (Form RV-F1300401); and
 - Provide a copy of the common or contract carrier designation to the county clerk upon registration

Qualifying Registrations

The truck or trailer must be registered either through the International Registration Program (IRP) or have an operating authority or permit issued by the Interstate Commerce Commission, Federal Highway Administration, or the Federal Motor Carrier Safety Administration. Commonly, these are known as **ICC** or **MC** numbers.

Having a “ICC” or “MC” number **does not automatically exempt the registrant from tax**. First, the affidavit form must be completed. Also, as stated on the application form, the GVWR must be 16,000 pounds or above, and it must be used to transport passengers or cargo in **interstate commerce** more than 50% of the time. Therefore, if the company has the proper type of vehicle and an ICC or MC number, but only uses it within the state of Tennessee (intrastate), the applicant would not qualify for exemption.



SALES TAX EXEMPTION FOR INTERSTATE COMMERCE MOTOR VEHICLES AND TRAILERS

REVISED 11/21/2012

AUTHORITY:

Tenn. Code Ann. Section 67-6-331

Motor Vehicles and Trailers with a Gross Vehicle Weight Rating (GVWR) of a class three (3) or above, used in service of passenger or cargo transportation principally in interstate or foreign commerce by a common carrier or a contract carrier under authority granted by the federal government are exempt from sales and use tax. (For-hire motor carriers only).

The Federal Motor Carrier Safety Administration offers the following definitions:

An “**Authorized For Hire Carrier**” is a person or company that provides transportation of cargo or passengers for compensation. A for hire carrier, in addition to the USDOT Number, will also be required to obtain Operating Authority (Motor Carrier Number).

A “**Common Carrier**” is a person or company who provides for-hire truck transportation to the general public. Common carriers must file liability (BI&PD) insurance but are not required to file cargo insurance.

A “**Contract carrier**” is a person or company who provides for-hire truck transportation to specific, individual shippers based on contracts.

SUMMARY

- Owners of interstate motor vehicles and trailers outlined in this document may apply for title only
- Sales and use tax are not required
- There are usually three (3) situations where a registrant would chooses to title-only a motor vehicle and/or trailer through the County Clerk office
 1. A dealer sold a vehicle to the purchaser;
 2. The purchaser (lessor) will title the vehicle in their name and lease the vehicle to the lessee; or
 3. A dealer sold the vehicle to the purchaser. The purchaser (lessor/owner) financed the vehicle and leased the vehicle to a lessee. The lessee titles the vehicle in their name

RELATED TOPICS:

TITLE ONLY

LINKS:

For additional information on carrier definitions, go to www.fmcsa.dot.gov.

Continued on next page



Sales Tax Exemption for Interstate Commerce Motor Vehicles and Trailers Title-Only

Regardless of the use of the vehicle, vehicles smaller than Class 3 (16,000 lbs. or less) are not exempt from sales and use tax.

If the purchaser fails to circle YES on the Sales Tax Exemption for Interstate Commerce Motor Vehicle and Trailers form, indicating that the vehicle or trailer will be used to transport passengers or cargo principally (more than 50%) interstate or foreign commerce, **collect sales tax.**

When a registrant chooses to title-only a motor vehicle and/or trailer through the County Clerk office there are usually three (3) situations. 1. A dealer selling a vehicle to the purchaser; 2. The purchaser (lessor) will title the vehicle in their name and lease the vehicle to the lessee; or 3. A dealer sold the vehicle to the purchaser. The purchaser (lessor/owner) financed the vehicle and allowed the lessee to register the vehicle in the name of the lessee with the ownership being the purchaser (lessor).

1. A dealer sold the vehicle to the purchaser. The purchaser wishes to title the vehicle.

Required documents in addition to title documentation:

- A completed Application for Sales Tax Exemption form
- A copy of the Purchaser's IRP application

For examples of documents see Situation 1 below

2. The purchaser (lessor) wishes to title the vehicle in their name and lease the vehicle to a lessee.

Required documents in addition to title documentation:

- A completed Application for Sales Tax Exemption form
- A completed Leased Vehicle Owners Authorization to Lessee form
- A copy of the lease agreement

For examples of documents see Situation 2 below

3. A dealer sold the vehicle to the purchaser. The purchaser (lessor/owner) financed the vehicle and allowed the lessee to register the vehicle in the name of the lessee with the ownership being the purchaser (lessor).

Required documents in addition to title documentation:

- A completed Application for Sales Tax Exemption form.
- A completed Leased Vehicle Owner Authorization to Lessee form

For examples of documents see Situation 3 below

Continued on next page



Sales Tax Exemption for Interstate Commerce Motor Vehicles and Trailers Title-Only Pg 3

For assistance in verification of the information required in the "In the Check the Applicable Boxes" area on the Application for Sales Tax Exemption form, the purchaser may provide a copy of the following:

- First box – Request a copy of the International Registration Program registration application that indicates the IRP account number. If the vehicle will be registered in a jurisdiction other than Tennessee, write the name of the jurisdiction on the form. If this will be a new IRP account, the application will indicate their intentions to register through the IRP. See Situation 1 below
• Second box – A copy of Operating Authority/Permit issued by the ICC, FHWA or the FMCSA in the name of the purchaser. See Situation 1 below.
• Third box – Requests the registrant to write the exempt commodities that will be transported. For a list of federal exempt commodities visit: Administrative Ruling No. 119 See Situation 3 below

SITUATION

1

APPLICATION FOR SALES TAX EXEMPTION For Interstate Commerce Motor Vehicles and Trailers. Dealer/Seller: Lucky Truck Center, Dealer Address: 601 Smiley Road, HAPPY, TN 37777, Name of Purchaser: HAPPY A Trucking, Inc, Purchaser Address: 595 Lonesome Hwy, HAPPY, TN 37777, Sales Tax Registration No: 012345678, Invoice No., Date of Sale or Lease: 09/27/2012, Name of Lessee, Lessee Address. Description of the Motor Vehicle or Trailer: Truck [], Semi-Tractor [X], Trailer [], Make: Freightliner, Model, Year: 2013, Serial Number: 1JYBC48U1DJ34513, Motor Number, New [X], Used [], Sales Price: 120,132.36, Trade-In Allowance, Gross Vehicle Weight Rating Class: 17,280 Lbs, 80,000 (not applicable to trailers). (YES/NO) (circle one) The motor vehicle or trailer will be used to transport passengers or cargo principally (more than 50%) in interstate or foreign commerce pursuant to Tenn Code Ann. Section 67-6-331. (If the answer to this question is no, the exemption does not apply). Check the Applicable Boxes: [X] The motor vehicle or trailer described above will be registered in the International Registration Program (attach copy); or 123456 TN IRP. [X] The carrier has an Operating Authority/Permit issued by the Interstate Commerce Commission, Federal Highway Administration or the Federal Motor Carrier Safety Administration (attach copy), or. [] The motor vehicle or trailer will be used to transport exempt commodities as defined by federal law. I understand that falsification of this document for the purpose of tax exemption may be considered fraud and is punishable by law. PURCHASER'S SIGNATURE: [Signature] DATE: 09/27/2012. This application for exemption must be prepared and executed in triplicate by the dealer/seller and purchaser at the time of the sale of the motor vehicle or trailer. The original must be retained by the dealer/seller to substantiate the exemption claimed on its Sales and Use Tax return. The purchaser should retain a copy with the application for title and the title after it is issued. A copy must accompany the application for title and must be submitted to the Vehicle Services Division, Tennessee Department of Revenue, 44 Vantage Way, Suite 160, Nashville, Tennessee 37243-8050. Do not mail this form to the Tennessee Department of Revenue.

Continued on next page



Sales Tax Exemption for Interstate Commerce Motor Vehicles and Trailers Title-Only Pg 4

SITUATION 1 (Continued)

**STATE OF TENNESSEE
INTERNATIONAL REGISTRATION PLAN
SCHEDULE A**

Name of Registrant: Happy A Trucking Inc.
 Registrant Email Address: happytruckinc@earthlink.net
 Doing Business As: 515 LONESOME HWY
 Physical Street Address: Happy County: SM State: IN Zip Code: 47177
 City: Happy Registrant's U.S. DOT #: 0076952

Registration State: IN Zip Code: 47177

City: _____ State: _____ Zip Code: _____

1. UNITS LISTED BELOW WILL BE AUTHORIZED TO OPERATE JURISDICTIONS AND AT THE WEIGHT LISTED BELOW.
 LIST WEIGHTS IN THE BOX FOR EACH JURISDICTION.

AL	AR	AZ	CA	CO	CT	DC	DE	FL	GA
IA	ID	IL	IN	KS	KY	LA	MA	MD	ME
MI	MN	MS	MO	MT	NE	NV	NH	NJ	NM
NY	NC	ND	OH	OK	OR	PA	RI	SC	SD
TX	UT	VT	VA	WA	WV	WI	WY	AB	BC
MB	NS	NL	NS	ON	PE	QC	SK		

* Will the control & responsibility for the safety of this vehicle be assigned to a different motor carrier during the registration year by lease? Yes No

2. Additions

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
CON	V.I.N.	YR	MAKE	TYPE	AXES	SEATS	GVWR	GVW	GVW	GVW	GVW	GVW	GVW	GVW	GVW	GVW
13	1X8G48LUD	2013	TRITON	T	3	5	D	18000	8000	8000	16000	16210	17000	TN	CCC	

3. DELETIONS

CON	V.I.N.	LICENSE PLATE #	DECL. #	REASON REMOVED

4. Declaration: Under penalty of perjury, the undersigned declares that the information on this application is true and correct.
 By: Shirley Walker Date: 07/27/2013
 Title: Owner

5. License Information: License Yr: 2012 License # 123456 Fee # 2 Page 2 of
 Person to Contact Regarding Application: Shirley Telephone No. 615 228-2828 Fax No.
 Temporary Permit Requested? (Please check one) Yes No
 Carrier Type: Private For-Hire Bus Household Good
 Jurisdiction Use Only: New Account Renewal Supplement #

OFFICE USE ONLY

HWT	DATE	INITIALS
MCS-150		
VERIFIED & KEYED		
2nd VERIFICATION		
CRED. RELEASED		

RV-F139A(1) (Rev. 5-13) See Reverse Side for Instructions, and Affidavit for Lost Card Card

Continued on next page



Sales Tax Exemption for Interstate
Commerce Motor Vehicles and Trailers
Title-Only Pg 5

SITUATION 1 (Continued)


U.S. Department of Transportation
Federal Motor Carrier Safety Administration

1200 New Jersey Ave., S.E.
Washington, DC 20590

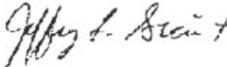
SERVICE DATE
October 12, 2011

PERMIT
MC-1999999
U.S. DOT No. 555555
Happy A Trucking, Inc.
Happy, IN 77777

This Permit is evidence of the carrier's authority to engage in transportation as a **contract carrier of property (except household goods)** by motor vehicle in interstate or foreign commerce.

This authority will be effective as long as the carrier maintains compliance with the requirements pertaining to insurance coverage for the protection of the public (49 CFR 387) and the designation of agents upon whom process may be served (49 CFR 366). Failure to maintain compliance will constitute sufficient grounds for revocation of this authority.

Service must be performed under a continuing agreement with one or more persons.


Jeffrey L. Secrist, Chief
Information Technology Operations Division

NOTE: Willful and persistent noncompliance with applicable safety fitness regulations as evidenced by a DOT safety fitness rating of "Unsatisfactory" or by other indicators, could result in a proceeding requiring the holder of this certificate or permit to show cause why this authority should not be suspended or revoked.

PMO

Continued on next page



Sales Tax Exemption for Interstate Commerce Motor Vehicles and Trailers Title-Only Pg 6

SITUATION 2

**APPLICATION FOR SALES TAX EXEMPTION
For Interstate Commerce Motor Vehicles and Trailers**

Dealer/Seller _____ Sales Tax Registration No. _____
 Dealer Address _____ Invoice No. _____
 Name of Purchaser Slim Jim Jones Date of Sale or Lease 09/18/2012
 Purchaser Address 666 Slim St If Long Term Lease, Name of Lessee Happy A Trucking, Inc
Sunshine, TN 22222 Lessee Address 595 Lonesome Hwy
HAPPY TN 77777

If vehicle or trailer is leased, attach a copy of the lease contract.

Description of the Motor Vehicle or Trailer

Truck Semi-Tractor Trailer
 Make KW Model _____ Year 2013
 Serial Number 1JXBC48U1D345117 Motor Number _____
 Sales Price 95,903.57 Trade-In Allowance _____ New Used
 Amount Paid 95,903.57

Gross Vehicle Weight Rating Class 8 Lbs 46,000 (not applicable to trailers)
 (Regardless of their use, vehicles smaller than Class 3 (16,000 lbs. or less) are not exempt from sales and use tax.)

YES NO (circle one) The motor vehicle or trailer will be used to transport passengers or cargo principally (more than 50%) in interstate or foreign commerce pursuant to Tenn Code Ann. Section 67-6-231.
 (If the answer to this question is no, the exemption does not apply.)

Check the Applicable Boxes

The motor vehicle or trailer described above will be registered in the International Registration Program (attach copy), or
 The carrier has an Operating Authority/Permit issued by the Interstate Commerce Commission, Federal Highway Administration or the Federal Motor Carrier Safety Administration (attach copy); or
 The motor vehicle or trailer will be used to transport exempt commodities as defined by federal law.

Whole cottonseed may be considered fraud and is punishable by _____ DATE 09/18/2012
 The dealer/seller and purchaser at the time of the sale are required to substantiate the exemption claimed on this application for title and the title after it is issued. A copy of this application should be retained by the Motor Vehicle Services Division, Tennessee Department of Revenue.

Form 6-12

**Leased Vehicle
Owners Authorization to Lessee**

THE DESCRIBED VEHICLE:
 MAKE Kenworth YEAR MODEL 2013
 BODY TYPE TT VIN 1JXBC48U1D345117

Lessor (Vehicle Owner):
Slim Jim Jones
 Printed Name Slim Jim Jones
 Signature
666 Slim St. Sunshine, TN 22222
 Complete Mailing Address

The Lessee has leased the vehicle described in this form. Under the terms of the lease, Lessee has exclusive control of its operation for a period of not less than 90 days. Lessor authorizes Lessee to register the vehicle as provided by T.C.A. Section 55-4-101 (d)(1) and to change the classification of the registration prior to its expiration or prior to the termination of the lease.

Lessor authorizes the State of Tennessee to register the vehicle in Lessee's name (\$2.00 fee required). Lessor waives its rights to any license plate issued to Lessee.

Lessee Registrant (owner of plate):
Happy A Trucking, Inc.
 Printed Name Sherry A. Happy
 Signature
595 Lonesome Hwy. Happy, TN 77777
 Complete Mailing Address

To be Completed by Lessor

RV-F1309201 (Rev. 7/05) RD

Continued on next page



Sales Tax Exemption for Interstate
Commerce Motor Vehicles and Trailers
Title-Only Pg 7

SITUATION 2 (Continued)

INDEPENDENT CONTRACT AGREEMENT

This agreement, made this 18th day of September, 2012 between Harry A Trading Inc, a Tennessee Corporation with its principal office in MEMPHIS, TN hereinafter referred to as "CARRIER" and Shim Jim Jones of Sunshine, TN, hereinafter referred to as "CONTRACTOR".

WITNESSETH:

Whereas, the CARRIER, being a for hire motor carrier, operating pursuant to authority issued by the Interstate Commerce Commission and/or various state regulatory agencies; and

Whereas, the CONTRACTOR is the owner of the equipment listed in Exhibit A of this agreement and is engaged in the business of transporting freight by motor vehicle pursuant to contract with private, contract or common carriers or shippers; and

Whereas, the CARRIER desires to enter into an agreement with the CONTRACTOR for the transportation of certain commodities or may be provided from time to time by the CARRIER to transport such commodities on a long term basis; and

Whereas, the parties desire to enter into a written agreement which is in accord with the laws of the State of Tennessee, the states through which the CARRIER'S operations are conducted and all the rules and regulations of the Interstate Commerce Commission, the Department of Transportation and other Federal, State and local agencies having jurisdiction over the parties;

Now therefore, in consideration of the mutual covenants and agreements herein contained, the parties mutually agree as follows:

1.1 The CONTRACTOR agrees as an independent contractor to furnish to CARRIER for a period of thirty (30) days and from month to month thereafter, unless cancelled by (30) days in writing by one party to the other, the equipment more specifically described in Exhibit A and by reference made a part hereof, together with drivers and all other necessary labor to transport, load and unload on behalf of CARRIER, or on behalf of such other certificated or permitted carriers as CARRIER may designate through authorized "trip leases", such commodities as the CARRIER may from time to time make available to the CONTRACTOR. It is understood that the CARRIER shall have exclusive possession, control and use of the equipment listed in Exhibit A for the duration of the agreement. The CARRIER agrees to make reasonable efforts to make commodities available from time to time for transportation by the CONTRACTOR, although **THIS AGREEMENT IS NOT TO BE CONSTRUED AS AN AGREEMENT BY THE CARRIER TO FURNISH ANY SPECIFIC NUMBER OF LOADS OR POUNDS OF FREIGHT WHATSOEVER FOR THE CONTRACTOR.** CONTRACTOR agrees to furnish at his own expense for the duration of this lease and agrees to pay all costs of operating same, including, without restricting the generality of the above, gasoline or other fuel, oil, tires, parts, repairs, lubricants, tolls, ferries, fines, empty mileage, driver's salary and all registration license and permit fees, taxes or plates required for the operation of said equipment and all taxes assessed against said equipment, and CONTRACTOR agrees to indemnify, save and hold CARRIER harmless from and against any liability or expense, including attorney's fees, for the work done.

Continued on next page



Sales Tax Exemption for Interstate Commerce Motor Vehicles and Trailers Title-Only Pg 8

SITUATION 2 (Continued)

TO INDEPENDENT CONTRACTOR AGREEMENT

This Exhibit A to the Independent Contractor Agreement entered on the 18th day of September 2012, between Happy A Trucking Inc (CARRIER) and Shim Jim Jones (CONTRACTOR), identifies the leased equipment covered by said Agreement and constitutes the receipt for the equipment as required by Interstate Commerce Commission regulation.

DESCRIPTION OF EQUIPMENT:

TRACTOR MAKE Kenworth

V.I.N. 1TXBC42U1D3345117

YEAR AND MODEL '2013 T660

TRAILER MAKE _____

V.I.N. _____

YEAR AND MODEL _____

CARRIER accepts possession of the above described equipment on the date stated above at (time) _____, receipt of which is acknowledged.

Shim Jim Jones
CONTRACTOR'S SIGNATURE

Happy A Trucking Inc
CARRIER'S SIGNATURE

BY Shim Jim Jones
TITLE OWNER

BY Shomelappa
TITLE GENERAL MANAGER

(AT TERMINATION OF LEASE)

The lease of the equipment described herein is terminated. CONTRACTOR accepts possession of the above described equipment and acknowledges receipt thereof on this the _____ day of _____, at (time) _____.

CONTRACTOR

BY Shim Jim Jones

TITLE OWNER

Continued on next page



Sales Tax Exemption for Interstate Commerce Motor Vehicles and Trailers Title-Only Pg 9

SITUATION 3

 TENNESSEE DEPARTMENT OF REVENUE

APPLICATION FOR SALES TAX EXEMPTION
For Interstate Commerce Motor Vehicles and Trailers

Dealer/Seller Lucky Truck Center Sales Tax Registration No 012345678
 Dealer Address 601. Smiley Rd. Invoice No. _____
HAPPY, TN 37777 Date of Sale or Lease 10/23/2012
 Name of Purchaser Austin Financial Institute If Long Term Lease Name of Lessee HAPPY A Trucking Inc
 Purchaser Address 123 Financial St. Lessee Address 595 Lonesome Hwy
Somewhere, TN 11111 HAPPY, TN 37777

If vehicle or trailer is leased, attach a copy of the lease contract.

Description of the Motor Vehicle or Trailer

Truck Semi-Tractor Trailer

Make Kenworth Model _____ Year 2013
 Serial Number 1JYBE48U1D1345111 Motor Number _____
 Sales Price 95,903.57 Trade-In Allowance _____ New Used
 Amount Paid 95,903.57

Gross Vehicle Weight Rating Class 8 Lbs. 46,000 (not applicable to trailers)
 (Regardless of their use, vehicles smaller than Class 3 (16,000 lbs. or less) are not exempt from sales and use tax.)

YES NO (circle one) The motor vehicle or trailer will be used to transport passengers or cargo principally (more than 50%) in interstate or foreign commerce pursuant to Tenn Code Ann. Section 67-6-331.

(If the answer to this question is no, the exemption does not apply).

Check the Applicable Boxes

The motor vehicle or trailer described above will be registered in the International Registration Program (attach copy); or

The carrier has an Operating Authority/Permit issued by the Interstate Commerce Commission, Federal Highway Administration or the Federal Motor Carrier Safety Administration (attach copy); or

The motor vehicle or trailer will be used to transport exempt commodities as defined by federal law.

I understand that falsification of this document for the purpose of tax exemption may be considered fraud and is punishable by law.

PURCHASER'S SIGNATURE Larry Sims DATE 10/23/2012

This application for exemption must be prepared and executed in **triplicate** by the dealer/seller and purchaser at the time of the sale of the motor vehicle or trailer. The original must be retained by the dealer/seller to substantiate the exemption claimed on its Sales and Use Tax return. The purchaser should retain a copy with the application for title and the title after it is issued. A copy must accompany the application for title and must be submitted to the Vehicle Services Division, Tennessee Department of Revenue, 44 Vantage Way, Suite 160, Nashville, Tennessee 37243-8050.

Do not mail this form to the Tennessee Department of Revenue.

RVSF1500401 (Rev. 8-12) Internal (8-12)

Continued on next page



Sales Tax Exemption for Interstate
Commerce Motor Vehicles and Trailers
Title-Only Pg 10

SITUATION 3 (Continued)

**Leased Vehicle
Owners Authorization to Lessee**

THE DESCRIBED VEHICLE:

MAKE Kenworth YEAR MODEL 2013

BODY TYPE _____ VIN 1JXBC48U1D534511

Lessor (Vehicle Owner):

Austin Financial Institute Larry Snie
 Printed Name Signature

123 Financial St. Somewhere, TX 11111
 Complete Mailing Address

The Lessee has leased the vehicle described in this form. Under the terms of the lease, Lessee has exclusive control of its operation for a period of not less than 90 days. Lessor authorizes Lessee to register the vehicle as provided by T.C.A. Section 55-4-101 (d)(1) and to change the classification of the registration prior to its expiration or prior to the termination of the lease.

Lessor authorizes the State of Tennessee to register the vehicle in Lessee's name (\$2.00 fee required). Lessor waives its rights to any license plate issued to Lessee.

Lessee Registrant (owner of plate):

Happy A. Trucking, Inc Shonak Meedy
 Printed Name Signature

595 Lowesomz Hwy Happy, TN 77777
 Complete Mailing Address

To be Completed by Lessor

RV-F1309201 (Rev. 7/05) RDA 692

Continued on next page



Sales Tax Exemption for Interstate
Commerce Motor Vehicles and Trailers
Title-Only Pg 11

SITUATION 3 (Continued)

INDEPENDENT CONTRACT AGREEMENT

This agreement, made this 18th day of September, 2012 between Happy A Trucking Inc, a Tennessee Corporation with its principal office in MEMPHIS, TN hereinafter referred to as "CARRIER" and Slim Jim Jones of Sunshine, TN, hereinafter referred to as "CONTRACTOR".

WITNESSETH:

Whereas, the CARRIER, being a for hire motor carrier, operating pursuant to authority issued by the Interstate Commerce Commission and/or various state regulatory agencies; and

Whereas, the CONTRACTOR is the owner of the equipment listed in Exhibit A of this agreement and is engaged in the business of transporting freight by motor vehicle pursuant to contract with private, contract or common carriers or shippers; and

Whereas, the CARRIER desires to enter into an agreement with the CONTRACTOR for the transportation of certain commodities or may be provided from time to time by the CARRIER to transport such commodities on a long term basis; and

Whereas, the parties desire to enter into a written agreement which is in accord with the laws of the State of Tennessee, the states through which the CARRIER'S operations are conducted and all the rules and regulations of the Interstate Commerce Commission, the Department of Transportation and other Federal, State and local agencies having jurisdiction over the parties;

Now therefore, in consideration of the mutual covenants and agreements herein contained, the parties mutually agree as follows:

1.1 The CONTRACTOR agrees as an independent contractor to furnish to CARRIER for a period of thirty (30) days and from month to month thereafter, unless cancelled by (30) days in writing by one party to the other, the equipment more specifically described in Exhibit A and by reference made a part hereof, together with drivers and all other necessary labor to transport, load and unload on behalf of CARRIER, or on behalf of such other certificated or permitted carriers as CARRIER may designate through authorized "trip leases", such commodities as the CARRIER may from time to time make available to the CONTRACTOR. It is understood that the CARRIER shall have exclusive possession, control and use of the equipment listed in Exhibit A for the duration of the agreement. The CARRIER agrees to make reasonable efforts to make commodities available from time to time for transportation by the CONTRACTOR, although THIS AGREEMENT IS NOT TO BE CONSTRUED AS AN AGREEMENT BY THE CARRIER TO FURNISH ANY SPECIFIC NUMBER OF LOADS OR POUNDS OF FREIGHT WHATSOEVER FOR THE CONTRACTOR. CONTRACTOR agrees to furnish at his own expense for the duration of this lease and agrees to pay all costs of operating same, including, without restricting the generality of the above, gasoline or other fuel, oil, tires, parts, repairs, lubricants, tolls, ferries, fines, empty mileage, driver's salary and all registration license and permit fees, taxes or plates required for the operation of said equipment and all taxes assessed against said equipment, and CONTRACTOR agrees to indemnify, save and hold CARRIER harmless from and against any liability or expense, including attorney's fees, for the work done.

<https://mail.tn.gov/owa/WebReadyViewBody.aspx?t=att&id=RgAAAADvKJxtDc88RZxk5dHU6sF...> 10/24/2012



SALES TAX OVERVIEW

REVISED: 11/21/2012

AUTHORITY

Tenn. Code Ann. Sections 55-3-105, 67-6-102, 67-6-322, 67-6-343

DESCRIPTION:

Sales tax is imposed on all retail sales, leases, online sales and rentals of most goods, as well as taxable services. Use tax is the counterpart to the sales tax. It is applied when merchandise (tangible personal property) is purchased from outside the state of Tennessee and imported into the state for use or consumption. The 45 states that impose a sales tax also levy a use tax.

REQUIREMENTS

A county clerk is prohibited from accepting an application for certificate of title and registration unless the applicant can present evidence that they have paid the sales tax on the sales price or, in some instances, the value of the vehicle. Unless the applicant can provide documentation of exemption from the sales and use tax, the applicant will be required to pay tax on the purchase price of the vehicle.



SALE UNDER SPECIAL CONDITIONS OVERVIEW

REVISED: 11/21/2012

AUTHORITY:

Tenn. Code Ann. Sections 55-3-121, 55 -4-101(c), and 119

DESCRIPTION:

If a sale of a vehicle is due to **Repossession, Garage Keepers Lien or the Abandoned Vehicle Procedures** as outlined in the statute(s), the Sales Under Special Conditions form must be completed and used as part of the transfer of ownership documents. With this type of sale, there will be no title to be used for the transfer of ownership.

REQUIREMENTS:

- [Certification of Sales Under Special Conditions](#) form must be completed in its entirety and submitted to support the Application for Certificate of Title and Registration along with any additional required documentation.

RELATED TOPICS:

ABANDONED VEHICLES
GARAGEKEEPER'S LIEN
REPOSSESSION

FEES:

Click [here](#) for Fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



SALVAGE AND NON-REPAIRABLE VEHICLES

Revised 07/28/2016

AUTHORITY:

Tenn. Code Ann. Section 55-3-211, PC 691- 2016

DESCRIPTION:

Tennessee's salvage law covers motor vehicles with a manufacture year of less than ten (10) years, however

- light duty trucks with a GVWR greater than 9,000 pounds are exempt from the provisions of the salvage law

A "**Salvage Vehicle**" is a passenger motor vehicle which has been wrecked, destroyed, or damaged to the extent that the repair costs would exceed 75% of the retail value of the vehicle.

A "**Salvage Certificate**" also known as a Salvage Title is an ownership document for salvage vehicles.

A "**Non-repairable vehicle**" is a passenger motor vehicle which is incapable of safe operation for use on roads or highways and which has no resale value, except as a source for parts or scrap.

A "**Non-repairable Certificate**" also known as a non-repairable title is an ownership document issued by the state to the owner of a non-repairable vehicle.

NOTES:

- No vehicle deemed as salvage or non-repairable can be registered in or operate on the roads and highways of the state of Tennessee
- These certificates or titles serve only to establish ownership of the vehicle.
- An owner of a motor vehicle may elect to designate a vehicle as a salvage or non-repairable vehicle, without regard to the extent of the damage and repairs
- Ownership of a salvage vehicle may be reassigned on the back of the salvage certificate or on a title extension form(s) until repaired and the rebuilt vehicle process is completed
- Ownership of a non-repairable vehicle may be reassigned on the back of the non-repairable certificate two (2) times, then a new non-repairable certificate must be issued

Continued on next page



Salvage And Non-Repairable Vehicles Pg 2

REQUIREMENTS

- The applicant (owner, lienholder, insurance company, etc.) completes the [Application for Tennessee Salvage/Non-repairable Certificate](#),
- The applicant chooses “Salvage Certificate” or “Non-Repairable Certificate” by checkbox.
- The application must be supported by
 - the original certificate of title concerning the vehicle
 - power of attorney (if necessary)
- When entering information onto a salvage or non-repairable certificate and a mistake is made, do not scribble or erase, simply line once through the incorrect information and write the correct information, then complete an affidavit as to why the change was made.
- Any other alteration or erasures voids the document.

FEES:

Click [here](#) for Fees

FORMS:

<http://tn.gov/revenue/article/title-and-registration-forms>



SCOOTERS/MOPEDS/MOTORIZED BICYCLE

REVISED: 11/21/2012

AUTHORITY:

Tenn. Code Ann. Section 55-8-101

DESCRIPTION:

Scooters: A motorcycle with a motor that produces, not to exceed, five (5) brake horsepower or with a motor with a cylinder capacity not exceeding one hundred twenty-five cubic centimeters (125cc). Any scooter that has a cylinder capacity of fifty cubic centimeters (50cc) or more is required to be titled and registered. Anything less than the fifty cubic centimeters (50cc) is not required to be titled and registered.

Mopeds: A motor driven bicycle with two (2) or three (3) wheels, automatic transmission, and a motor with a cylinder capacity not to exceed fifty (50) cubic centimeters (50cc).

Motorized Bicycle: A vehicle with two (2) or three (3) wheels, an automatic transmission, and a motor with cylinder capacity not exceeding fifty (50) cubic centimeters (50cc) which produces no more than two (2) brake horsepower and is capable of propelling the vehicle at a maximum design speed of no more than thirty miles per hour (30 mph) on level ground.

REQUIREMENTS:

If to be titled and registered, customers must submit ownership documents, such as MSO & bill of sale or invoice, if purchased new. If vehicle is used, customer must submit certificate of title, properly assigned.

If no ownership documents, the customer must apply for title and registration by [Certificate of Ownership](#), the instructions are on the reverse side of the application.

The operator of a Scooter, Moped or Motorized Bicycle if applicable for the highway must be in possession of a valid operator's Class M driver's license, and shall be subject to all applicable and practical rules of the road.

FEES:

Click [here](#) for Fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



SECOND STAGE MANUFACTURER

REVISED: 11/02/2012

AUTHORITY:

NHTSA states requirements for manufacturers of motor vehicles and motor vehicle equipment.

Link: <http://www.nhtsa.gov/DOT/NHTSA/Rulemaking/Articles/Associated%20Files/newManf.pdf>

DESCRIPTION:

Some motor vehicles are the end result of a **chassis**, from a **primary manufacturer** and a **box or body** from a **secondary manufacturer**. A vehicle of this type is normally thought of as a “**special purpose**” or “**limited purpose**” vehicle.

In most cases, but not all, applications for titling and registration on vehicles having undergone this process will have two **Manufacturer’s Statements of Origin (MSO)**; which is also known as a **Manufacturer’s Certificate of Origin (MCO)**.

NOTE: The model-year of the box or body; not the chassis, is normally used as the model-year.

REQUIREMENTS:

EXAMPLE: School Bus

1. **Chassis:** General Motors, Dodge or John Deere (or other manufacturers) might make the chassis (frame, engine, rear axle & steering) and provide an MSO (#1)
2. **Box:** a motor home or school bus company (also called a “box” company”) places a “box” on the chassis; making a “completed” vehicle with its own MSO (#2).

Both MSOs represent the “**Completed**” vehicle. When available, **both** MSOs should be surrendered with the first title application. However, if each MSO has a unique Vehicle Identification Number (VIN) for each part, the VIN associated with the chassis should be used to create the certificate of title.

Some second-stage manufacturers DO NOT issue a second MSO:

An example of this is a fire truck or large wrecker manufacturer. Either might use a chassis (or chassis cab) from Kenworth, Peterbilt, Mack or other large truck manufacturer. The fire truck or wrecker manufacturer only places a work body on the chassis and they do not materially change the structure of the vehicle. Under those circumstances, they may or may not issue a second MSO. As in the above example, the VIN associated with the chassis would be used to identify the vehicle.

Continued on next page



Second State Manufacturers Pg 2

Some second-stage manufacturers do issue a single / original MSO:

Fire trucks are the best example of this situation. A truck-tractor manufacturer (Kenworth, Peterbuilt, Mack, etc.) sells chassis to a second stage manufacturer who materially alters the chassis. The second stage manufacturer uses the VIN from the truck-tractor for their company's MSO because they do not issue a new VIN. The "**Make**" might be (as an example) American LaFrance and the "**Model**" might be Fire Truck; but the VIN is issued by Kenworth, Peterbuilt, Mack, etc.

Some second-stage manufacturers are not federally licensed manufacturers:

These companies consider themselves second-stage manufacturers but they are actually using "**Glider Kits**" purchased from the original manufacturer (Kenworth, Peterbuilt, Mack, etc) to re-build an existing truck-tractor.

Year/Model

There is almost always a discrepancy between the VIN year for the chassis and the VIN year for the box or body. **The model-year of the box or body is normally used as the model-year**, and is normally the VIN used for Title & Registration. That information should coincide with the sales invoice.

Examples of second-stage manufacturer vehicle types are:

- Motor Home
- School Bus
- Wrecker
- Street Sweeper
- Cement Truck
- Ambulance

Examples of vehicles that are not necessarily from second-stage manufacturers:

- Farm trucks
- Delivery trucks
- Limousine
- Hearse

RELATED TOPICS:

SPECIALLY CONSTRUCTED VEHICLES

FEES:

Click [here](#) for Fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



SECURE POWER OF ATTORNEY

REVISED: 09/23/2013

AUTHORITY

U.S. 49 CFR §§ 580.4, 580.13, 580.14 and 580.15

DESCRIPTION

The Secure Power of Attorney document is used to disclose the mileage of a vehicle and support the transfer of ownership of the vehicle.

WHEN IT CAN BE USED

Part A. According to the Federal Truth in Mileage Act, when the ownership of a vehicle 10 years old and newer is transferred, the mileage **must** be disclosed. Ideally, this disclosure is made on the back of a title, along with the signatures of the seller (transferor) and the buyer (dealer/transferee).

However,

- If the seller's title is in the possession of the lienholder, or
- If the title has been lost and the buyer/dealer applies for a duplicate certificate of title on behalf of the seller

then the seller can give the dealer power of attorney in **Part A** of the secured document to disclose the odometer reading. This is completed at the time the vehicle is sold or traded in to a dealer,

Part B.

In many cases, by the time the vehicle is ready to be sold, the dealer will have the title in hand. The dealer would then disclose the mileage and sign on behalf of the seller; the buyer would sign the title and the transfer of ownership would be complete.

However, if the vehicle is sold to a new owner and the title is still not available due to either of the reasons stated above, the new buyer can give the dealer power of attorney on **Part B** of this secured document to review the title documents for odometer discrepancies and if none are found.

Part C.

Must be completed to certify that the information provided in the Secure Power of Attorney is correct.

NOTE: Tennessee's Secure Power of Attorney does not require notarization. Forms from other states may require notarization.

Continued on next page



Secure Power of Attorney Pg 2

WHEN IT CANNOT BE USED

- When the title is in the possession of the dealership but just “not accessible”, i.e., the title office is closed/locked:
 - The dealer must arrange a time for the buyer to return to properly sign the back of the title as buyer
 - If the Secure Power of Attorney were allowed to be used in this case, the dealer would be acknowledging the odometer disclosure as both seller and buyer which is prohibited by federal law

Secure Power of Attorney

POWER OF ATTORNEY FOR ODOMETER DISCLOSURE OF A MOTOR VEHICLE

WARNING: This form may be used only when Title is physically held by a lienholder or has been lost. This form must be submitted to the State by the person exercising powers of attorney. Failure to do so may result in fines and/or imprisonment.

<small>VEHICLE IDENTIFICATION NUMBER (VIN)</small> 1G3NL52TXC399655	<small>YEAR</small> 1999	<small>MAKE</small> OLDS	<small>MODEL</small> ALERO	<small>BODY</small> SD
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PART A. POWER OF ATTORNEY TO DISCLOSE MILEAGE

Federal law requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

Transferor's Name, (please print) _____ appoint _____ Transferor's Name, (please print)

as my attorney-in-fact, to transfer ownership and disclose the mileage, on the title for the vehicle described above, exactly as stated in my following disclosure.

I state that the odometer now reads 53249 miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked:

(1) I certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.

(2) I certify that the odometer reading is NOT the actual mileage.

WARNING—ODOMETER DISCREPANCY

Transferor's Address: _____ ATWOOD TN 38220 (City) _____ (State) _____ (Zip Code)

Transferor's Signature: _____ (Printed Name of Individual Signing as Transferor)

Transferor's Name: _____ (Print or Type Name of Business or Company) _____ (Dealer ID #)

Transferor's Address: _____ HUMBOLDT, TN 38343 (City) _____ (State) _____ (Zip Code)

PART B. POWER OF ATTORNEY TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE. (Part B. is not valid unless Part A. has been completed.)

Transferor's Name, (please print) _____ appoint _____ Transferor's Name, (please print)

as my attorney-in-fact, to sign the mileage disclosure, on the title for the vehicle described above, only if the disclosure is exactly as the disclosure on the title.

Transferor's Name: _____ (Printed Name)

Transferor's Address: _____ (Print or Type Name of Business or Company, if applicable) _____ (Dealer ID #)

Federal law requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I state that the odometer now reads _____ miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked:

(1) I certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.

(2) I certify that the odometer reading is NOT the actual mileage.

Transferor's Signature: _____ (Printed Name of Individual Signing as Transferor) _____ (Statement Date)

Transferor's Address: _____ (Street) _____ (City) _____ (State) _____ (Zip Code)

PART C. CERTIFICATION

_____, hereby certify that the mileage I have disclosed on the title document is consistent with that provided to me in the above power of attorney. Further upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and Reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.

Signature: _____ (Printed Name)

Address: _____ (Street) _____ (City) _____ (State) _____ (Zip Code) _____ (Date)

This document is void if any information entered herein has been erased or altered by any means. Unauthorized printing or reproduction of this document is strictly prohibited. 98-1243 (REV. 11/03)

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT



SURETY BOND

REVISED: 02/08/2013

AUTHORITY:

Tenn. Code Ann. Section 55-3-103 (b)

DESCRIPTION:

If the department is not satisfied as to the ownership of a vehicle and there are no known liens on the vehicle, and the vehicle has not been reported as stolen, the department may register the vehicle, but as a condition of issuing a certificate of title, require the owner to complete additional steps depending on the fair market value and age of the vehicle.

The value of the surety bond is calculated at one and one-half (1½) times the fair market value of the vehicle.

Surety Bond vs. Certification of Ownership

To obtain a certificate of title, an owner of a vehicle meeting the description above,

- with a fair market value of three thousand dollars (\$3,000.00) or less, or
- with a manufacture year of at least 30 years old regardless of fair market value, must complete the Certification of Ownership process as outlined using the [Certification of Ownership](#) form.

To obtain a certificate of title, an owner of a vehicle meeting the description above,

- with a manufacture year of less than thirty (30) years old AND
- with a fair market value **exceeding** three thousand dollars (\$3,000.00), must contact the department's Special Investigation Section to begin the "surety bond process", using the [Surety Bond Application](#).

REQUIREMENTS

A Surety Bond application must be supported by the following documents:

- **Verification** of the Vehicle Identification Number (VIN) by a law enforcement officer or licensed dealer, a pencil tracing of an embossed or stamped VIN is acceptable.
- **A notarized bill of sale** from the last registered owner or a notarized statement from the seller stating why the vehicle was not titled or registered in the seller's name.
- **In the absence of** a notarized bill of sale or notarized statement, submit a licensed motor vehicle dealer appraisal of the value of the vehicle.

Continued on next page



Surety Bonds Pg 2

- **Photographs** of the vehicle in its pre-repaired state. If these are not available, post-repair photographs must be submitted, along with a notarized statement from the applicant stating that the pre-repair photographs are not available, and that the applicant was unaware that such photographs were required prior to the repairs being made. If no repairs were made, that fact should be reflected in the statement.

After the application has been processed by the department's Special Investigation Section, the Anti Theft Unit, the applicant will be notified to secure a corporate or personal surety bond to cover one and one-half (1½) times the value of the vehicle; either type bond may be used in this process.

- **A corporate** surety bond may be obtained from a corporate surety bond company duly licensed to conduct business in Tennessee.
- **A personal** surety bond may be obtained from two solvent personal sureties.

The issued bond is maintained in a file for a period of three years. The bond may be returned at the end of the three (3) years or prior to the three (3) years if the vehicle is no longer registered in this state and the certificate of title has been surrendered to the department.

After the surety bond is received by the department, a letter of verification will be mailed to the applicant advising them to complete the [Multi-purpose Application](#) at the local county clerk's office, apply for title and registration and pay the appropriate fees. State and local title and registration fees as well as sales and use tax may apply.

The department's Special Investigations Section issues the certificate of title.

FEES:

Click [here](#) for Fees

LINKS:

[Multi-Purpose Application](#)
[Surety Bond Application form](#)
[Certification of Ownership](#)



SURVIVING SPOUSE

REVISED: 07/21/2016

AUTHORITY:

Tenn. Code Ann. Sections 55-4-118(b), 55-6-109, 30-2-101 et. Seq.

DESCRIPTION:

A “**Surviving Spouse**” may apply for a new title in their name at no cost within the first year of the death of the spouse. If the surviving spouse does not qualify for the current registration, a new plate must be assigned. If application is made after one year, the title and plate shall be issued at regular cost.

REQUIREMENTS:

When filing application for certificate of title and registration provide the following:

1. Application for Title and Registration
2. Certificate of Title
3. Copy of Death Certificate
4. Fees, if applicable

NOTE: No matter if the vehicle was in “joint or single” ownership, the new/used field and purchase date will not change on the new title as long as the transfer is within the year of the death.

If the surviving spouse sells to an ultimate purchaser without having the title in their name, the outstanding certificate of title should be properly assigned from surviving spouse to purchaser. In this instance, the following documents are needed to support transfer of the title into the new owner's name:

1. [Multi-purpose Application](#) – For Title and Registration
2. Copy of death certificate
3. Properly Assigned Certificate of Title (for example: “Owners Name” by “Name” of surviving spouse)
4. [Odometer Disclosure Statement](#) (if applicable).

NOTES:

- The surviving spouse or unmarried minor children of the deceased are entitled to certain property of the estate, including the family automobile, without regard to its value.
- When ownership is held in joint tenancy no matter of the conjunction or marital status, the right to survivorship automatically passes to the survivor/co-owner.

Continued on next page



Surviving Spouse Pg 2

RELATED TOPICS:

DEATH CERTIFICATE

AFFIDAVIT OF INHERITANCE

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



TEMPORARY OPERATION PERMITS (TOPS)

REVISED: 01/30/2014

AUTHORITY:

Tenn. Code Ann. Section 55-4-115

DESCRIPTION:

Temporary Operation Permit(s) (TOPs) are issued to motor vehicle owners desiring to operate a motor vehicle, otherwise subject to registration in Tennessee, over the streets and highways of the state for a temporary period of thirty (30) days.

REQUIREMENTS:

A TOP may be issued to the owner of a motor vehicle who has been unable to obtain a new registration or renew a previous registration for their motor vehicle. One additional TOP for a period of thirty (30) days may be issued to such owner, if the owner was unable to resolve their original registration issue during the previous thirty (30) day period. Applicants must provide proper identification, supporting documentation and payment of the fee to receive a TOP.

Applications for TOPs may be refused if it appears the owner of the motor vehicle is using the permit as a means to avoid registering the vehicle or if it appears the owner is attempting to circumvent any statutory requirement.

GENERAL INFORMATION:

TOP's shall not be issued on salvage or failed emission vehicles. Proper identification is required of each applicant.

Owners of motor vehicles may be granted a temporary operation permit for the following reasons:

- The vehicle title is not available for timely registration
- The vehicle was purchased from an individual (casual and isolated sale) and will be transported to the county clerk's office to be registered
- The vehicle has been purchased by a non-resident of Tennessee to be transported to another state for registration
- The vehicle cannot be timely registered due to a reasonable circumstance, requiring temporary operation, while the vehicle is being prepared for proper registration

Continued on next page



TEMPORARY TRAILER PERMIT

REVISED: 11/02/2012

AUTHORITY:

Tenn. Code Ann. Section 55-4-115

DESCRIPTION:

A permit issued for temporary use on trailers that are not subject to registration.

REQUIREMENTS:

- Trailer manufacturers or dealers may assign and issue a temporary trailer permit to a purchaser to move the trailer for a period of no more than five (5) days
- The statutory "LIFE" or valid period of this permit shall include Saturday and Sunday
- Each permit issued must be completely filled out in black ink
- The expiration date must be legibly completed in permanent black marker and measure at least two (2) inches in height
- The issue date must be punched with a single hole
- Each person or company who issues these permits must maintain a ledger or log showing the name and address of the person receiving the permit, a complete description of the trailer and the date of issuance. These records must be kept for no less than fifteen (15) months from the date of the transaction
- A person or company may forfeit the right to issue temporary trailer permits for failure to comply with the regulations or the law governing their issuance.

RELATED TOPICS:

N/A

FEES:

Click [here](#) for Fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



TITLE BRANDS

REVISED: 02/08/2013

AUTHORITY:

Tenn. Code Ann. Sections 55-1-106, 55-3-208, 55-3-213

DESCRIPTION:

A Tennessee Title is “**BRANDED**” with the following words, when it falls into one of these categories; **NEW, USED, DEMONSTRATOR, SPECIALLY CONSTRUCTED, RECONSTRUCTED, FLOOD DAMAGE, REBUILT, METHAMPHETAMINE, REPLICA.**

This guide breaks down how, when and why a Tennessee Title is branded.

TITLE BRAND CODES IN 3270 (LEGACY):

New/MSO	N
Used	U
Demonstrator	D
Rebuilt Vehicle	1
Flood Damage	2
Specially Constructed	3
Replica	4
Methamphetamine Vehicle	5
Non-Repairable	8
Demonstrator/Meth Vehicle	A
Rebuilt/Meth Vehicle	B
Flood Damage/Meth Vehicle	C
Specially Constructed/Meth Vehicle	E
Replica/Meth Vehicle	F
Non-Repairable/Meth Vehicle	G

NEW

A motor vehicle defined in Tennessee law is considered new until such time the vehicle is titled. An untitled vehicle requires a Manufacturer's Statement of Origin (MSO) properly assigned by the dealer to the purchaser reflecting all liens, a dealer's bill of sale and a separate odometer statement (necessary only if the MSO does not contain the conforming odometer language).

The MSO is used to assign the vehicle from the manufacturer to the first franchised dealer and subsequent franchised dealers until the first assignment to a customer or to a used vehicle dealer. The vehicle carries the brand **NEW** as long as it is assigned to another franchised dealer of the same line or make (example: Ford to Ford or Chevrolet to Chevrolet) or until assigned to an individual retail purchaser. For instance, a person with a new vehicle from another state may establish residency in Tennessee.

Continued on next page



Title Brands Pg 2
NEW Continued

At such time, the person is required to title and register the vehicle in Tennessee. **Since the ownership has not changed, the vehicle will be branded 'NEW'**. The same is true when a person with a new vehicle must replace their existing title. This brand is accomplished by placing an "**N**" in the new field on the [Multi-purpose Application](#).

USED

Mileage itself is not considered when a vehicle is to be branded **USED**. Vehicles that carry this brand are simply vehicles (1) sold by a used car dealer or (2) titled after an initial title has been issued.

Vehicles with an MSO and zero mileage should be branded **USED** if sold by a used vehicle dealer because the used motor vehicle dealer is not franchised by a manufacturer or importer and the dealer is only licensed to sell used vehicles. This brand is accomplished by placing a "**U**" in the used field on the [Multi-purpose Application](#).

DEMONSTRATOR (DEMO)

The vehicle is titled **NEW** to the first retail customer unless it has been used as a demonstrator. It is branded as "**DEMONSTRATOR**". Only franchised dealers may title a vehicle as "**DEMONSTRATOR**" and mileage is not considered. The criteria are a previously untitled motor vehicle which has incurred mileage due to its use as a demonstration vehicle. This brand is accomplished by placing a "**D**" in the used field on the [Multi-purpose Application](#).

Franchised dealers with untitled vehicles in their inventory may title the vehicle as a demonstrator as long as the vehicle has not been previously titled and is still carrying its original MSO.

Only franchised dealers may title a vehicle as "**DEMONSTRATOR**" and mileage is not considered when determining the brand. The criteria are a previously untitled motor vehicle which has incurred mileage due to its use as a demonstration vehicle. This brand is accomplished by placing a "**D**" in the used field on the [Multi-purpose Application](#).

Continued on next page



REBUILT

- **"Rebuilt Vehicle"** means any passenger motor vehicle which was previously issued a salvage title; has passed state anti-theft inspections; and repaired to meet all safety requirements as outlined by the NHTSA. The passenger motor vehicle was rebuilt to required standards; has been issued a certificate indicating that the passenger motor vehicle has passed the required anti-theft inspections; and has a decal stating **"REBUILT VEHICLE – ANTI-THEFT INSPECTIONS PASSED"** affixed to the driver's door jamb. This brand is accomplished by placing a **"1"** in the used field on the [Multi-purpose Application](#).
- **"Rebuilt Title"** means the passenger motor vehicle ownership document issued by the state to the owner of a rebuilt vehicle. Ownership of the passenger motor vehicle may be transferred on a rebuilt title, and a passenger motor vehicle for which a rebuilt title has been issued may be registered for use on the roads and highways. A rebuilt title shall be conspicuously labeled with the words **"REBUILT VEHICLE – ANTI-THEFT INSPECTIONS PASSED"** across the front.
- This brand is placed on a Tennessee Certificate of Title when the following circumstances occur:
 - Previously issued Salvage title
 - Passed Tennessee anti-theft inspection and issued a decal and
 - An affidavit issued by the re-builder that indicates the vehicle has been repaired to manufacturer's specifications and is supported with receipts for parts and labor and pictures of the vehicle in its wrecked condition. All subsequent titles issued for a vehicle with a brand will continue to carry the brand

FLOOD

"Flood Vehicle" means any passenger motor vehicle which has sustained substantial water damage as determined by departmental rules and regulations. Disclosure that a passenger motor vehicle has become a flood vehicle shall be made at the time of transfer of ownership, and the next certificate of title issued after the transfer shall be conspicuously labeled with the word **"FLOOD"** across the front. This brand is accomplished by placing a **"2"** in the used field on the [Multi-purpose Application](#).

SPECIALLY CONSTRUCTED/RECONSTRUCTED: **REQUIREMENTS:**

- Completed [Multi-purpose Application](#) form.
- VIN Plate
- **"SPECIALLY CONSTRUCTED"** is placed on the certificate of title for vehicles that are not originally constructed under a distinctive name, make, model or type by a generally recognized manufacturer of vehicles and not materially altered from its original construction. This brand is accomplished by placing a **"3"** in the used field on the [Multi-purpose Application](#).

Continued on next page



Title Brands Pg 4

Specially Constructed Continued

- **"Specially Constructed Vehicle"** means every vehicle of a type required to be registered in this state that have been materially altered from its original construction by the removal, addition, or substitution of essential parts, new or used as covered in Tenn. Code Ann. Section 55-1-106.
- **"Essential parts"** means all integral and body parts of a vehicle of a type required to be registered hereunder, the removal, alteration, or substitution of which would tend to conceal the identity of the vehicle or substantially alter its appearance, model, type, or mode of operation;

REPLICA:

"Replica Vehicle" means a custom-built car for which no certificate of title has ever been issued by the division may be titled as make, model and year of manufactured motor vehicle that the custom-built car most closely resembles, provided however the car is intended to replicate the make, model and year of the manufactured vehicle, and provided further, that the title clearly identifies the custom-built car as a replica. This brand is accomplished by placing a "4" in the used field on the [Multi-purpose Application](#) and will be labeled with the word **"REPLICA"** across the front of Tennessee Title.

METHAMPHETAMINE VEHICLE:

"Methamphetamine Vehicle" means any motor vehicle subject to registration and certificate of title provisions that has been impounded by a law enforcement agency based on a charge of manufacture of methamphetamine on or within the vehicle and determined to be contaminated pursuant to the standards developed pursuant to title 68, chapter 212, part 5, and for which the department has received a notice of motor vehicle impoundment for manufacture of methamphetamine pursuant to Tenn. Code Ann. Section 55-3-213. Disclosure that a motor vehicle has become a methamphetamine vehicle shall be made upon the department's receipt of such notice by issuance of a new certificate of title conspicuously labeled with the language **"Methamphetamine Vehicle"** across the front. Upon any subsequent transfer of ownership, the next certificate of title issued after the transfer shall be conspicuously labeled with the language **"METHAMPHETAMINE VEHICLE"** across the front. This brand is accomplished by placing a "5" in the used field on the [Multi-purpose Application](#).

NON-REPAIRABLE:

"Parts Only" can include:

- **"Non-repairable Vehicle"** means any passenger motor vehicle which is incapable of safe operation for use on roads or highways and which has no resale value except as a source of parts or scrap only or which the owner irreversibly designates as a source of parts or scrap.

Continued on next page



Title Brands Pg 5

Non-Repairable Continued

- **"Non-repairable vehicle"** includes, but is not limited to, any passenger motor vehicle which has sustained salt water damage as a result of salt water entering the passenger compartment. A non-repairable vehicle shall be issued a non-repairable vehicle certificate and shall never again be titled or registered.
- **"Non-repairable Vehicle Certificate"** means a passenger motor vehicle ownership document issued by the state to the owner of a non-repairable vehicle. Ownership of the passenger motor vehicle may only be transferred **two (2)** times on a non-repairable vehicle certificate. A passenger motor vehicle for which a non-repairable vehicle certificate has been issued can never be titled or registered for use on roads or highways. A non-repairable vehicle certificate shall be conspicuously labeled with the word **"NON-REPAIRABLE"** across the front. This brand is accomplished by placing an **"8"** in the used field on the [Multi-purpose Application](#).

DEMONSTRATOR/ METH VEHICLE:

The vehicle is titled **"DEMONSTRATOR/METH VEHICLE"** when it was used as a **'Demonstrator'** vehicle but has been impounded by law enforcement agency based on a charge of manufacture of methamphetamine on or within the vehicle.

Disclosure that a motor vehicle has become a methamphetamine vehicle shall be made upon the department's receipt of such notice by issuance of a new certificate of title conspicuously labeled with the language **"Demonstrator/Meth Vehicle"** across the front. Upon any subsequent transfer of ownership, the next certificate of title issued after the transfer shall be conspicuously labeled with the language **"METHAMPHETAMINE VEHICLE"** across the front.

This **"DEMONSTRATOR/METH VEHICLE"** brand is accomplished by placing an **"A"** in the used field on the [Multi-purpose Application](#).

REBUILT/ METH VEHICLE:

The vehicle is titled **"REBUILT/METH VEHICLE"** when it had previously been issued a salvage title but has been impounded by law enforcement agency based on a charge of manufacture of methamphetamine on or within the vehicle.

This vehicle would have a Tennessee Certificate of Title showing a previously issued Salvage title, passed Tennessee anti-theft inspection and issued a decal as well as an affidavit issued by the re-builder that says vehicle has been repaired to manufacturer's specifications and is supported with receipts for parts and labor and pictures of the vehicle in its wrecked condition.

Continued on next page



Title Brands Pg 6
Rebuilt/Meth Continued

Disclosure that a motor vehicle has become a methamphetamine vehicle shall be made upon the department's receipt of such notice by issuance of a new certificate of title conspicuously labeled with the language "**Rebuilt/Meth Vehicle**" across the front. Upon any subsequent transfer of ownership, the next certificate of title issued after the transfer shall be conspicuously labeled with the language "**METHAMPHETAMINE VEHICLE**" across the front.

This "**REBUILT/METH VEHICLE**" brand is accomplished by placing a "**B**" in the used field on the [Multi-purpose Application](#).

FLOOD DAMAGE/ METH VEHICLE:

The vehicle is titled "**FLOOD DAMAGE/METH VEHICLE**" when it had previously been issued a flood title but has been impounded by law enforcement agency based on a charge of manufacture of methamphetamine on or within the vehicle.

Disclosure that a motor vehicle has become a methamphetamine vehicle shall be made upon the department's receipt of such notice by issuance of a new certificate of title conspicuously labeled with the language "**Flood/Meth Vehicle**" across the front. Upon any subsequent transfer of ownership, the next certificate of title issued after the transfer shall be conspicuously labeled with the language "**FLOOD DAMAGE/METH VEHICLE**" across the front.

This "**FLOOD/METH VEHICLE**" brand is accomplished by placing a "**C**" in the used field on the [Multi-purpose Application](#).

SPECIALLY CONSTRUCTED/ METH VEHICLE:

The vehicle is titled "**SPECIALLY CONSTRUCTED/ METH VEHICLE**" when it had previously been issued a specially constructed title but has been impounded by law enforcement agency based on a charge of manufacture of methamphetamine on or within the vehicle.

Disclosure that a motor vehicle has become a methamphetamine vehicle shall be made upon the department's receipt of such notice by issuance of a new certificate of title conspicuously labeled with the language "**Specially Constructed/Meth Vehicle**" across the front. Upon any subsequent transfer of ownership, the next certificate of title issued after the transfer shall be conspicuously labeled with the language "**SPECIALLY CONSTRUCTED/ METH VEHICLE**" across the front.

This "**SPECIALLY CONSTRUCTED/ METH VEHICLE**" brand is accomplished by placing an "**E**" in the used field on the [Multi-purpose Application](#).

Continued on next page



Title Brands Pg 7

REPLICA/ METH VEHICLE:

The vehicle is titled “**REPLICA/ METH VEHICLE**” when it had previously been issued a replica title but has been impounded by law enforcement agency based on a charge of manufacture of methamphetamine on or within the vehicle.

Disclosure that a motor vehicle has become a methamphetamine vehicle shall be made upon the department’s receipt of such notice by issuance of a new certificate of title conspicuously labeled with the language “**Replica/Meth Vehicle**” across the front. Upon any subsequent transfer of ownership, the next certificate of title issued after the transfer shall be conspicuously labeled with the language “**REPLICA/METH VEHICLE**” across the front.

This “**REPLICA/METH VEHICLE**” brand is accomplished by placing an “**F**” in the used field on the [Multi-purpose Application](#).

NON-REPAIRABLE/ METH VEHICLE:

The vehicle is titled “**NON-REPAIRABLE/ METH VEHICLE**” when it had previously been issued a non-repairable title as a source of parts or scrap but has been impounded by law enforcement agency based on a charge of manufacture of methamphetamine on or within the vehicle.

Disclosure that a motor vehicle has become a methamphetamine vehicle shall be made upon the department’s receipt of such notice by issuance of a new certificate of title conspicuously labeled with the language “**Non-Repairable/Meth Vehicle**” across the front. Upon any subsequent transfer of ownership, the next certificate of title issued after the transfer shall be conspicuously labeled with the language “**NON-REPAIRABLE /METH VEHICLE**” across the front. Ownership of the passenger motor vehicle may only be transferred **two (2)** times on a non-repairable vehicle certificate.

This “**NON-REPAIRABLE /METH VEHICLE**” brand is accomplished by placing a “**G**” in the used field on the [Multi-purpose Application](#).

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>

Continued on next page



Examples

STATE OF TENNESSEE
 VERIFY THE AUTHENTICITY OF THIS MULTI-TONE DOCUMENT. BACKGROUND AREA CHANGES COLOR GRADUALLY FROM TOP TO BOTTOM.
CERTIFICATE OF TITLE

VEHICLE IDENTIFICATION NUMBER	YEAR	MAKE	MODEL	BODY TYPE	TITLE NUMBER
1HGCG6550YA022586	2000	HOND	ULX	4D	87129970
NEW USED DEMO	PREVIOUS TITLE NO	PREV STATE	SALES OR USE TAX	CO	ODOMETER
	S0715060	TN		71	

PREV OTHER TITLE ST: TN
 DATE TITLE ISSUED: 09-09-2010
 DATE VEHICLE ACQUIRED: 08-24-2010

REMARKS REBUILT VEHICLE, ANTI-THEFT INSPECTION PASSED

C1208764
 BAXTER TN 38544

SATISFACTORY PROOF OF OWNERSHIP HAVING BEEN SUBMITTED UNDER TENNESSEE CODE ANNOTATED, 55-3-101, TITLE TO THE MOTOR VEHICLE DESCRIBED ABOVE IS VESTED IN THE OWNER'S NAME HEREIN. THIS OFFICIAL CERTIFICATION OF TITLE IS ISSUED FOR SAID MOTOR VEHICLE.

1HGCG6550YA022586 87129970
 11043677

“Brands can be displayed in the “Remarks: field on the front of a TN Title.

Some Brands are Controlled Stock

Examples: Salvage Certificate of Title with an “Actual Mileage Odometer Brand Shown

A Non-Repairable Certificate: For Parts Only – Not Actual Mileage” Brand Shown

Note: Consumers should NOT drive on a “Salvage” or “Non-Repairable” Certificate.

STATE OF TENNESSEE
SALVAGE CERTIFICATE

VEHICLE IDENTIFICATION NUMBER	YEAR	MAKE	MODEL	BODY TYPE	CERTIFICATE NO
1FMYU93186KA61508	2006	FORD	ESC	UT	S0542016
PREVIOUS TITLE NO	PREV STATE	POLICY NO	CO	ODOMETER	
72394984	TN		19	62988	

DATE CERTIFICATE ISSUED: 11-14-2007
 DATE VEHICLE ACQUIRED: 10-05-2007

REMARKS ACTUAL MILEAGE

STATE OF TENNESSEE
NON-REPAIRABLE CERTIFICATE

VEHICLE IDENTIFICATION NUMBER	YEAR	MAKE	MODEL	BODY TYPE	CERTIFICATE NO
3D7ML48A78G170169	2005	DODG	RAM	PK	N0096281
PREVIOUS TITLE NO	PREV STATE	POLICY NO	CO	ODOMETER	
78758271	TN	92N1326	19	26	

PREV OTHER TITLE ST: MS TN
 DATE CERTIFICATE ISSUED: 01-30-2012
 DATE VEHICLE ACQUIRED: 01-26-2012

REMARKS FOR PARTS ONLY NOT ACTUAL MILEAGE

INSURANCE COMPANY
 WHEELING IL 60090

0075399



TITLE ONLY

REVISED: 07/13/2016

AUTHORITY:

Tenn. Code Ann. Section 55-3-101

DESCRIPTION:

Tenn. Code Ann. Section 55-3-101(a) indicates every motor vehicle or motorized bicycle, as defined in chapter 8 of this title, and every trailer, semi-trailer and pole trailer as defined by Tenn. Code Ann. Section 55-1-105, when driven or moved upon a highway, and every mobile home or house trailer when occupied shall be subject to the registration and certificate of title provisions of chapters 1-6 of this title, except as indicated in Tenn. Code Ann. Sections 55-3-101(a)(1) through 55-3-101(a)(4).

REQUIREMENTS:

There are certain instances when a "Title Only" is applicable for the County to issue, including but not limited to the following:

- Out-of-state Repossession
- Insurance company settlement
- Dealerships selling a vehicle to an out-of-state registrant must in addition to the title application provide a statement advising that the vehicle is being titled only for resale out of state.
- The owner of a mobile home
- Non-profit organization, examples: American Red Cross, American Cancer Society, Salvation Army, Churches, etc. (when a vehicle has been donated to the agency and there is a perspective purchaser)
- Confiscated vehicles by Government Agencies when selling the vehicle through online auctions
- Vehicles that comply with Interstate Common Carrier and registration are provided in other jurisdictions/states. (See related topics for additional information)

NOTE: Eligibility determination for "title only" is made on a case by case basis. If a request does not apply to any of the circumstances above, the County Clerk or the customer may submit copies of the ownership documents, a letter requesting permission for and the reason why they need "title only" to the Vehicle Services Division for authorization.

RELATED TOPICS:

SALES TAX EXEMPTION FOR INTERSTATE COMMERCE
MOTOR VEHICLES AND TRAILERS

FEES:

Click [here](#) for Fees

LINKS:

<http://tn.gov/assets/entities/revenue/attachments/f1310101Fill-in.pdf>



TRAILERS

Revised 01/21/2015

AUTHORITY:

Tenn. Code Ann. Sections 55-4-111, 55-4-113(a)(5), and 67-6-331

DESCRIPTION:

A trailer is a vehicle that is not self-propelled and is dependent upon being attached to or pulled by a self-propelled vehicle in order to operate on the road.

REQUIREMENTS:

Not every trailer is required to be registered. Registration requirements are determined by the trailer type, purpose, usage and/or size. There are three different trailer registration plates. For more information see Trailers in the Plates section of this guide.

- Trailer E which can be personalized
- Trailer E 10 year (for rental trailers)
- Semi-Trailer

Below is a list of trailers and appropriate plates

Trailer Type	Req./ Not Req.	Plate
1. Privately owned trailers under 8' wide x 20' long (excluding tongue), including boat trailers	Not Required	Trailer E
2. Privately owned trailers over 8' wide x 20' long (excluding tongue), including boat trailers	Not Required	Semi-Trailer
3. Campers, Tag-a-long (bumper-pull), Fifth Wheel	Required	Trailer E
4. Commercial Trailer (any trailer used in the furtherance of a business, except for rental trailers)	Required	Semi-Trailer
5. Homemade Trailer (applicant must request an inspection with Dept. of Safety Commercial Vehicle Enforcement for safety inspection)	Not Required	Trailer E or Semi-Trailer*
6. Trailers used by farmers or for agricultural purposes or hauling livestock between farm and market, depending on length and width, including horse trailers and gooseneck trailers	Not Required	Trailer E or Semi-Trailer*
7. Pole Trailers	Required	Semi-Trailer
8. Rental Trailers	Required	Trailer E 10 year
9. Tow Dolly	Not Required	Trailer E
10. Utility Trailers (private)	Not Required	Trailer E

*Depends on the length of the trailer, refer to numbers 1 or 2 above.

Continued on next page



Trailers Pg 2

TRAILERS NOT ELIGIBLE:

- **Trailer converter** – not eligible for registration (A converter is meant to tie or combine two trailers in tandem)
- **Mobile homes / Manufactured housing** – plate not required or necessary
- **The Semi-Trailer plate** whenever the title to a freight trailer, semi-trailer or pole trailer registered in this state is destroyed, abandoned, sold or otherwise transferred to another owner, the registration of the trailer shall expire. If the trailer is sold or otherwise transferred to a new owner, the new owner shall obtain a new registration of the trailer. Notwithstanding any law to the contrary, the department may issue to such new owner a new or existing registration plate bearing the same alpha-numerical characters as was affixed to such trailer at time of transfer to the new owner.

TRAILER TAXATION:

An applicant desiring to title and register a trailer will be required to pay sales tax unless otherwise exempted.

Common or Contract Carrier Trailers may be exempt from sales tax under the following conditions

- Owner must be common or contract carrier
- Tow vehicle gross weight must exceed 16,000 lbs
- Must be used more than 50% in Interstate commerce
- Must be classified as “trailer”, “semi-trailer” or “pole trailer”

Copy of “*Application for Sales Tax Exemption for Interstate Commerce Motor Vehicles and Trailers*” must be prepared in **triplicate** at the time of sale by the dealer and such exemption must be claimed on the a Sales and Use Tax Return

Commercial trailers used as lease or rental trailers are **not** tax exempt since the owner is not a common or contract carrier.

For more information see Sales Tax Exemption for Interstate Commerce Motor Vehicles and Trailers in this guide.

Continued on next page



Trailers Pg 3

NOT REQUIRED TO BE REGISTERED
ELIGIBLE FOR PERSONALIZED
TRAILER PLATES



Boat Trailer



Fold Down Trailer



Livestock/Farming
Owned by Farmer
For Transporting to Market



Homemade



Horse



Utility-Open or Enclosed
for personal use only

REQUIRED TO BE REGISTERED **NOT**
ELIGIBLE FOR PERSONALIZED
TRAILER PLATES



Fifth Wheel/Camping Trailer



Pole Trailer



Camping Trailer



Rental (Public)



Utility-Open or Enclosed
used in any Conveyance of Business
other than a farmer-owned trailer used
for transporting goods to market.



Semi-Trailer



TRANSFER OF OWNERSHIP

REVISED: 09/26/2013

AUTHORITY:

Tenn. Code Ann. Sections 55-3-118, 55-3-119, 55-3-120

DESCRIPTION:

Each time the ownership of a vehicle changes, a new certificate of title must be issued, except for dealer to dealer transfers. This is referred to as an assignment or transfer of ownership of a vehicle. The certificate of title is delivered to the purchaser or transferee at the time of delivering the vehicle. Generally there are 3 types of transfer of ownership that takes place, individual to individual, individual to dealer or dealer to individual.

REQUIREMENTS:

1. Identify the seller (transferor). The owner(s), on the front of the Title, must sign, as the seller in the first reassignment" section on the back of the Title.
2. Identify the purchaser (transferee). The purchaser must sign as the purchaser, in the 1st "reassignment" space on the back of the title.
3. Is/Was there a Subsequent Buyer? If a dealer sells to an individual, that individual will be the person on the application for Title and Registration. If the dealer sells to another dealer, the transfer process will continue, using the reassignment spaces on the Title.
4. Are all Reassignment Fields full? When all reassignment spaces are filled, the next seller will need to use the "Title Extension Form".

NOTES:

- When ownership of a motor vehicle, jointly owned by two (2) or more persons, is transferred, the signatures of all persons listed as joint owners shall be required to transfer title. Only one (1) party's signature shall be required to transfer a title to a motor vehicle if the title is registered in the name of one (1) spouse, or both where the conjunction between the names on the title is "or."
- Some older Tenn. titles may contain the wording "and/or". We will view this certificate of title as joined by the conjunction "or". Meaning only one signature is required to transfer title to a third party.

Continued on next page



Transfer of Ownership Pg 2

- Any owner(s) desiring to transfer title to any motor vehicle coming within the title provisions, whose certificate of title is being held by a lienor, may, in lieu of executing the assignment provided on the reverse side of the certificate of title, execute and deliver to the transferee a separate bill of sale which shall show the name and address of the lienor in whose possession the certificate of title is being held.
- An [Odometer Disclosure Statement](#) is also needed if the vehicle falls under the Truth in Mileage Act.
- The transferee, before operating or permitting the operation of a transferred vehicle upon a highway, shall apply for and obtain a registration and apply for a certificate of title for the transferred vehicle.
- When the transferee of a vehicle is a motor vehicle dealer who holds the same for resale and the title is held by a lienor, a secured power of attorney must be completed.
- A motor vehicle dealer purchasing the vehicle does not have to re-title the vehicle. This is considered a sale for resale. Vehicle sales for resale between licensed dealers are referred to as reassignments.
- If the dealer chooses to title and register a vehicle, the dealer should sign the title as an individual because he has removed himself from the capacity of dealer to individual and is subject to title and registration fees and sales tax.
- An insurance company that obtains title to a motor vehicle as a result of paying a total loss claim resulting from collision, fire, or water damage shall obtain a salvage title, flood title, or non-repairable vehicle certificate from the department.

RELATED TOPICS:

CERTIFICATE OF TITLE

CERTIFICATE OF TITLE EXTENSION FORM

TITLE BRANDS

ODOMETER BRANDS

VINS



TRUSTS

REVISED: 04/25/2016

AUTHORITY:

Tenn. Code Ann. Sections 55-3-118, 55-4-101

DESCRIPTION:

A trust is a legal agreement associated with three parties.

A “**Trustmaker**” is the person who creates the trust agreement, also commonly referred to as the Grantor, Trustor or Settlor.

A “**Trustee**” is the person or entity responsible for managing the property that the Trustmaker decides to title in the name of the trust.

A “**Beneficiary**” is the person or entity who is to receive the benefits of the property titled in the name of the trust.

Under this type of legal arrangement, the Trustmaker will transfer ownership of certain assets to the Trustee who will manage the assets for the benefit of the Beneficiary.

Living Trusts vs. Testamentary Trusts:

- When comparing living trusts with testamentary trusts, if the trust has been created to go into effect during the Trustmaker's lifetime, then it is referred to as an “*inter vivos trust*” or “*living trust*.”
- On the other hand, if the trust has been created to go into effect only after the Trustmaker dies, it is referred to as a “*testamentary trust*.”
- If a trust is created under the terms of a Last Will and Testament, it is a “*testamentary trust*” .

Knowing the difference between revocable and irrevocable trusts is crucial.

Revocable Living Trusts:

A **Revocable Living Trust**, also called a **Revocable Trust** or **Living Trust**, is simply a type of trust that can be changed at any time.

Revocable Living Trusts are flexible. The down side to a revocable trust is that assets funded into the trust will still be considered personal assets for creditor and estate tax purposes.

Continued on next page



Trusts Pg 2

Revocable Living Trusts Continued

This means that a revocable trust offers no creditor protection if you're sued and all assets held in the name of the trust at the time of your death will be subject to both state and federal estate taxes.

There are three (3) common reasons given for using a Revocable Living Trust:

- **To plan for mental disability** - Assets held in the name of a Revocable Living Trust at the time a person becomes mentally incapacitated can be managed by their **Disability Trustee** instead of by a court-supervised guardian or conservator
- **To avoid probate** - Assets held in the name of a Revocable Living Trust at the time of a person's death will pass directly to the beneficiaries named in the trust agreement and outside of the probate process
- **To protect the privacy of your property and beneficiaries after you die** - By avoiding probate with a Revocable Living Trust, the trust agreement will not become a public record for the entire world to see and read

Phase One of a Revocable Living Trust: The Trustmaker is Alive and Well:

While the Trustmaker is alive and well, the trust agreement will have specific provisions allowing the Trustmaker to manage, invest, and spend the trust assets for his or her own benefit. Thus, the Trustmaker will go about business as usual with regard to assets that have been funded into the trust, except that the Trustmaker will sign as the "Trustee" instead of as an individual. The Trustmaker will also be able to use his or her own Social Security Number as the taxpayer identification number for the trust and file income taxes on IRS form 1040 instead of form 1041.

Phase Two of a Revocable Living Trust: The Trustmaker Becomes Mentally Incapacitated:

The trust agreement will also specify one or more procedures to be followed if the Trustmaker becomes mentally incapacitated. If the Trustmaker is determined to be mentally incompetent and can no longer properly serve as Trustee, then the trust agreement will name a successor "Disability Trustee" to take over the management and investment of the trust funds from the Trustmaker. The Disability Trustee will then be able to take care of and manage all of the Trustmaker's finances (assuming all of the Trustmaker's assets have been funded into the trust) and pay the Trustmaker's bills.

Continued on next page



Trusts Pg 3

Revocable Living Trusts Continued

Phase Three of a Revocable Living Trust: The Trustmaker Dies:

When the Trustmaker dies, the "Administrative" or "Successor Trustee" will be able to step in and pay the Trustmaker's final bills, debts, and taxes. The trust agreement will then contain instructions about who will receive the balance of the trust funds after all of the bills have been paid and the Administrative Trustee will distribute the balance accordingly.

How a Revocable Living Trust Avoids Probate:

Since the assets funded into a Revocable Living Trust during the Trustmaker's lifetime will no longer be owned by the Trustmaker but by the Trustee of the trust, there will be no need for the trust assets to be probated when the Trustmaker dies. Instead, the Administrative Trustee can proceed with settling the trust outside of probate and without any court supervision or interference.

Vehicles in Revocable Trust:

In situations where a motor vehicle is transferred to a trust, avoiding probate will normally save substantial costs, probate court fees, and time and maintain privacy. Probate court is open to the public.

- A revocable trust has no sales tax applied to the transfer. But, for an irrevocable trust, sales tax is due on the fair market value because an irrevocable trust is an entirely separate legal entity.
- The living Trust may be during the lifetime of the donor or upon their death. The trustee and the successor trustee are the legal owners of the title. The creation of a valid trust involves a transfer of title to the trustee and any subsequent change of ownership involves another transfer. When the trustee and subsequent trustee are the same person, there is still a change of legal ownership. Each time there is a transfer of ownership, the new owner, as an individual, must apply for title and register the vehicle.
- In most cases the Trustmaker, Trustee and Beneficiary will be one in the same person therefore they may keep the same plate/registration or Disabled Placard.

Irrevocable Trusts:

- An irrevocable trust is simply a type of trust that can't be changed after the agreement has been signed, or a revocable trust that by its design becomes irrevocable after the Trustmaker dies.
- With the typical Revocable Living Trust, it will become irrevocable when the Trustmaker dies and can be designed to break into separate irrevocable trusts for the benefit of a surviving spouse, such as with the use of **AB Trusts**, or into multiple irrevocable lifetime trusts for the benefit of children or other beneficiaries.

Continued on next page

Trusts Pg 4

Irrevocable Trusts Continued



- Irrevocable trusts can take on many forms and be used to accomplish a variety of estate planning goals:

1. Estate Tax Reduction

- Irrevocable trusts, such as **Irrevocable Life Insurance Trusts**, are commonly used to remove the value of property from a person's estate so that the property can't be taxed when the person dies. In other words, the person who transfers assets into an irrevocable trust is giving over those assets to the trustee and beneficiaries of the trust so that the person no longer owns the assets. Thus, if the person no longer owns the asset, they will not be taxed when the person later dies.
- As mentioned above, AB Trusts that are created for the benefit of a surviving spouse are irrevocable and, thus, can make full use of the deceased spouse's exemption from estate taxes through the funding of the B Trust with property valued at or below the estate tax exemption. Then, if the value of the deceased spouse's estate exceeds the estate tax exemption, the A Trust will be funded for the benefit of the surviving spouse and payment of estate taxes will be deferred until after the surviving spouse dies.

2. Asset Protection

- Another common use for an irrevocable trust is to provide asset protection for the Trustmaker and the Trustmaker's family. This works in the same way that an irrevocable trust can be used to reduce estate taxes - by placing assets into an irrevocable trust, the Trustmaker is giving up complete control over and access to, the trust assets and, therefore, the trust assets can't be reached by a creditor of the Trustmaker. However, the Trustmaker's family can be the beneficiaries of the irrevocable trust, thereby still providing the family with financial support, but outside of the reach of creditors. There are also irrevocable trusts called **Self-Settled Trusts** or **Domestic Asset Protection Trusts** that in some states, including Alaska, Delaware, Nevada, and Tennessee, offer creditor protection and allow the Trustmaker to be a trust beneficiary.

NOTE: In addition, as mentioned above, the various irrevocable trusts that can be created for the benefit of the Trustmaker's surviving spouse or other beneficiaries after the Trustmaker of a Revocable Living Trust dies can be designed to offer asset protection for the trust beneficiaries.

Continued on next page



Trusts Pg 5

Irrevocable Trusts Continued

3. Charitable Estate Planning

- Another common use of an irrevocable trust is to accomplish charitable estate planning, such as through a Charitable Remainder Trust or a Charitable Lead Trust. If the Trustmaker makes the initial transfer of assets into a charitable trust while still alive, then the Trustmaker will receive a charitable income tax deduction in the year of the transfer is made. Or, if the initial transfer of assets into a charitable trust doesn't occur until after the Trustmaker's death, then the Trustmaker's estate will receive a charitable estate tax deduction.

Revocable Trusts vs. Irrevocable Trusts:

- If the trust is a **revocable trust**, then in most cases the Trustmaker, Trustee, and Beneficiary will be one and the same person. The two most common uses of a Revocable Living Trust are to plan for mental disability and to avoid probate of the assets that have been funded into the trust prior to the Trustmaker's death.
- A Revocable Living Trust, also simply called a Living Trust, is a legal document that is created by an individual, called a Trustmaker, to hold and own the Trustmaker's assets, which are in turn invested and spent for the benefit of the Trustmaker as the Beneficiary by a Trustee. In most cases, the Trustmaker will also be the Trustee, although some wealthy individuals may choose to have an institution manage their trust property. A Revocable Living Trust covers three phases of the Trustmaker's life while the Trustmaker is alive and well, if the Trustmaker becomes mentally incapacitated, and after the Trustmaker dies.
- If the trust is an **irrevocable trust**, such as an Irrevocable Life Insurance Trust, then in most cases the Trustmaker cannot be the Trustee and Beneficiary, otherwise the purpose of the irrevocable trust will be defeated. The most common use of an irrevocable trust is to move assets out of the Trustmaker's name and down to the next generation for their use and enjoyment, which in turn will reduce the value of the Trustmaker's estate for estate tax purposes.

REQUIREMENTS:

Revocable Trust:

- [Multi-purpose Application](#) – For Title and Registration
- Certificate of Title
- Copy of trust agreement or true copy of Memorandum of Trust
- [Affidavit of Non-dealer Transfers of Motor Vehicles and Boats](#)
- Applicable fees

NOTE: Upon death of the trustee, the property of the trust is distributed by the successor trustee, generally a bank. The successor trustee signs the title over to the beneficiaries.

Continued on next page



Trusts Pg 6
Requirements Continued

Irrevocable Trust or Title to Beneficiaries:

- [Multi-purpose Application](#) – For Title and Registration submitted in beneficiary's name
- Certificate of title signed by successor trustee to beneficiary
- Copy of trust agreement or true copy of Memorandum of Trust
- [Odometer Disclosure Statement](#) if subject to Truth in Mileage Act
- Applicable fees

RELATED TOPICS:

INHERITANCE
AFFIDAVIT OF INHERITANCE
DEATH CERTIFICATE
EXECUTOR OF ESTATE
LETTER OF ADMINISTRATION
NOTICE OF TESTAMENTARY

FEES:

Click [here](#) for Fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



TN3270 Entries / INFOPAC Transaction Types 01 – 89

Please use bookmarks on the left side of the guide. Click on the (+) sign to expand selection.



Quick Reference - TRANSACTION TYPES

Date – October 22, 2015

TRANSACTION	DESCRIPTION	ON / <u>NOT</u> ON SYSTEM	STATE USE ONLY
01	Original Registration	On System	---
N1	Original Registration	Not On System	---
B1	Rebuild original record		---
02	Re-assignment with Transfer of Plates	On System	---
N2	Re-assignment with Transfer of Plates	Not On System	---
B2	Rebuild record and Active Plate	Not On System	---
03	Re-registration, change of class on same vehicle		---
04	Replacement of Plate only, Plate and Decal or Decal Only		---
05	Title Only	On System	---
N5	Title Only	Not On System	---
B5	Rebuild title only (no plate)		---
U5	Title Only Insurance Purpose		State Use Only
07	Noting of Lien or Duplicate Title		---
08	Discharge of Lien		---
N10	Re-assignment with Exchange of Plates	Not On System	---
10	Re-assignment with Exchange of Plates	On System	---
12	Surviving Spouse		---
14	Renewal instant print/address Correction		---
15	Stop Code added to record		State Use Only
16	Stop Code delete from record		State Use Only
17	Correction of Registration/late renewal		---
18	Correction of Title		---
19	Correction of Title (In Clerk's Possession/same title #)	On System	
N20	Salvage	Not On System	State Use Only
20	Salvage	On System	State Use Only
22	Corrected Rejection		---
25	T & R Renewal		---
28	Re-assignment of Pre-titled Vehicle Plates to another Pre-titled Vehicle that has not been registered		---
31	Change of Address by the National Change of Address (NCOA) from the U.S. Postal Service.		State Use Only
80	Temporary Operating Permit/De-Title for Mobile Home	On System	---
81	Handicap Placard Temporary (red)		---
82	Handicap Placard Permanent (blue)		---
83	Farm Permit		---
84	Temporary Operating Permit/De-Title for Mobile Home	Not On System	---
85	Title Surrender		State Use Only
87	Title Destroy		
88	Rejection of Existing Title		State Use Only
89	Dealer Plates		---



CHANGE TEMPORARY PASSWORD INSTRUCTIONS FOR TN3270 FOR NEW EMPLOYEES

Revised 08/06/2014

DESCRIPTION:

As a new employee you will be assigned a temporary password to log into the State Mainframe System (TN3270). The log-in instructions are listed below and the temporary password should be changed immediately. **Note** - If the Username and Password were entered incorrectly, you will receive the error message and be prompted to try again. After three unsuccessful attempts, the system will automatically lock your username from the system. If this happens, please contact the System Administrator.

LOG-IN PROCEDURES:



1. **Double-click** on the TN3270 icon on the Desktop.

```
TN3270 AT 10.171.86.43
NODE TCPP1521 -> TO LOGON ENTER APPL-ID
tel1
```

2. **Type tel1** at the bottom left-side of the screen.

```
CCCCCCC
CCCCCCCC
CC
CC AAAA
CC AA AA
CC AA AA
CC AA AA
CAACCCCC
AACCCCCA
AA
AA
TTTTTTTTT
TT EEEEE LL EEEEE VV VV II EEEEE WW WW
TT EE LL EE VV VV II EE WW WW
TT EEE LL EEE VV VV II EEE WW WW
TT EE LL EE VV VV II EE WWW WWW
TT EEEEE LLLLL EEEEE VV VV II EEEEE WW WW
AA
AA
USERID =====> dgdXXXXX
PASSWORD =====>
NEW PASSWORD ==>
NEW PASSWORD ==> - <===== VERIFY NEW PASSWORD

ENTER TO PROCESS PA2 TO REFRESH PA1 TO ABORT

STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
RELEASE 4.4 PRODUCTION TELEVIEW SYSTEM
```

3. **Type your DGD/DG** number in the **UserID** field.
4. **Type your 'temporary'** password in the **PASSWORD** field. (Do *NOT* press the Enter Key. Your cursor should already be in the New Password field)
5. **Type your new password*** into the **NEW PASSWORD** fields **2X**(times).
6. **Press the Enter key.** Passwords expire every 180 days and the system will alert you. (*Remember, your new password must be exactly 8 characters/numbers)

Continued



Change Temporary Password Cont'd

TN3270 - SYSTEM ACCESS

```

COMMANDS          ENVIRONMENT          HELP          EXIT
-----
P051 Usermenu updates have been applied to default session list
MODEL : LU2 -2/5          CA-TELEVIEW 4.4          USERID: DG12528
LUNAME: TCPP5551          ESCAPE: Attn

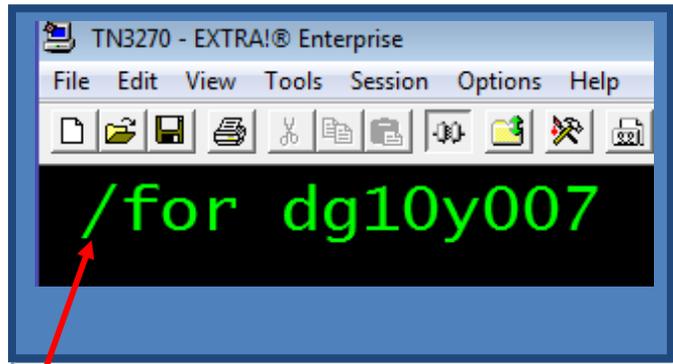
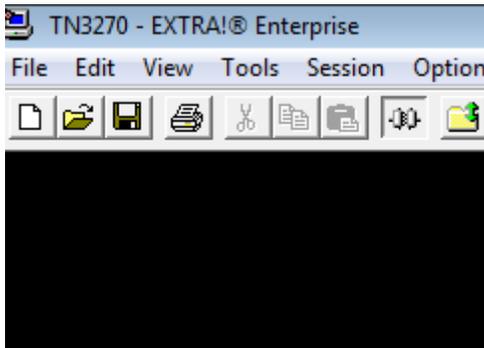
COMMAND =====> 23_

Sesnum  System  Tag  I  Application Status  Remarks / Description
-----
1       DYNAMIC  CLR  N  Available           ANY APPLID SIGNON SCREEN
10      MSG      N    N  Available           TELEVIEW MESSAGE FACILITY
14      INFOPAC  CLR  N  Available           INFOPAC SESSION 1
15      ROSCOE   CLR  N  Available           ROSCOE(DEV)
17      ROSCOEC  CLR  N  Available           ROSCOE(PROD)
18      ROSCOEB  CLR  N  Available           ROSCOEB TECH
19      TSOC     CLR  N  Available           TSO(PROD)
20      TSOA     CLR  N  Available           TSO(DEV)
21      TSOB     CLR  N  Available           TSO(TECH)
22      IMS1     CLR  N  Available           IMS1 SESSION 1
23      IMS2     PA2  N  Available           IMS2 SESSION 1

PF1= HELP PF3= END PF7= PAGE UP PF8= PAGE DOWN PF9= NOTEPAD PF10= ERASE NOTES

```

- **TYPE** the number **23** in the **COMMAND** prompt.
- **PRESS ENTER KEY 2X**(times).



- When blank screen appears then **Type** in the desired System Assess Code.(see below)

Data Entry Screen	DIMVO1Ø_ _
Letter System	DIRCMØ1_ _
Inquiry for title, tag or VIN	/FOR_DG1ØYØØ7
Inquiry for VIN, name and multiple tags	/FOR_DG1ØYØØ5
InfoPac reports inquiry and purge files	INFOPAC*
Inquiry for Incompletes	DIMVI1Ø_ _
Tag Inventory	/FOR_DITTYMØ1
Purge	DIMVA1Ø_ _

NOTE: _ indicates a **required** space of spaces
 *For **INFOPAC** user must start at 3270 ICON Screen





Letters System - TN3270

Revised: 07/24/2014

DESCRIPTION:

The following steps can be used to view incomplete (previously referred to as a rejection letter) information in the Letters System. (dircm01)

```
File Edit View Tools Session Options Help
STATE OF TENNESSEE

This system may contain Government information, which is restricted to
authorized users ONLY. Unauthorized access, use, misuse, or
modification of this computer system or of the data contained herein or
in transit to/from this system constitutes a violation of state and
federal laws including, but not limited to Title 18, United States
Code, Section 1030, and may subject the individual to Criminal/Civil
penalties pursuant to Title 26, United States Code, Sections 7213(a),
7213A (the Taxpayer Browsing Protection Act), and 7431. This system and
equipment are subject to monitoring to ensure proper performance of
applicable security features/procedures. Such monitoring may result in
the acquisition/recording/analysis of all data being processed,
communicated, transmitted, or stored in this system by a user. If
monitoring reveals possible evidence of criminal activity, such
evidence may be provided to Law Enforcement Personnel. Anyone using
this system expressly consents to such monitoring and should have no
expectation of privacy for any information stored or communicated
via this system.

TN3270 AT 10.171.86.132
NODE TCPP4935 -> TO LOGON ENTER APPL-ID
ims2 24/005
```

- Access the TN3270, type: **ims2** at the bottom of the screen, then press the **Enter Key**.

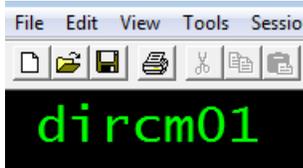
```
DFS3649A /SIGN COMMAND REQUIRED FOR IMS IM2S
DATE: 05/05/14 TIME: 12:59:05
NODE NAME: TCPP2723
USERID: _
PASSWORD:
USER DESCRIPTOR:
GROUP NAME:
NEW PASSWORD:

OUTPUT SECURITY AVAILABLE
```

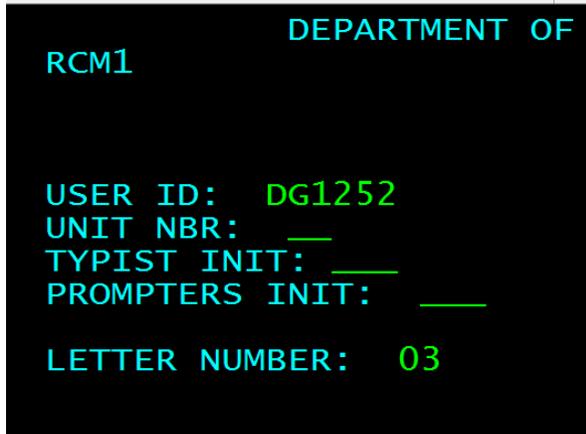
- Enter your **DG/DGD** Number and Password then press **Enter Key**. Press **Enter Key 2(x)** more times until you reach a blank screen.

Continue

Letter System continued pg. 2

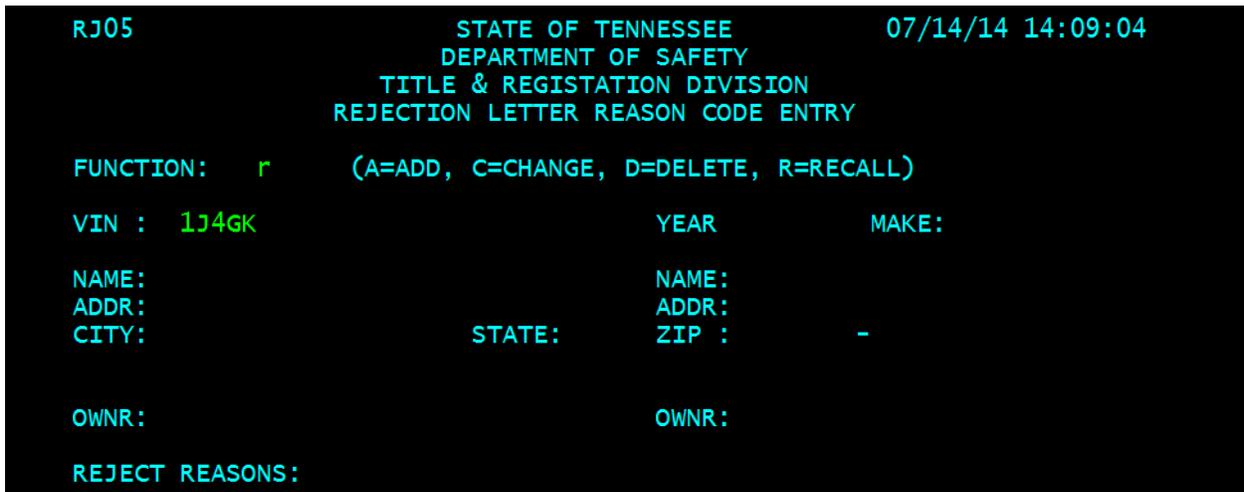


- Enter **DIRCM01** and then press **Enter Key**. (Note – The **0** is a zero)



To *View* an **03** incomplete letter

- **Tab** to the **Letter Number** field. Enter **03** and then press **Enter Key**.



Rejection Letter Reason Code Entry Screen

- Enter **“R”** in the **Function** field. **Tab** to the **VIN** field and enter the VIN. **Press** the **Enter Key**.

Continue



Letter System continued pg. 3

```
RJ05                STATE OF TENNESSEE                07/14/14 14:12:05
                    DEPARTMENT OF SAFETY
                    TITLE & REGISTRATION DIVISION
                    REJECTION LETTER REASON CODE ENTRY

FUNCTION:   R      (A=ADD, C=CHANGE, D=DELETE, R=RECALL)

VIN : 1J4GK1          YEAR 20          MAKE: JEEP

NAME: JOSE          NAME:
ADDR: 1741          ADDR:
CITY: MEMPHIS      STATE: TN  ZIP : 38117 - 7029

OWNR: JOSE          OWNR:

REJECT REASONS: 99
```

Rejection Letter Reason Code Entry Screen – Results

- Ownership information and Reject Reason # will appear. Refer to Reject Reason # reference for explanations.
- **F9** to bring up additional **Rejection Remarks** (if applicable).

```
                    REJECTION  REMARKS

WE ARE UNABLE TO PROCESS THIS APPLICATION WITH THE ODOMETER READING OF
86000 SINCE THE CERTIFICATE OF TITLE THAT SUPPORTS THE FILE SHOWS A
READING OF 55000. AT NO TIME WILL A READING LOWER THEN THE SUPPORTING
DOCUMENT BE ACCEPTED UNLESS APPROPRIATE BOX IS CHECKED.
```

- **Rejection Remarks Screen** with applicable information will appear. Not all Reject Reason #s will have additional Rejection Remarks listed (i.e. #67 – May only list the out-of-state title name. See below)

Continue



Letter System continued pg. 4

```

TITLE & REGISTRATION DIVISION
04-STATE : FL
06-NCIC-AGCY :
06-NCIC : 06-NCIC-DATE: - -
11-NAME-OF : 11-REJ-TO-DATE: - -
11-REJ-TO :
12-FROM-TO :
13-LIENOR :
13-BORROWER: 13-DATE : - -
13-ADDR :
14-NAME :
16-TITLE-NO: 16-ISSUED-TO :
16-MAIL-TO :
16-MAIL-ADR:
16-CITY : 67-STATE: FL 16-ZIP-CD: -

```

Out-of-State Title Information

- Press F9 to go to the previous screen
- Press F2 to go back to the **Main Screen*** to view the date the letter was created

```

USER ID: DG12528
UNIT NBR:
TYPIST INIT:
PROMPTERS INIT:
LETTER NUMBER:

```

*Main Screen

- Press F10 (may need to press 'twice')

```

TITLE & REGISTRATION DIVISION
CHOOSE 1: CORR X REJ SUSP (MUST SUPPLY FULL VIN OR FULL/PARTIAL OWN1)
VIN: 1j4gk YR/MKE: CR-DATE: LTR:

```

Title & Registration Division Screen

- Tab and Place X by REJ field.
- Tab and type VIN or Name information. Press the Enter Key.

```

C110 STATE OF TENNESSEE DATE: 07/14/14
DEPARTMENT OF SAFETY TIME: 14:24:42
TITLE & REGISTRATION DIVISION
CHOOSE 1: CORR X REJ SUSP (MUST SUPPLY FULL VIN OR FULL/PARTIAL OWN1)
R VIN: 1J4G YR/MKE: 2006 JEEP CR-DATE: 2014-07-07 LTR: 03
REG1: JOSE OWN1: JOSE
REG2: OWN2:
CORRESPONDENCE NBR: SUSP DT: 2019-07-07 GROUP: 46 DE: CDC ISS: CDP
99

```

The date the letter was issued and other related information will appear.

Vehicle Services Division



Make Search - TN3270 Entry

Revised: 04/23/2014

DESCRIPTION:

You can search in the state system (TN3270) if you need to look-up vehicle 'make code' information by using the following steps. (VIN information required)

```
STATE OF TENNESSEE

This system may contain Government information, which is restricted to
authorized users ONLY. Unauthorized access, use, misuse, or
modification of this computer system or of the data contained herein or
in transit to/from this system constitutes a violation of state and
federal laws including, but not limited to Title 18, United States
code, Section 1030, and may subject the individual to criminal/civil
penalties pursuant to Title 26, United States Code, Sections 7213(a),
7213A (the Taxpayer Browsing Protection Act), and 7431. This system and
equipment are subject to monitoring to ensure proper performance of
applicable security features/procedures. Such monitoring may result in
the acquisition/recording/analysis of all data being processed,
communicated, transmitted, or stored in this system by a user. If
monitoring reveals possible evidence of criminal activity, such
evidence may be provided to Law Enforcement Personnel. Anyone using
this system expressly consents to such monitoring and should have no
expectation of privacy for any information stored or communicated
via this system.

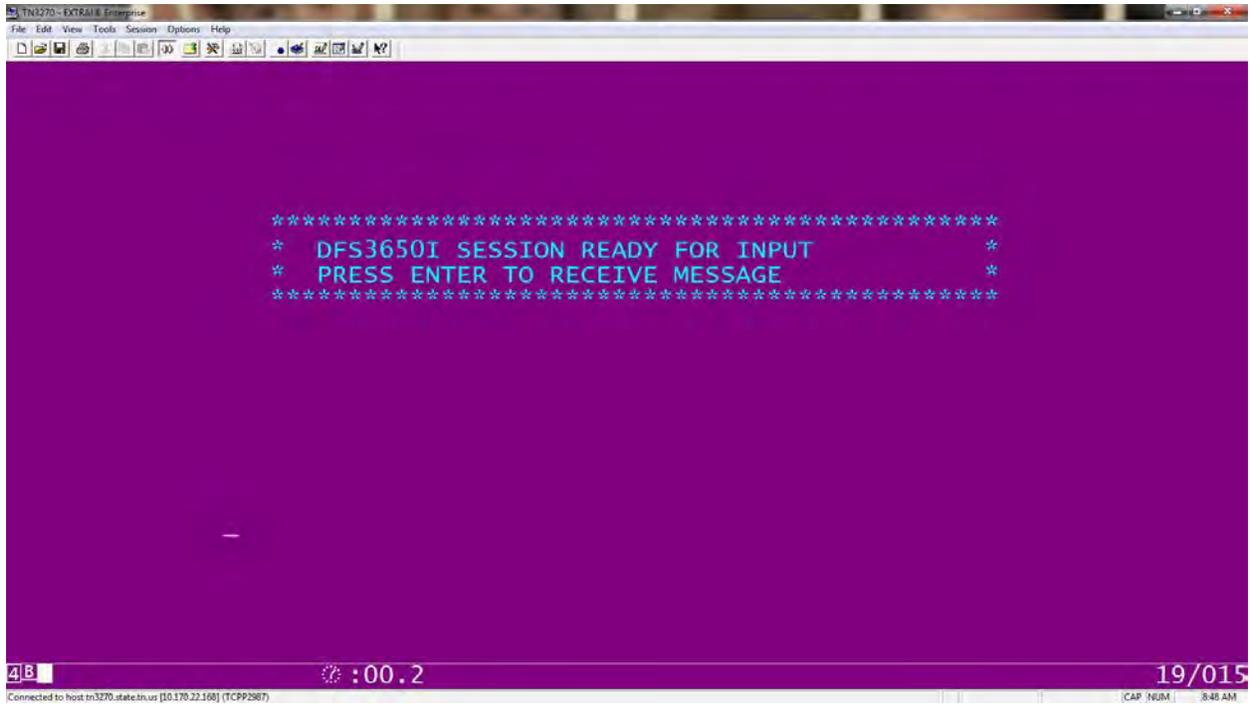
TN3270 AT 10.171.87.190
MODE TCPP2987 -> TO LOGON ENTER APPL-ID
IMS?
24/005
```

1. At the state Mainframe 3270, type: **ims2** (lower case) at the bottom of the screen, then press the **Enter Key**.

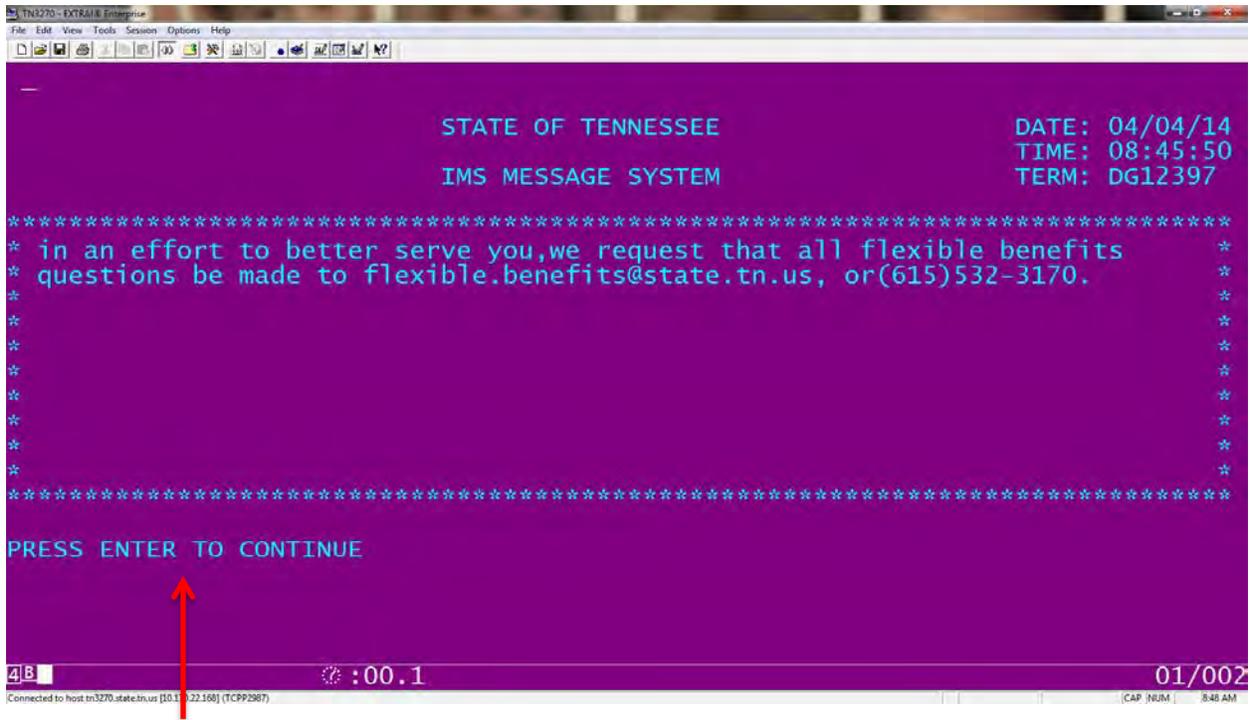
```
DFS3649A /SIGN COMMAND REQUIRED FOR IMS IM2S
DATE: 04/04/14 TIME: 08:44:38
NODE NAME: TCPP2987
USERID: _
PASSWORD:
USER DESCRIPTOR:
GROUP NAME:
NEW PASSWORD:

OUTPUT SECURITY AVAILABLE
07/010
```

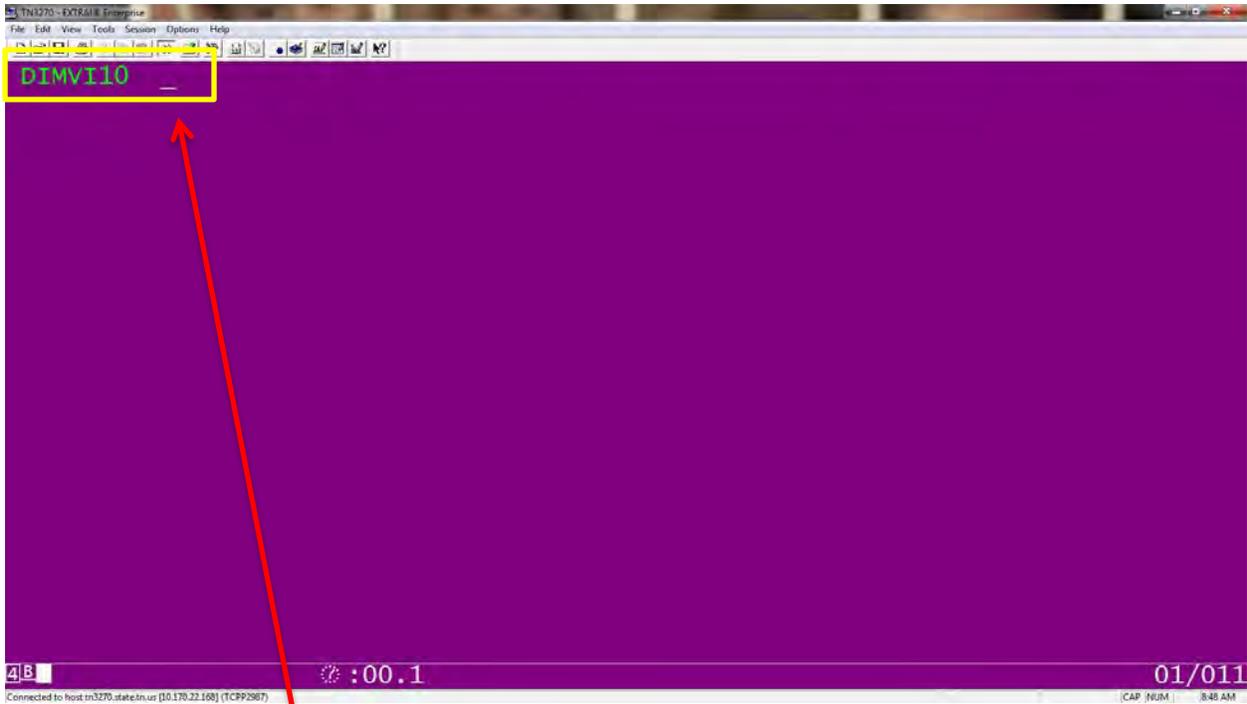
2. Enter your **DG or DGD Number** and **Password**. Press enter.



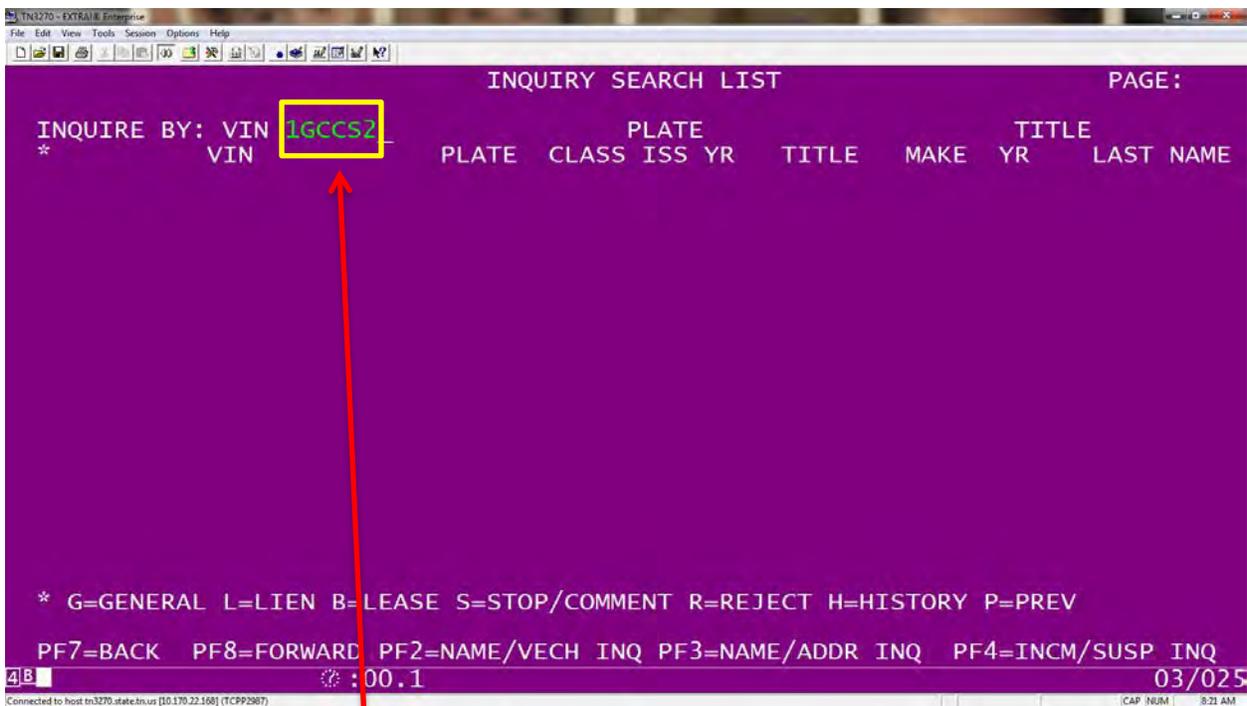
3. Press: Enter



4. Press: Enter again.



5. Type: **DIMVI10**. Press the space bar 'twice'. Press Enter.



6. Enter: The first 5 to 9 characters of the VIN that's on the Title or MSO.

7. Press: Enter.



INQUIRY SEARCH LIST PAGE: 01

INQUIRE BY: VIN 1GCCS2

VTN	PLATE	CLASS	ISS	YR	TITLE	MAKE	YR	LAST NAME		
1GCCS2	*****	***	432	4201	2000	**	725	CHEV	08	*****
1GCCS2			GY	1000	2006		197	CHEV	08	
1GCCS2			090	1010	2001		142	CHEV	08	
1GCCS2			QQ	1000	2006		218	CHEV	08	
1GCCS2			GK	1000	2006		084	CHEV	08	
1GCCS2			9R	1000	2006		670	CHEV	08	
1GCCS2			LR	1000	2006		343	CHEV	08	
1GCCS2			V	3084	2007		472	CHEV	08	
1GCCS2			GC	1000	2006		983	CHEV	08	
1GCCS2			037	1010	2001		795	CHEV	08	
1GCCS2			PH	1000	2006		171	CHEV	08	
1GCCS2			CB	1000	2006		369	CHEV	08	
1GCCS2			8H	1000	2006		371	CHEV	08	
1GCCS2			8N	1000	2006		079	CHEV	08	
1GCCS2			WP	1000	2006		155	CHEV	08	
1GCCS2			137	4201	2000		764	CHEV	08	
1GCCS2				0000	0000		122	CHEV	08	

* G=GENERAL L=LIEN B=LEASE S=STOP/COMMENT R=REJECT H=HISTORY P=PREV

PF7=BACK PF8=FORWARD PF2=NAME/VECH INQ PF3=NAME/ADDR INQ PF4=INCM/SUSP INQ

4B :00.1 03/019

Connected to host tn3270.state.tn.us [10.170.22.168] (TCP92967) CAP NUM 8:21 AM

- If there is a 'Make' Code already In Legacy (3270) it will display as shown above. Use the "Make' Code displayed.

ADD A 'MAKE' TO "MAKE FILE LISTING"

There are times after searching when you can't find the 'make' of a vehicle. Usually, this may occur on newer or out-of-state vehicles. Therefore, if you are unable to find 'make' information, please use the following steps when requesting that the information be added to the **Make File Listing** spreadsheet:

- Please send your email to dg_plate&supply.team@tn.gov and *attach* supporting documentation such as MSO/MCO or a copy of the Title, Bill of Sale or Out-of-State Title to the email. Or;
- Fax above information to 615-253-4260

RELATED TOPICS:

INFOPAC- "MAKE" REPORT SEARCH

LINKS:

[Click here](#) to view *Make File Listing*.



TN3270 - PURGE

REVISED: 08/27/2014

Definition: This function within TN3270 will allow you to see plate, vehicle information number (VIN), and titles that have been purged from the mainframe.

Log-In: Log-in procedures are as follows:

```
TN3270 AT 10.198.48.51
NODE TCPP4640 -> TO LOGON ENTER APPL-ID
ims2
```

1. At the state Mainframe TN3270, type “ims2” at the bottom of the screen, then press the **Enter Key**.

```
DFS3649A /SIGN COMMAND REQUIRED FOR IMS IM2S
DATE: 03/09/12    TIME: 08:46:34
NODE NAME: TCPP4640
USERID: _
PASSWORD:
USER DESCRIPTOR:
GROUP NAME:
NEW PASSWORD:

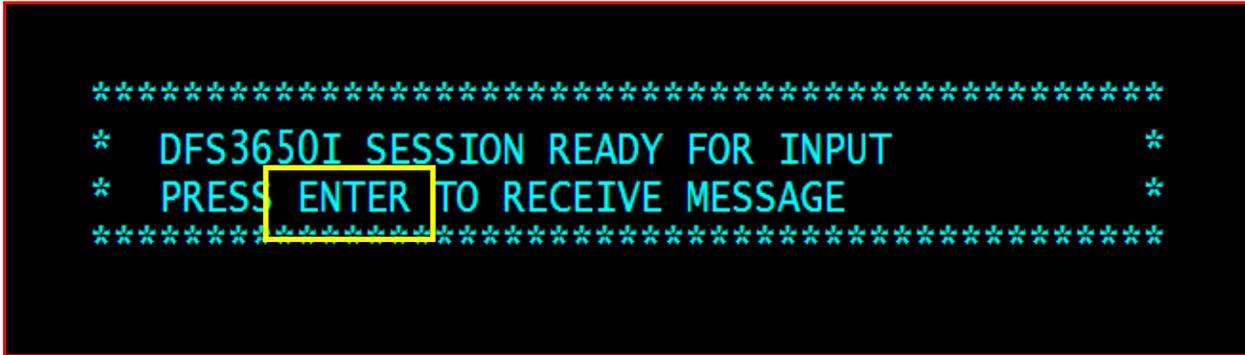
OUTPUT SECURITY AVAILABLE
```

2. Log into TN3270 with your DG or DGD number and state mainframe password, then press the **Enter Key**.

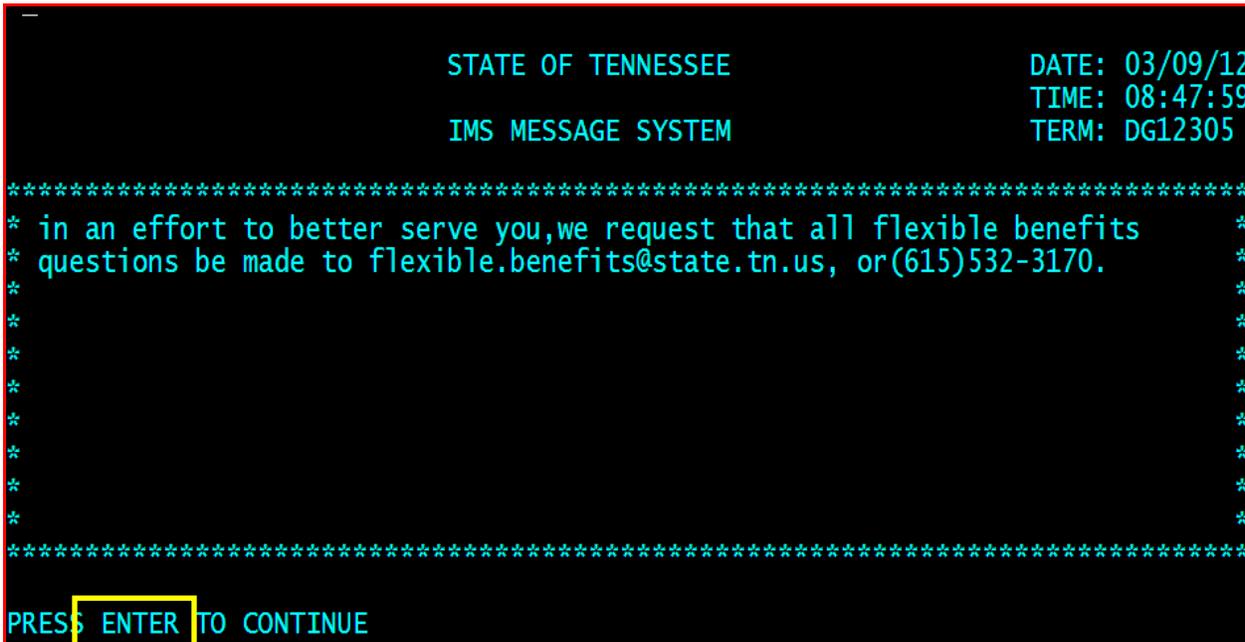
Continue



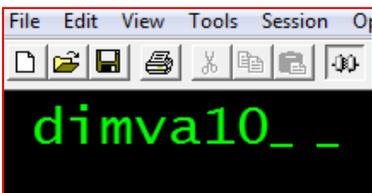
Purge Pg 2



3. Press the Enter Key to continue.



4. Press the Enter Key 2(x) more times until you reach a blank screen.



1. Type in **dimva10_ _** at the top of the screen, then press the Enter Key.
➤ __ signifies hitting the space bar twice

Continue



Purge Pg 3

The **Purge Records Search** screen will display options to search via **VIN**, **PLATE** or **TITLE**.

```

*** PURGED RECORDS SEARCH LIST ***                               PAGE:
INQUIRE BY: VIN _                PLATE                TITLE
*          VIN                PLATE  CLASS ISS YR  TITLE  MAKE  YR  ARCHIVE DT

```

NOTE:
The following example will show search via **VIN**. Plate and title searches will follow this same procedure.

```

*** PURGED RECORDS SEARCH LIST ***                               PAGE:
INQUIRE BY: VIN 123479nXXXXXX                PLATE                TITLE
*          VIN                PLATE  CLASS ISS YR  TITLE  MAKE  YR  ARCHIVE DT

```

1. Enter the VIN. (If you only have part of the VIN, the system will retrieve all purged VIN's associated with that entry. Use **F7** or **F8** to scroll up and down to search additional listing of records.)
2. Once the VIN is found, press the **Enter Key**

```

*** PURGED RECORDS SEARCH LIST ***                               PAGE: 01
INQUIRE BY: VIN 123479NXXXXXX                PLATE                TITLE
*          VIN                PLATE  CLASS ISS YR  TITLE  MAKE  YR  ARCHIVE DT
g 123479NXXXXXX                0          0  48379XXX  CHEV  69  2008-10-28
*  G=GENERAL L=LIEN B=LEASE H=HISTORY S=STOP/COMMENT
PF7=BACK PF8=FORWARD PF2=NAME/VECH INQ PF3=NAME/ADDR INQ
ALL RECORDS FOUND FOR THIS INQUIRY

```

2. **Tab** down to the front of the VIN and enter "**G**" for general inquiry, "**L**" for lien, "**B**" for lease, "**H**" for history, or "**S**" for stop. Press the **Enter Key**.

NOTE:
These same commands are also available on the "**G**" general inquiry screen which also lists available owner and vehicle information.

Continue



Purge Pg 4

The **General Inquiry** Screen will look as follows:

```

08/26/14 *** PURGED RECORDS GENERAL INQUIRY AND RESPONSE ***
TRANS TYPE      TRANS DT 000000 TTL 48379   VIN 123479N   MAKE CHEV
YR 69 MOD      BD   COLOR      PLT          CLS   0 YR   0 N/U U FUEL OTH
AXLES 0 CL/ST 00 UNLD WT 0000000 REG WT 0000000 ODOM 000000 DECAL
CO VEH #      APT # 00000 ZONE          CO          VEH USE  VEH TYPE
FORMER TTL    ST   FORMER LIC  CLASS      YR   PRINT
EXP DATE  PERM  PUR DATE 070194 REG ONLY# 0000000 STOPS  COMMENTS N
ODOM IND 0 LEASE  REJ #      REASON          HISTORIES 00
NAME CODE    CONJ 0  TIL ST  -  /  /  /  DT TTL ISSUED 000000  LIENS 0
OWNER
OWNER2      /  /  /  /  /  /

CARE OF
ADDRESS
1ST LHR CD  /  LIEN DT      1ST LHR      /  /
ADDRESS    /  /  /  /  /  /
DSCHRG
2ND LHR CD  /  DIS DT      2ND LHR      /  /
ADDRESS    /  /  /  /  /  /
DSCHRG    /  DIS DT

ARCHIVE DATE 2008-10-28
LEASE        LIEN    HISTORY  STOP/COMMENT  PF4 RETURN LIST
ERRORS
    
```

- Example shows:
 - i. Title Number (Example is blocked out)
 - ii. VIN (Example is blocked out)
 - iii. Car Make
 - iv. Year
 - v. Expiration Date
 - vi. Purchase Date
 - vii. Owner (Example is blocked out)
 - viii. Address (Example is blocked out)
 - ix. Lien Information
 - x. Archive Date
- To return to **Search Screen**, press **F4**.

```

*** PURGED RECORDS SEARCH LIST *** PAGE: 01
INQUIRE BY: VIN 123479NXXXXXX_   PLATE          TITLE
*      VIN      PLATE  CLASS ISS YR  TITLE  MAKE  YR  ARCHIVE DT
  123479NXXXXXX_      0      0  48379924 CHEV  69  2008-10-28

* G=GENERAL L=LIEN B=LEASE H=HISTORY S=STOP/COMMENT
PF7=BACK PF8=FORWARD PF2=NAME/VECH INQ PF3=NAME/ADDR INQ
ALL RECORDS FOUND FOR THIS INQUIRY
    
```

3. The **Search Screen** will allow you to:
 - Search by Name/Vehicle (F2)
 - Search by Name/Address (F3)
4. To exit the TN3270 system:

Press: **PAUSE BREAK** key and then Type: **/EXIT** or close out of the session.



HOW TO PRINT FROM INFOPAC

Revised: 05/27/2014

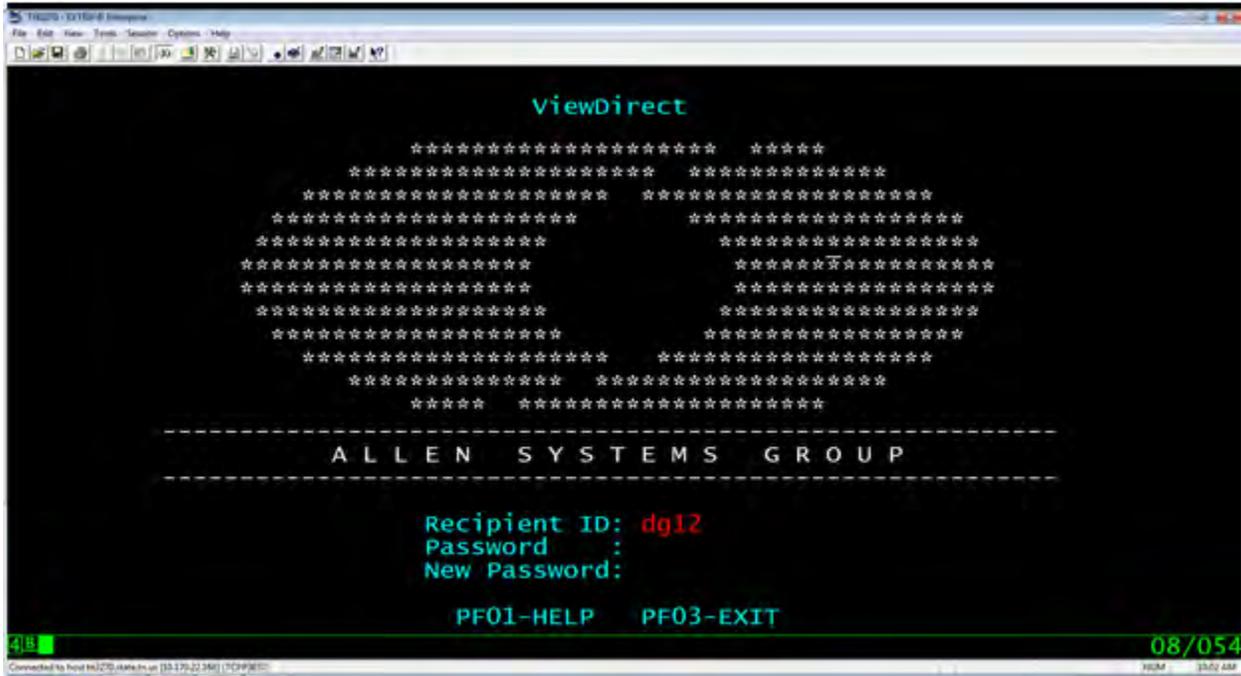
```
TN3270 - EXTRAID Enterprise
File Edit View Tools Session Options Help
STATE OF TENNESSEE
This system may contain Government information, which is restricted to
authorized users ONLY. Unauthorized access, use, misuse, or
modification of this computer system or of the data contained herein or
in transit to/from this system constitutes a violation of state and
federal laws including, but not limited to Title 18, United States
Code, section 1030, and may subject the individual to Criminal/Civil
penalties pursuant to Title 26, United States Code, Sections 7213(a),
7213A (the Taxpayer Browsing Protection Act), and 7431. This system and
equipment are subject to monitoring to ensure proper performance of
applicable security features/procedures. Such monitoring may result in
the acquisition/recording/analysis of all data being processed,
communicated, transmitted, or stored in this system by a user. If
monitoring reveals possible evidence of criminal activity, such
evidence may be provided to Law Enforcement Personnel. Anyone using
this system expressly consents to such monitoring and should have no
expectation of privacy for any information stored or communicated
via this system.
TN3270 AT 10.171.86.49
NODE TCPP3657 -> TO LOGON ENTER APPL-ID
infopac
4|B| 24/008
Connected to host tn3270.state.tn.us [10.170.22.100] (10.170.22.100:3270)
```

At the state Mainframe 3270, type: **infopac** at the bottom of the screen, then press the Enter Key.

Next Page



INFOPAC – How to Print Cont'd



Key Recipient ID – which is your RACF ID

Password: RACF ID Password **ENTER**

Next Page



INFOPAC – How to Print Cont'd

```
COMMAND ==>>                                     TIME: 100133
*** viewDirect ***
VIEWING MENU

RECIPIENT ID: DIINFO1                             VERSION: V-RR
                                                    TAPE VOLSER: MOBIUS

ACCESS OPTIONS:  R   (R/T)                       R=REPORT
                                                    T=TOPIC

REPORT/TOPIC/QUEUE ID: dim
VERSION:
SECTION:

DISPLAY LIST OF REPORTS/TOPICS:  YES (YES/NO)
DISPLAY LIST OF VERSIONS:       YES (YES/NO)
DISPLAY SECTION INDEX:          YES (YES/NO)

PF01=HELP   PF02=PRINT   PF03=END   PF04=MENU   PF05=RFIND   PF06=MARK
PF07=UP     PF08=DOWN   PF09=      PF10=LEFT  PF11=RIGHT  PF12=QUIT

4|B| :00.7 13/060
Connected to host tn3270.state.tn.us [10.170.22.186] (TCP:PP:8027) NUM: 1009 AM
```

Key "dim" on the Report ID. Press **ENTER**

Next Page



INFOPAC – How to Print Cont'd

```
COMMAND ==>>                                     TIME: 100200
*** REPORTS ***

OPTION REPORT ID  REPORT NAME
-----
- DIMV717R      ERROR SUMMARY REPORT
- DIMV723R      STATE/PRISON TRANSACTION ERROR LISTING
- DIMV725R      COUNTY TRANSACTION ERROR LISTING
- DIMV750R      COUNTY VEHICLE INFORMATION CHANGED BY VINA
- X DIMV970      YDITRA97 - V970 - LIEN DISCHARGE
- DITITLES      MONTHLY TITLES RECAP REPORT
- DITK500-01    CIT ADD RECORDS RPT
- DITK500-02    BATCH CITATION ERROR RPT
- DITK550-01    DISP ADD RECORDS RPT
- DITK550-02    BATCH DISP ERROR RPT
- DITK550-03    DISP NAME ERROR RPT
- DI07B415     DRIVER STATISTICS UPDATE
- DLSTABAL     DL STA BALANCE
- DLUNLOCK     DL UNLOCK RPT-DAILY
- GLST         SYSGEN INPUT LIST

PF01=HELP    PF02=PRINT    PF03=END      PF04=MENU     PF05=RFIND    PF06=MARK
PF07=UP      PF08=DOWN     PF09=         PF10=LEFT    PF11=RIGHT    PF12=QUIT

4|B|          :07.8          14/054
Connected to host tn3270.state.tn.us [10.170.22.188] (TCPP9827)          NUM 1004 AM
```

Example:

Put X by DIMV970 (or any other desired report) **ENTER**

Next Page



INFOPAC – How to Print Cont'd

```
0727I-BEGINNING OF VERSIONS          0732I-END OF VERSIONS
COMMAND ==>                          TIME: 100232
*** REPORT VERSIONS ***

REPORT: DIMV970   YDITRA97 - V970 - LIEN DISCHARGE

  OPTION   DATE      TIME      DEVICE   STATUS
  -----  -
  X        20131104   221517   DISK     AVAILABLE
  -        20131101   220737   DISK     AVAILABLE
  -        20131031   220703   DISK     AVAILABLE

PF01=HELP   PF02=PRINT   PF03=END     PF04=MENU   PF05=RFIND   PF06=MARK
PF07=UP     PF08=DOWN   PF09=        PF10=LEFT   PF11=RIGHT   PF12=QUIT

4|B| :00.9 10/012
Connected to host tn3270.state.tn.us [10.170.22.188] (TCP:PP:8027) NUM 1004 AM
```

To print most recent report, put X on first line **ENTER**

Next Page



INFOPAC – How to Print Cont'd

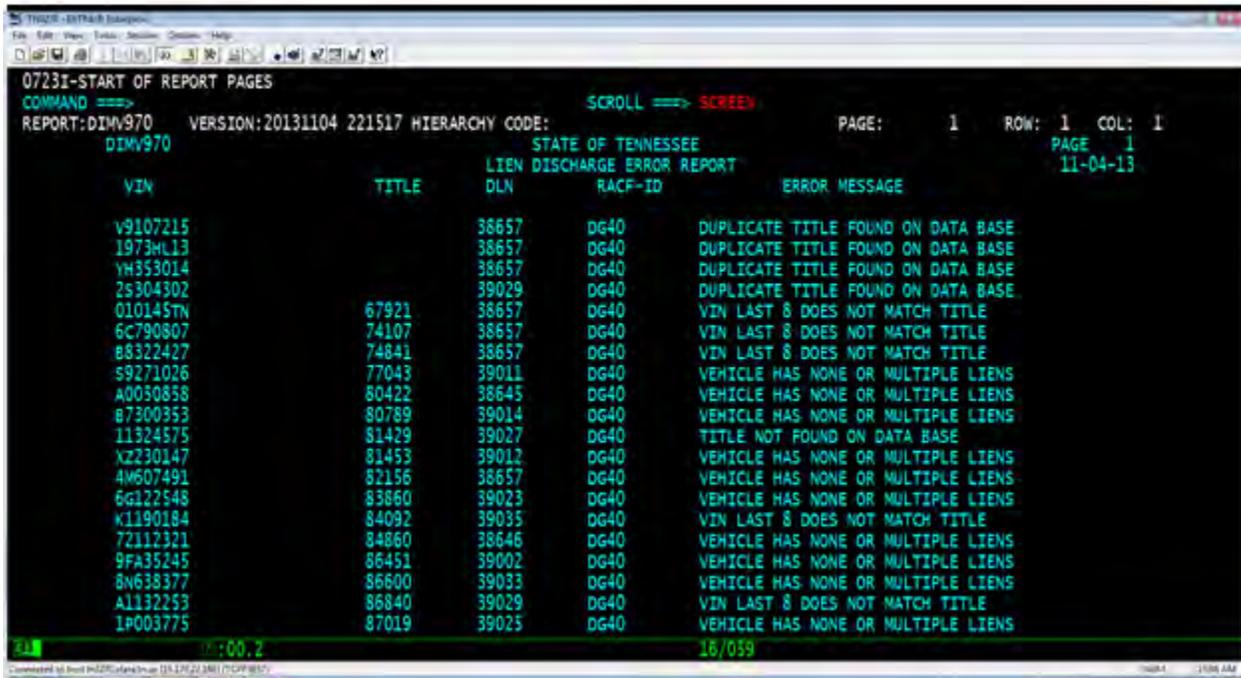
```
tn3270 - EXTRA® Emulation
File Edit View Tools Session Options Help
[Toolbar icons]
0729I-BEGINNING OF INDEX                                0731I-END OF INDEX
COMMAND ==> _                                           TIME: 100314
*** REPORT SECTION INDEX ***
REPORT ID: DIMV970   YDITRA97 - V970 - LIEN DISCHARGE
VERSION: 20131104 221517
OPTION SECTION                PAGES  DESCRIPTION
-----
X                               2
[Bottom status bar: 4|B | :01.3 | 02/015 | NUM | 1003 AM | Connected to host tn3270.state.tn.us [10.170.22.188] (TCP:3697)]
```

Put X ENTER

Next Page

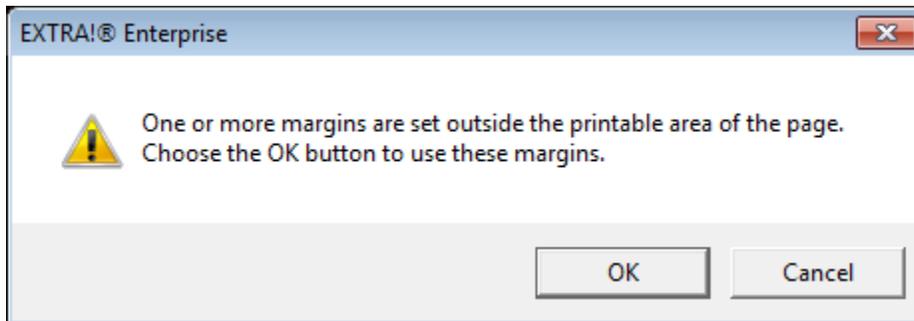


INFOPAC – How to Print Cont'd



To print multiple page at one time do the following:

Click file, print settings, change Orientation from Portrait to Landscape, Click OK



If this box comes up click ok

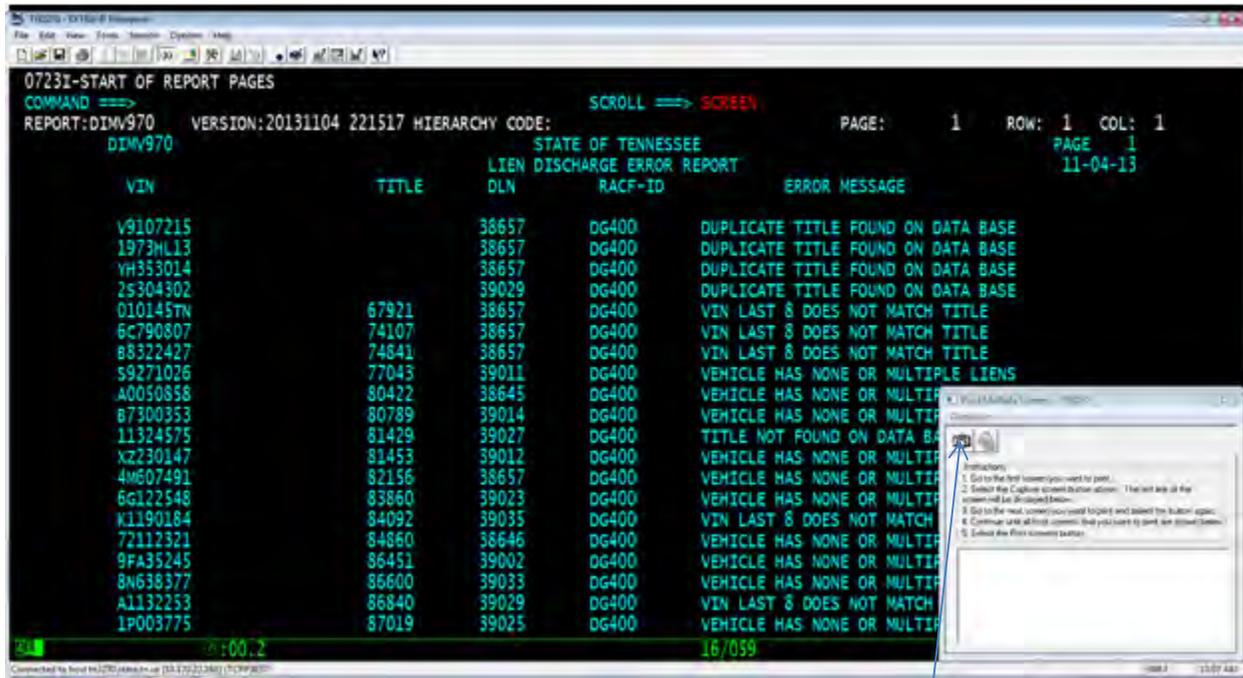
Click file, Print Multiple Screens

A new box will come up (see below – Print Multiple Screen box)

Next Page



INFOPAC – How to Print Cont'd



- Step 1:** Click page you want to print then click inside the new box then click the camera
- Step 2:** Click back to lien discharge error report hit F8 to go to next page
- Step 3:** Click page you want to print then click inside the new box then click the camera
- Step 4:** Go back to step 2 and continue the process till you get to the last page of the report (see below)

Next Page

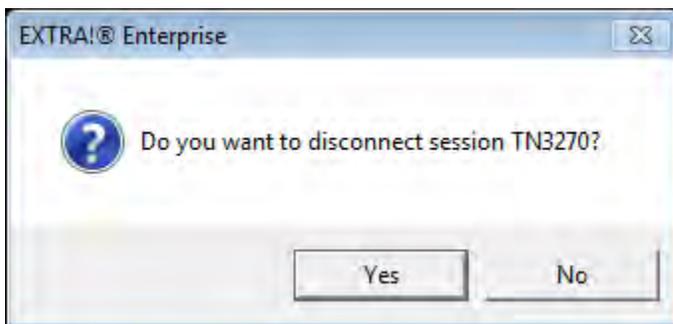


INFOPAC – How to Print Cont'd



Once you have all the commands in the print multiple screens box click the printer to print the multiple pages. Click OK.

Once you have printed the report click the X in the upper right hand corner to close out infopac.



If you want to disconnect session TN3270 click yes.



'Make' Report - Search Entry in Infopac

REVISED: 05/15/2014

DESCRIPTION:

You can search **infopac reports** if you need to look-up vehicle 'make' information by using the following steps:

Note: The report is 170 pages and consists of *all 'make code'* listings in an A – Z format. If you have the VIN you may also want to follow **Make Search - TN3270 Entry** step-by-step instructions; or, search the **Make File Listing** spreadsheet.

The screenshot shows a terminal window titled "TN3270 - EXTRA!® Enterprise". The window contains the following text:

```
STATE OF TENNESSEE

This system may contain Government information, which is restricted to
authorized users ONLY. Unauthorized access, use, misuse, or
modification of this computer system or of the data contained herein or
in transit to/from this system constitutes a violation of state and
federal laws including, but not limited to Title 18, United States
Code, Section 1030, and may subject the individual to Criminal/Civil
penalties pursuant to Title 26, United States Code, Sections 7213(a),
7213A (the Taxpayer Browsing Protection Act), and 7431. This system and
equipment are subject to monitoring to ensure proper performance of
applicable security features/procedures. Such monitoring may result in
the acquisition/recording/analysis of all data being processed,
communicated, transmitted, or stored in this system by a user. If
monitoring reveals possible evidence of criminal activity, such
evidence may be provided to Law Enforcement Personnel. Anyone using
this system expressly consents to such monitoring and should have no
expectation of privacy for any information stored or communicated
via this system.

TN3270 AT 10.171.86.43
NODE TCPP6891 -> TO LOGON ENTER APPL-ID
infopac
```

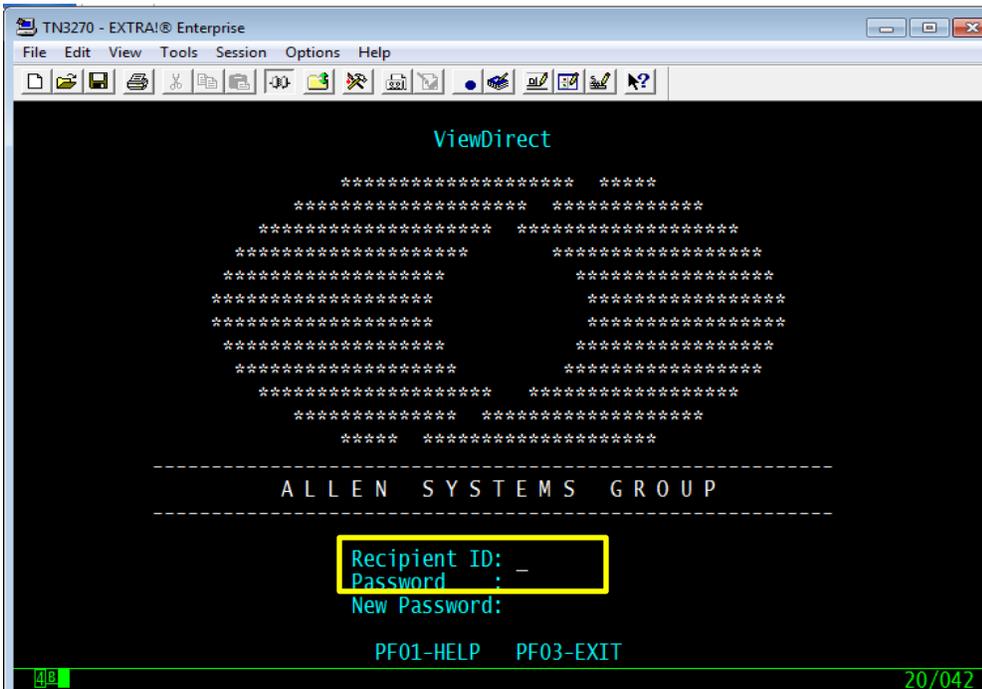
The word "infopac" is highlighted with a yellow box. At the bottom of the terminal, there is a status bar showing a cursor icon, a timer at ":00.1", and the page number "24/008".

1. At the state Mainframe 3270, type infopac at the bottom of the screen, then press the **Enter Key**.

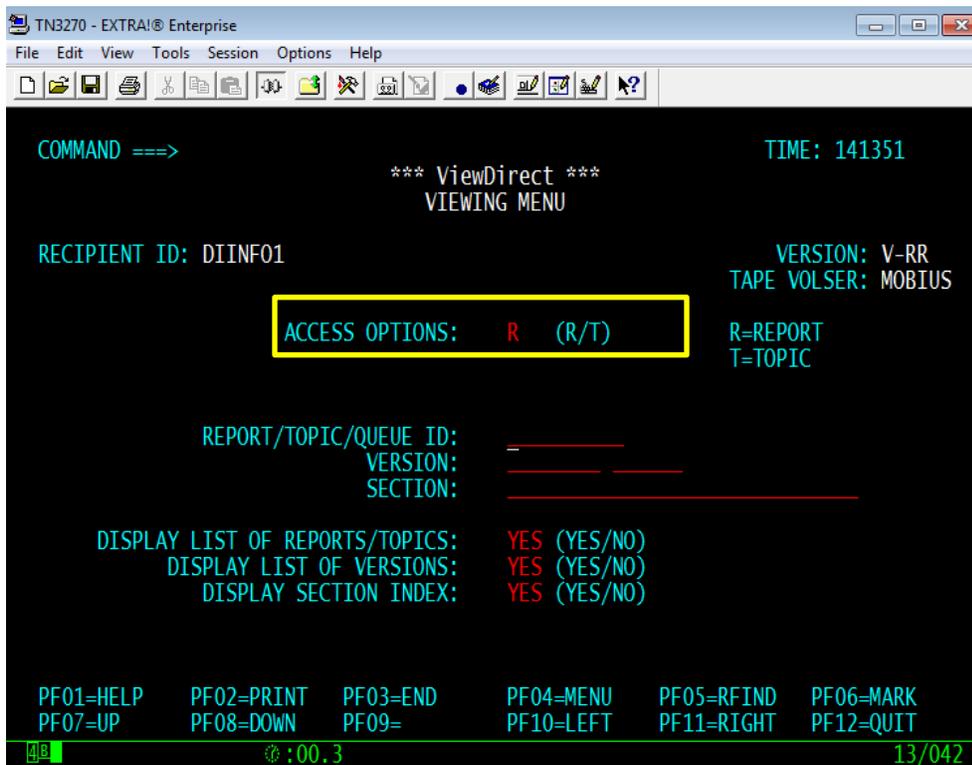
Continue



Make report Cont'd



2. Key Recipient ID – which is your RACF ID & Password



3. Press Enter (Should default to "R" for Report in the Access Options)

Continue



Make Report Cont'd

```
File Edit View Tools Session Options Help
*** ViewDirect ***
VIEWING MENU
TIME: 155808
RECIPIENT ID: DIINF01
VERSION: V-RR
TAPE VOLSER: MOBIUS
ACCESS OPTIONS: R (R/T)
R=REPORT
T=TOPIC
REPORT/TOPIC/QUEUE ID: YDITR
VERSION:
SECTION:
DISPLAY LIST OF REPORTS/TOPICS: YES (YES/NO)
DISPLAY LIST OF VERSIONS: YES (YES/NO)
DISPLAY SECTION INDEX: YES (YES/NO)
```

- 4. On the same screen, tab and enter 'yditr' for the 'make' report listing. Press enter.

```
File Edit View Tools Session Options Help
0726I-END OF REPORTS
COMMAND ==>
*** REPORTS ***
TIME: 160108
OPTION REPORT ID REPORT NAME
-----
- YDITR79A-3 MAKE FILE-MAKE NAME ORDER
- YDITR79A-4 MAKE FILE-MAKE ORDER
```

- 5. Select YDITR79A-3 or YDITR79A-4 on the Reports screen. Place an "x" in front of the desired report. Press enter.

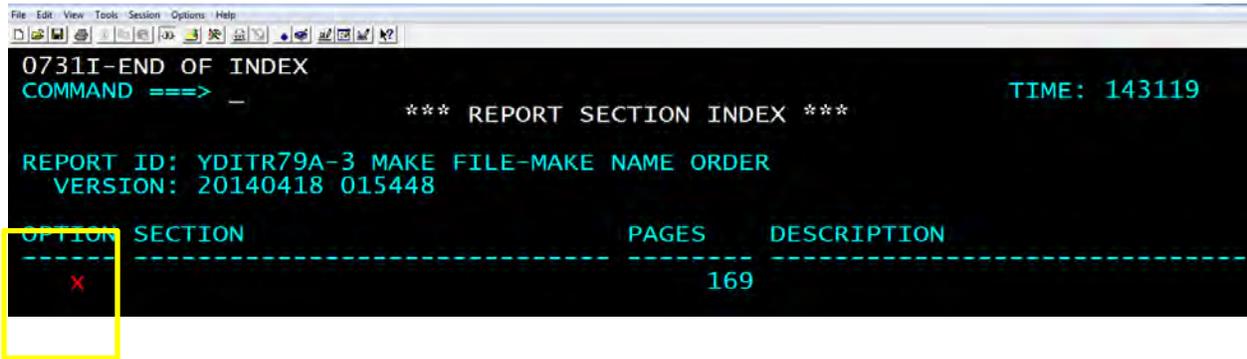
```
File Edit View Tools Session Options Help
0727I-BEGINNING OF VERSIONS 0732I-END OF VERSIONS
COMMAND ==>
*** REPORT VERSIONS ***
TIME: 142912
REPORT: YDITR79A-3 MAKE FILE-MAKE NAME ORDER
OPTION DATE TIME DEVICE STATUS
-----
X 20140418 015448 DISK AVAILABLE
- 20140412 014738 DISK AVAILABLE
```

- 6. Place an "X" on the first listed option on the Report Versions screen. Press enter.

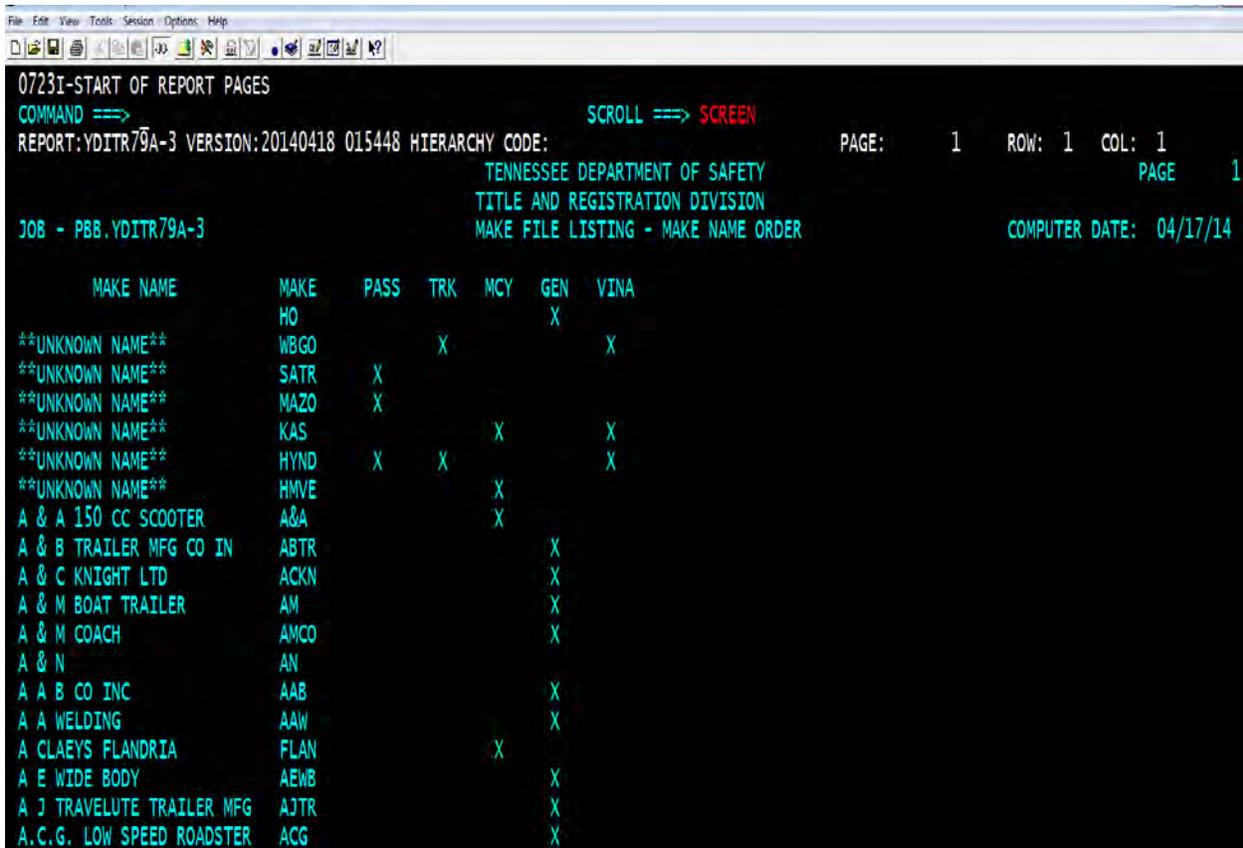
Continue



Make Report Cont'd



- Place an "X" and **press enter** on the Report Section Index screen. Note the size of the report (169 pages)



- The 'Make' Report will have many pages of A – Z listing.

Note – Use= PF7 – to go Back / PF8 –To go Forward / PF3 - To End

Continue

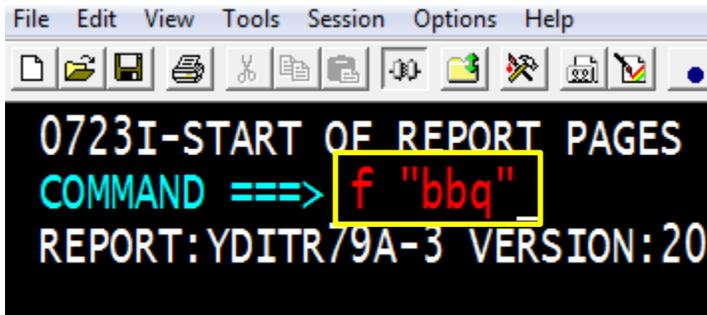


Make report Cont'd

Additional Commands:

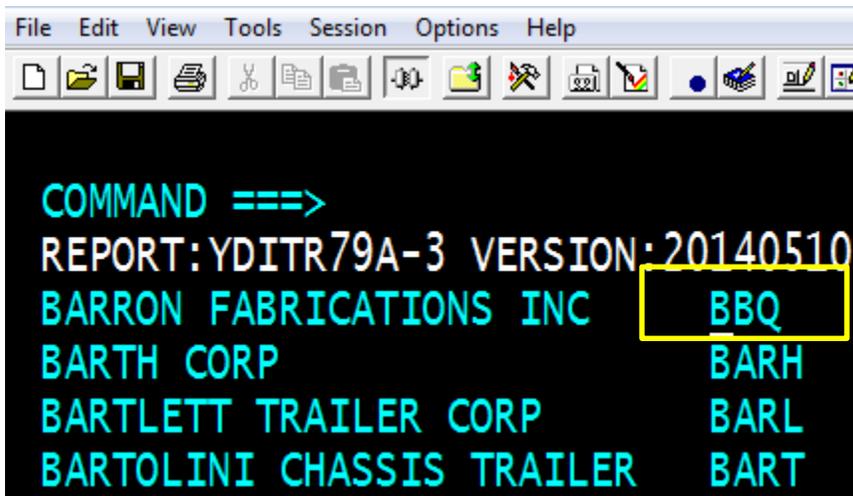
In the previous reports you can use the following steps to find a specific *make code* or *company make name*:

MAKE CODE



Example: Search for **bbq** make code

1. In the **COMMAND** field at the top left side of the screen, **Enter f "bbq"** - {Be sure to enter a space after **f** and add "" (quotation marks) around the make code before you enter.}



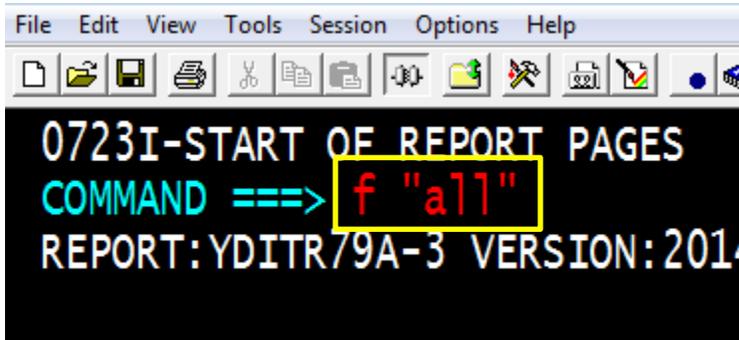
A listing will appear. **Press PF3** and **mark X** in the **Options** field and enter to start a new search.

Continue



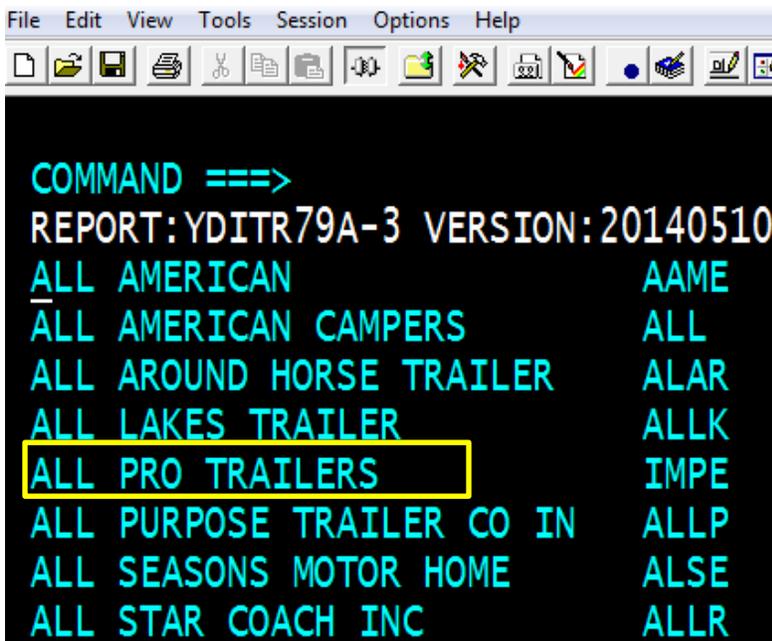
Make Report Cont'd

COMPANY NAME



Example: Search for “All Pro Trailers” or “all”

You can use the same steps if you are searching by a company name or a partial entry of the company name. Be sure to place the company name in “” (quotation marks).



A listing of company names will appear. Press **PF3** and mark **X** in the **Options** field and enter to start a new search.

Enter a **B** in the command field to go to the beginning of the report. You can enter a **T** in the command field to go to the end of the report.

Continue



Make Report Cont'd

ADD A 'MAKE' TO "MAKE FILE LISTING"

There are times after searching when you can't find the 'make' of a vehicle. Usually, this may occur on newer or out-of-state vehicles. Therefore, if you are unable to find 'make' information, please use the following steps when requesting that the information be added to the **Make File Listing spreadsheet**:

- Please send your email to dg_plate&supply.team@tn.gov and *attach* supporting documentation such as MSO/MCO or a copy of the Title, Bill of Sale or Out-of-State Title to the email. Or;
- Fax above information to 615-253-4260

RELATED TOPICS:

TN3270 – 'MAKE' SEARCH ENTRIES (VIN)

LINKS:

[Click here](#) to view *Make File Listing*.



INFOPAC – PROCESSING RENEWAL REPORT ERRORS

REVISED: 09/26/2013

Note: SCROLL TO NEXT PAGE(S) FOR ADDITIONAL INFORMATION

DEFINITION:

The state database will process all transactions from the counties. If the system does not recognize any of the renewal information or data is missing, an error will show up in the system under the county name. The Renewal Update Error Detail List (DG10C050); provides information as to why a particular record did not update in the Legacy database. These errors may be worked at the county level and re-transmitted.

Log-In: Log-in procedure requirements:

1. At the state Mainframe 3270, type infopac (lower case) at the bottom of the screen, then press the **Enter Key**.

```

TN3270 AT 10.198.48.51
NODE TCP5153 -> TO LOGON ENTER APPL-ID
infopac

```

2. Log in with your “dg” or “dgd” number and state mainframe password, and then press the **Enter Key**.

```

-----
A L L E N   S Y S T E M S   G R O U P
-----

Recipient ID:
Password    :
New Password:

```

3. On the **Viewing Menu** screen type in **DG10C050** by **REPORT/TOPIC/QUEUE ID**, and then press the **Enter Key**.

```

ACCESS OPTIONS:   R   (R/T)           R=REPORT
                                     T=TOPIC

REPORT/TOPIC/QUEUE ID:  DG10C050
VERSION:             _____
SECTION:             _____

```

continued



Renewal pg 2

- From the “**Reports**” page, select the date of the errors to view. Place an ‘**X**’ or ‘**A**’ in front of **DG10C050** ‘**RENEWAL UPDATE ERROR DETAIL**’ and press the **Enter Key**.

```
COMMAND ==>                                     TIME: 093450
*** REPORTS ***
OPTION REPORT ID  REPORT NAME
-----
- DG10C050       RENEWAL UPDATE ERROR DETAIL
- DG10C060       MOTOR VEHICLE-RENEWAL BATCH TRANS LIST
- DIDL100        PRODUCTION ACTIVITY SUMMARY
```

- From the “**Report Versions**” page, select the date of the errors to view. Place an ‘**X**’ or ‘**A**’ under that option and press the **Enter Key**.

```
*** REPORT VERSIONS ***
REPORT: DG10C050  RENEWAL UPDATE ERROR DETAIL
OPTION  DATE      TIME      DEVICE  STATUS
-----
-      20130926  015106   DISK    AVAILABLE
-      20130925  022800   DISK    AVAILABLE
-      20130924  025821   DISK    AVAILABLE
-      20130921  014215   DISK    AVAILABLE
```

continued



Renewal pg 3

- 6. Place an 'X' or 'A' by the county region you want to see and press the **Enter Key**.
 - A breakdown of the region detail is below the picture.

*** REPORT SECTION INDEX ***

REPORT ID: DG10C050 RENEWAL UPDATE ERROR DETAIL
 VERSION: 20130926 015106

OPTION	SECTION	PAGES	DESCRIPTION
-	CENTRAL TENNESSEE REG	3	
-	DAVIDSON COUNTY REGI	8	
-	HAMILTON COUNTY REGI	5	
-	KNOX COUNTY REGION	9	
-	SHELBY COUNTY REGIO	23	
-	SUMMARY TOTALS	1	
-	SUMMARY TOTALS	1	
-	UPPER CUMBERLAND REGI	4	
-	WEST TENNESSEE REGIO	2	

Region Detail is as follows:

- a. **Central Tennessee Region Counties:** Bedford, Dickson, Franklin, Giles, Hickman, Lawrence, Lincoln, Marshall, Maury, Montgomery, Moore and Williamson.
- b. **Davidson Co Region Counties:** Cheatham, Davidson, Robertson and Rutherford.
- c. **Hamilton Co Region Counties:** Bledsoe, Bradley, Grundy, Hamilton, McMinn, Marion, Meigs, Polk, Rhea, Sequatchie, Van Buren, Warren and White.
- d. **Knox Co Region Counties:** Anderson, Blount, Claiborne, Cocke, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Knox, Loudon, Monroe, Morgan, Roane, Scott and Union.
- e. **Shelby Co Region Counties:** Carter, Johnson, Shelby, Sullivan, Unicoi and Washington.
- f. **Upper Cumberland Co Region Counties:** Campbell, Cannon, Clay, Coffee, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Sumner, Trousdale and Wilson.
- g. **West TN Region Counties:** Benton, Carroll, Chester, Crockett, Decatur, Dyer, Fayette, Gibson, Hardeman, Hardin, Haywood, Henderson, Henry, Houston, Humphreys, Lake, Lauderdale, Lewis, McNairy, Madison, Obion, Perry, Stewart, Tipton, Wayne and Weakley.

continued



Renewal pg 4

- 7. The **RENEWAL UPDATE ERROR DETAIL LIST** will identify the renewal error and message as to why the record did not update.

Example of the major error message and directions on how to resolve the error are below:

```

COMMAND ==>
REPORT:DG10c050  VERSION:20130926 015106 HIERAF
PROGRAM: DG10c050
REPORT : DG10c050-1042
SCROLL ==> SCREEN
COUNTY REGIO PAGE: 3 ROW: 1 COL: 1
TENNESSEE DEPARTMENT OF REVENUE
VEHICLE SERVICES SECTION
RENEWAL UPDATE ERROR DETAIL LIST
COUNTY REGION
CYCLE: 00979 BATCH: 79 09 24001 BATCH DATE: 09/24/13
DOC # TITLE/CXIDIG LAST NAME / FIRST NAME / MI ILU / MAO
*-----VIN-----* *-----ADDRESS-----*
TAG / CLASS / ISSYR CITY NAME / STATE / ZIPCODE CO VEH / SEATS ERROR MESSAGE CLEARED BY
000 '147 VIN, TITLE, TAG RECS NOT FOUND
*** FATAL ***
107 1000 2006 MEMPHIS TN 381418443
0004 117 STOP CODE FOUND
*** FATAL ***
WOOD AVE
160 1000 2006 MEMPHIS TN 381347507
000 2328 VIN, TITLE, TAG RECS NOT FOUND
*** FATAL ***
ING CREST DR
95 1000 2006 MEMPHIS TN 381330000
001 :746 STOP CODE FOUND

```

NOTE: If a 'stop' is part of the renewal errors; fax a copy of the current registration to Vehicle Services for staff to process the transaction.

continued



Renewal pg 5

- 8. **Expire Date Outside of Range** explanations:
 - a. The expiration date is 90 days past the renewal expiration-
 - i. Requires update to TN3270; Transaction Type 17
 - b. The expiration date is 90 days before the renewal expiration-
 - i. Requires update to TN3270; Transaction Type 17
 - c. You may have re-transmitted batches of renewals
 - i. Verification of transmitted files not being appended

```
COMMAND ==>          SCROLL ==> SCREEN
REPORT:DG10c050  VERSION:20130926 015106 HIERARC      COUNTY REGIO      PAGE: 1  ROW: 1  COL: 1
PROGRAM: DG10c050          TENNESSEE DEPARTMENT OF REVENUE      09/26/13 - 01
REPORT : DG10c050-1042      VEHICLE SERVICES SECTION      PAGE:
                                RENEWAL UPDATE ERROR DETAIL LIST
                                COUNTY REGION
CYCLE: 00946  BATCH: 46 09 24008  BATCH DATE: 09/24/13
DOC #  TITLE/CKDIG  LAST NAME / FIRST NAME / MI  ILU / MAO
*-----VTN-----*  *-----ADDRESS-----*
TAG / CLASS / ISSYR  CITY NAME / STATE / ZIPCODE  CO VEH / SEATS  ERROR MESSAGE  CLEARED BY
00001  8273              N  N  EXPIRE DATE OUTSIDE OF RANGE
1UJBJ
OTE  8000 2000              000000000      *** FATAL ***
```



INFOPAC – PROCESSING TITLE AND REGISTRATION ERRORS

REVISED: 10/02/2013

Note: SCROLL TO NEXT PAGE(S) FOR ADDITIONAL INFORMATION

DEFINITION:

The state database will process all transactions from the counties. If the system does not recognize any of the information or data is missing, an error will show up in the system under the county name. The following is a process to retrieve those errors so they may be worked at the county level and re-transmitted.

Log-In: Log-in procedure requirements:

1. At the state Mainframe 3270, type infopac (lower case) at the bottom of the screen, then press the Enter Key.

```

TN3270 AT 10.198.48.51
NODE TCPP5153 -> TO LOGON ENTER APPL-ID
infopac

```

2. Log in with your “dg” or “dgd” number and state mainframe password, and then press the Enter Key.

```

-----
A L L E N   S Y S T E M S   G R O U P
-----

Recipient ID:
Password      :
New Password:

```

3. On the **Viewing Menu** screen change the Access Options to “R”, and then press the Enter Key.

```

ACCESS OPTIONS:  R  (R/T)      R=REPORT
                                     T=TOPIC

REPORT/TOPIC/QUEUE ID:  _____
VERSION:                _____
SECTION:                _____

```

continued



InfoPac pg 2

- From the "Reports" page, scroll down several pages till you find DIMV725R COUNTY TRANSACTION ERROR LISTING and place an 'X' or 'A' under "Option".

```

COMMAND ==>                                     TIME: 100336
*** REPORTS ***
OPTION REPORT ID  REPORT NAME
-----
- DGMV805R  XDITHR02 - 805R - DISABLED PLACARD/DEALER PLATE REPORT
- DGMV839R  XDITRB83 - 839R - FUND ACCUMULATION
- DGMV856R  XDITRB85 - 856R - FEE INCREASE ACCUMULATION REPORT
- DGTR046   XDIPCV46 - R046 - LEASON AND LEASEE WITH SAME ADDRESS RPT
- DG10C020  RENEWAL BATCH SUMMARY
- DG10C050  RENEWAL UPDATE ERROR DETAIL
- DG10C060  MOTOR VEHICLE-RENEWAL BATCH TRANS LIST
- DIFINRES  FINANCIAL RESPONSIBILITY LETTERS SR-15 (5786 CLASS G)
- DIIMPROV  DRIVE IMPROVEMENT LETTERS (5786 CLASS T)
- DIMV717R  ERROR SUMMARY REPORT
- DIMV723R  STATE/PRISON TRANSACTION ERROR LISTING
X DIMV725R  COUNTY TRANSACTION ERROR LISTING
- DIMV750R  COUNTY VEHICLE INFORMATION CHANGED BY VINA
- DITK500-01 CIT ADD RECORDS RPT
- DITK500-02 BATCH CITATION ERROR RPT

PF01=HELP  PF02=PRINT  PF03=END    PF04=MENU   PF05=RFIND  PF06=MARK
PF07=UP    PF08=DOWN   PF09=       PF10=LEFT  PF11=RIGHT  PF12=QUIT

These two rows above are function keys and can be used on any screen
Quick Tips = F-7 pg back  F-8 pg next

```

continued



InfoPac pg 3

- 5. From the “Report Versions” page, select the date of the errors to view. Place an ‘X’ or ‘A’ under that option.

```

*** REPORT VERSIONS ***
REPORT: DIMV725R COUNTY TRANSACTION ERROR LISTING
OPTION  DATE      TIME      DEVICE    STATUS
-----  -
X 20120329  032742   DISK      AVAILABLE
- 20120328  015544   DISK      AVAILABLE
- 20120327  020231   DISK      AVAILABLE
- 20120324  022216   DISK      AVAILABLE
- 20120323  022231   DISK      AVAILABLE
- 20120322  021144   DISK      AVAILABLE
- 20120321  014640   DISK      AVAILABLE

```

```

DATE      TIME
-----  -
20130925  022821

```

The ‘date’ column is coded by year, month and day and represents the date the ‘batch’ was previously transmitted.

```

0729I-BEGINNING OF INDEX
COMMAND ==>
*** REPORT SECTION INDEX ***
REPORT ID: DIMV725R COUNTY TRANSACTION ERROR LISTING
VERSION: 20130925 022821
OPTION SECTION          PAGES  DESCRIPTION
-----  -
- 00 COUNTY REG NEW TITLES 1
- 00 COUNTY REG REG ONLIES 1
X 00 COUNTY REG REG ONLIES 1

```

Note: State employees may see multiple counties in this page view. Counties will only see their information on this page. Place an “X” in front of the report (New Titles / Reg Onlies) you want to view.

Continued



InfoPac pg 4

- 6. Staff can now view errors for your county. Only your county will appear. Under this section you will see:
 - a. Transaction type
 - b. Date
 - c. VIN
 - d. Vehicle Make/Year
 - e. Title Number
 - f. Error Message

GROUP:		REG ONLIES						
TRN TYP & DATE	(CURRENT DATA FIELD VALUES ABOVE; NEW FIELD VALUES BELOW)						ERR	
BTCH & TRN NBR	VEHICLE ID NUMBER	MAKE/YEAR	TITLE	PLATE/CLASS/ISS YR	ERROR FIELD VALUES	ERROR MESSAGES	NBR	
04	03/20/2012	2HJYK16	HOND 07					
	5		778364	3483	4201 2000	34839H1 /4201/2000	NEW PLATE ALREADY ON A VEHICLE 559	
17	03/20/2012	1HD4CAM	HD 99	778364		/0000/2001	NEW PLATE DATA IS REQUIRED. 556	
	4		999999		2001			
17	03/20/2012	1GCFG15	CHEV 03	818625		235D065 /1010/2001	NEW PLATE ALREADY ON A VEHICLE 559	
	4		999999	235C	1010 2001			
TOTALS FOR GROUP:		REG ONLIES		3				
TOTALS FOR TRAN OWNER:				8				

Remember, you do not need to work any '9999999' title/registration numbers since those numbers were not issued by your county.

- 7. Printing the page by selecting the printer icon or go to the "File" option at the top and select "Print" from the drop down menu.



Note: Some printer settings may not allow for the complete page of information to print.

- 8. Typically there is one qualified individual (or multiple individuals) from a Clerk's office that will go back into 3270 to correct the transaction, as required.

continued



InfoPac pg 5

IMPORTANT NOTE: When building an **error** from **INFOPAC** always remember to put a **Y** in **PRT IND** so a Title will **NOT** Print over night at the State Office.

```

SERIAL: 00001      TENNESSEE DEPARTMENT OF SAFETY      DATE: 03/27/2012
                   TRD TRANSACTION ENTRY FEE SCREEN

TX TYPE: 07  TX DATE: 03/27/2012
TL/RO/RJ: 897979  VIN: 1N4DL01DXXC2      PLATE: 816X / 1000 / 2006

APPLC IND:      PRT IND: y  COMMENTS: (1) _      (2)

LICENSE FEE:      CREDIT:      PENALTY:
LEASE FEE:        TRAN FEE:      TITLE FEE:
2.75% TAX:
TOTAL STATE SALES TAX:      0.00  LOCAL SALES TAX:
TAX CREDIT: (STATE)      (AMT)      EXEMPT REASON:

ISSUANCE FEE:      STATE FEE:      COUNTY FEE:
DONOR FEE:

VEHICLE COST:      ALLOWANCE:      TAXABLE AMT:

COUNTY DECAL:      PHONE: - -      MAIL CODE:

PF 2 INCOMPLETE ADVANCE  F4=PREVIOUS SCREEN  F12=EXIT
DATA FROM THE PREVIOUS SCREEN WAS ACCEPTED

4B  :00.1  07/043

```

9. Check the listing for **Error Messages on INFOPAC** (See next 3 pages)

Continued



Explanation of Common Infopac Report Error Messages:

Error Message	Explanation
CURRENT VIN NOT IN SYSTEM	Since the VIN is not active on the system, VIN should be verified and/or purge checked.
CURR VIN AND PLATE SAME VHCL	The transfer plate is already on a current VIN, so the plate cannot be transferred.
CURRENT VIN IS REQUIRED	VIN is a required field.
CURR VIN AND PLATE CONFLICT	Plate that is being reassigned is currently on other vehicle in the system.
FINANCIAL RESPONSIBILITY STOP	Record has a 14 stop code, therefore cannot be renewed. Contact Driver's License.
INVALID ISSUE YEAR	The keyed year code is incorrect. Verify on issue year on plate fee schedule.
INCOMPLETE SEND TO STATE	Incomplete on the vehicle record.
INVALID EXPR DATE	The expiration date was keyed incorrectly. Verify date of expiration.
INVALID ZONE INDICATOR	Error keyed in the zone indicator field. Key either 0 or the correct indicator in the field.
INVALID COUNTY NUMBER	Incorrect county number keyed in the field.

continued



Error Message	Explanation
INVALID CURRENT CLASS ISSUE YR	The keyed class and year code is incorrect. Verify class and year of the plate in the plate fee schedule.
NEW PLATE ALREADY ON A VEHICLE	New plate is already on the system. Verify plate status in system.
NEW PLATE DATA IS REQUIRED	New plate number must be keyed in the required field. Verify new plate information.
NEW PLATE DATA IS ON HISTORY	Plate being keyed is in the former plate field. Plate information must be removed from history before being keyed.
NEW PLATE DATA NOT IN TAG IN	Plate is not logged into plate inventory. Verify plate, class, and year of the plate being keyed.
NO PREVIOUS TAG	No plate to be transferred to another vehicle. (Plate must be on record before any other registration transaction can be completed.)
PLATE DATA NOT FOUND IN SYSTEM	No plate information for a transferred. Change transaction type to correct.
REISSUE NEED NEW PLATE DATA	Vehicle needs new medal plate for vehicle.
STOP CODE ALREADY EXISTS ON JM	Stop code on the current vehicle record. Check stop screen on VIN.
TRANS KEYS NOT EQUAL DATABASE	Incorrect information keyed in a field somewhere in the record. Check all mandatory fields for the transaction type.

continued



Error Message	Explanation
USER NOT AUTH TO ENTER TRANS	Employee cannot key the transaction type.
VEH HAS "ADMIN 03" STOP CODE	Current record has an Anti-Theft stop. Plate cannot be renewed.
VEHICLE HAS "TITLE" STOP CODE	Record on the system has a stop code. Check stop screen on system for type of stop.
VEHICLE HAS "ABANDONED" STOP	Record has an Abandoned stop (08) on the current vehicle.
VEH HAS "ADMIN 04" STOP CODE	Title has been returned and destroyed. Check system to verify that transaction updated.
VEHICLE HAS INVALID EXP DATE	The expiration date was keyed incorrectly on the current record. Verify date.
06-STOP STOLEN/LOST DECAL	Current record has a stolen/lost decal. Check system to verify that transaction updated.
07-STOP STOLEN/LOST PLATE	Current record has a stolen/lost plate. Check system to verify that transaction updated.



**TRANSACTION TYPE 01
ORIGINAL REGISTRATION (Old to the System)**

REVISED 10/31/2012

AUTHORITY:

Tenn. Code Ann. Section 55-1-121, 55-3-118, 39-14-132

DESCRIPTION:

This transaction is initiated when an applicant acquires a new vehicle.

General information: A New Plate is required for this transaction.

REQUIREMENTS:

1. [Multi-purpose Application](#) – For Title and Registration
2. **Tennessee Certification of Title**
3. **Applications** not supported with a **Tennessee Title** are acceptable, if supported with **ONE** of the following:
 - a. Court Order
 - b. Certificate of Ownership
 - c. Surety Bond
 - d. Notice of Sheriff's Sale
 - e. Divorce Decree
 - f. Repossession
 - g. Abandoned Vehicle
4. **Title Extension Form** (when the back of the title is completed)
5. [Odometer Disclosure Statement](#) (if applicable) - The **Federal Odometer Statute** defines certain vehicles that are (or may be) exempt from disclosure.

FEES: Click [here](#) for Fees (subject to change)

Applicant may pay the following:

- Registration fee
- Title fee
- Lien fee (if applicable)
- Sales and Use Tax may be applicable
- County Issuance fee(s)
- Lessor/Lessee fee (if applicable)
- Additional County Clerk fees may be applicable.

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



**TRANSACTION TYPE B1
REBUILT T&R RECORD
VEHICLE NOT ON SYSTEM – NEW PLATE**

REVISED 10/30/2012

DESCRIPTION:

This transaction is used when a Tennessee assigned title record cannot be found on the current database **BUT**, the record is located in the '**Purge**' file or the applicant has evidence of the issued title. The applicant on must be the same owner as the record on purge file or image retrieval.

General information: a new plate is required for this transaction. No new title is issued.

REQUIREMENTS: The following information is mandatory on the application:

1. Current Title Number
2. Former Title Number
3. Purchase Date
4. New or Used



TRANSACTION TYPE N1 ORIGINAL REGISTRATION (New to the System)

REVISED 10/30/2012

AUTHORITY:

Tenn. Code Ann. Section 55-1-121, 55-3-118, 39-14-132

DESCRIPTION:

This transaction is initiated when an applicant acquires a new vehicle.

General information: A New Plate is required for this transaction.

REQUIREMENTS:

1. [Multi-purpose Application](#) – For Title and Registration
2. Out –of-State Title or Manufacture’s Statement of Origin (MSO)
Note: (must be supported with a New Car Invoice /Bill of Sale)
3. Foreign or Out-of-State Registration and application have a Lien
4. [Odometer Disclosure Statement](#) (if applicable) - The Federal Odometer Statute defines certain vehicles that are (or may be) exempt from disclosure.
5. Security Agreement (if, applicable)
6. Title Extension Form (if applicable)

FEES: Click [here](#) for Fees (subject to change)

Applicant may pay the following:

- Registration fee
- Title fee
- Lien fee (if applicable)
- Sales and Use Tax may be applicable
- County Issuance fee(s)
- Lessor/Lessee fee (if applicable)
- Additional County Clerk fees may be applicable.

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



TRANSACTION TYPE 02 RE-ASSIGNMENT OF REGISTRATION (OLD TO THE SYSTEM)

REVISED 03/28/2014

AUTHORITY:

Tenn. Code Ann. Section 55-1-121, 55-3-118, 55-4-101(f)(2), 55-6-104, 39-14-132

DESCRIPTION:

This transaction type occurs when an applicant acquires a new vehicle; and transfers a plate from a vehicle already titled and registered in the applicant's name or when adding a spouse.

REQUIREMENTS:

1. [Multi-purpose Application](#) – For Title and Registration.
2. **Tennessee Certification of Title**
3. **Applications** not supported with a **Tennessee Title** are acceptable, if supported with **ONE** of the following:
 - a. Court Order
 - b. Certificate of Ownership
 - c. Surety Bond
 - d. Notice of Sheriff's Sale
 - e. Divorce Decree
 - f. Repossession
 - g. Abandoned Vehicle
4. **Title Extension Form**
5. [Odometer Disclosure Statement](#) (if applicable) - The **Federal Odometer Statute** defines certain vehicles that are (or may be) exempt from disclosure.

FEES: Click [here](#) for Fees

Applicant may pay the following:

- Transfer fee
- Title fee
- Lien fee (if applicable)
- Sales and Use Tax may be applicable
- County Issuance fee(s)
- Lessor/Lessee fee (if applicable)
- Additional County Clerk fees may be applicable.

General information: The application for Certificate of Title and Registration **must** show the year and make of the vehicle from which the license plate is being transferred. This must be shown in the "**License Not Trade-In**" space on the application for title and registration.

If the license plate being transferred is in joint ownership, it **cannot** be transferred to single ownership, except in the instance of a surviving spouse.

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



**TRANSACTION TYPE B2
REBUILD T&R RECORD
VEHICLE NOT IN SYSTEM AND LICENSE PLATE ACTIVE**

REVISED 10/30/2012

DESCRIPTION:

This transaction is used when a Tennessee assigned title record cannot be found on the current database **BUT**, the record is located in the '**Purge**' file or the applicant has evidence of the issued title. The applicant on must be the same owner as the record on purge file or image retrieval.

General information: a valid license plate is required for transfer

REQUIREMENTS:

1. The application must be filled out completely including:
 - a. Current Title Number
 - b. Former Title Number (if former title number cannot be found, key "**RS76**")
 - c. Purchase Date
 - d. New or Used
2. Plate being transferred must be in same name as applicant's name.



TRANSACTION TYPE N2 RE-ASSIGNMENT OF REGISTRATION (New to the System)

REVISED 04/25/2014

AUTHORITY:

Tenn. Code Ann. Section 55-1-121, 55-3-118, 55-4-101(f)(2), 55-6-104, 39-14-132

DESCRIPTION:

This transaction type occurs when an applicant acquires a new vehicle; and transfers a plate from a vehicle already titled and registered in the applicant's name or when adding a spouse.

REQUIREMENTS:

1. [Multi-purpose Application](#) – for Certificate of Title and Registration
2. Out –of-State Title or Manufacture's Statement of Origin (MSO)
3. [Odometer Disclosure Statement](#) (if applicable) - The Federal Odometer Statute defines certain vehicles that are (or may be) exempt from disclosure.
4. Security Agreement (in some cases)
5. Title Extension Form (in some cases)
6. Foreign or Out-of-State Registration and application have a Lien.
7. MSO must have a New Car Invoice or Bill of Sale.

FEES: Click [here](#) for Fees (subject to change)

Applicant may pay the following:

- Transfer fee
- Title fee
- Lien fee (if applicable)
- Sales and Use Tax may be applicable
- County Issuance fee(s)
- Lessor/Lessee fee (if applicable)
- Additional County Clerk fees may be applicable.

NOTE: The application for Certificate of Title and Registration **must** show the year and make of the vehicle from which the license plate is being transferred. This must be shown in the "**License Not Trade-In**" space on the application for title and registration.

NOTE: If the license plate being transferred is in joint ownership, it **cannot** be transferred to single ownership, except in the instance of a surviving spouse. [TCA 55-4-101(f)(2)].

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



TRANSACTION TYPE 03 RE-REGISTRATION

REVISED 10/30/2012

AUTHORITY:

Tenn. Code Ann. Section 55-4-101(f)

DESCRIPTION:

This transaction is the re-registration of a vehicle before annual registration expires. This usually occurs when a person wishes to reclassify the registration of the vehicle. Examples:

1. Registrant wants to operate under a different gross registered weight
2. Registrant wants to change the vehicle's use because of an assessment against the vehicle
3. Registrant wants to change to a different plate class

REQUIREMENTS:

1. [Multi-purpose Application](#) - For Registration
2. Current registration

FEES: Click [here](#) for Fees

See also in this guide - FEE - HOW TO CALCULATE CREDIT FOR RE-REGISTRATION

Applicant may pay the following:

- Registration fee
- Transfer fee
- Credit to be given for the unused portion of the registration. Tenn. Code Ann. Section 55-4-101 (f)
- County Issuance fee(s)
- Additional County Clerk fees may be applicable.

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



TRANSACTION TYPE 04 REPLACEMENT OF TAG, DECAL, OR TAG AND DECAL

REVISED 03/19/2014

AUTHORITY:

Tenn. Code Ann. Section 55-4-103 (g), 55-4-105(d), 55-4-107

DEFINITION:

This transaction is used when a license plate and /or decal, has been lost, stolen or mutilated.

REQUIREMENTS:

1. [Multi-purpose Application](#) - For Registration (must show the **PLATE** being replaced)
2. [Application for Duplicate License Plate/Replacement Plate or Decal](#)
3. Copy of valid registration

NOTES:

- Applicant may pay the following:
 - Plate and/or Decal Replacement fee
 - County Issuance fee(s)
 - Additional County Clerk fees may be applicable.
- When duplicating/replacing a Personalized Plate, be sure to email a copy of the 201 application showing fee's collected and the [Application for Duplicate/Replacement License Plate or Decal](#) to the Plate & Supply Unit dq_plate&supply.team@tn.gov . This will assist with the plate being made and shipped as soon as possible.

General information: There is no fee if plate or decal is lost through the mail.

FEES: Click [here](#) for Fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



**TRANSACTION TYPE 05
TITLE ONLY (Old to the System)**

Revised 10/30/2012

AUTHORITY:

Tenn. Code Ann Section 55-1-121, 55-3-118

DEFINITION:

This transaction is used when a Certificate of Title is to be issued without registration for a vehicle that is old to the database (the database already contains the vehicle information). The instances where "title only" is allowed are:

1. Trailers (e.g. boat trailers, campers and utility trailers)
2. All-terrain vehicles (ATVs) (TDS numbers are shown)
3. Mobile homes
4. Dealers wanting to sell out-of-state
5. Repossessions
6. Settlement with an insurance company
7. Someone giving title to a minor child
8. Re-builder of a vehicle

REQUIREMENTS:

1. [Multi-purpose Application](#) completed in its entirety
2. Tennessee Certificate of Title (see note below)
3. Title Extension Form (if applicable)
4. Security Agreement (if applicable)
5. [Odometer Disclosure Statement](#) (if applicable)

NOTE:

Applications not supported with a title or registration may in some instance be support with the following: Court Order, Certification of Ownership, Surety Bond, Notice of Sheriff's Sale, Divorce Decree, Repossession, or Abandoned Vehicle.

RELATED TOPICS:

TRAILERS
ALL-TERRAIN VEHICLES (ATV)
MOBILE HOMES
REPOSSESSIONS
CONFISCATED VEHICLE
CERTIFICATION OF OWNERSHIP
SURETY BOND
DIVORCE
REPOSSESSION
ABANDONED VEHICLE

Continued on next page



Transaction 05 Pg 2

FEES: Click [here](#) for Fees (subject to change)

Applicant may pay the following:

- Title fee
- Lien fee (if applicable)
- County Issuance fee
- Sales and Use Tax may be applicable
- Additional County Clerk fees may be applicable.

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



TRANSACTION TYPE B5 REBUILD TITLE RECORD

REVISED 10/30/2012

DESCRIPTION:

Transaction Type B5 is used to build a title record that has been purged back on to the Legacy (3270) System. When building a record back on the system using the B5 transaction you are only building the “title” information back onto the system.

REQUIREMENTS:

The following information is needed in order to complete a B5 Transaction:

1. Current title number
2. Former title number (if former title number cannot be found use “RS76”)
3. Purchase date
4. New/Used
5. Lienholder Information

NOTES:

You can only build a record back onto the system if a record of the vehicle was found in purge or in the FileNet system.

The owner information must be the same as found in purge or FileNet.

A B5 Transaction **will not** print a title.



TRANSACTION TYPE N5 TITLE ONLY (New to the System)

REVISED 10/30/2012

AUTHORITY:

Tenn. Code Ann. Section 55-3-118, 55-3-122

DESCRIPTION:

This transaction is used when a Certificate of Title is to be issued without registration for a vehicle that is new to the database. The instances where "title only" is allowed are:

:

1. Trailers (e.g. boat trailers, campers and utility trailers)
2. All-terrain vehicles (ATV) (must show TDR number on application)
3. Mobile homes
4. Repossessions
5. Someone giving title to a minor child
6. Dealer's selling vehicles out of state

REQUIREMENTS:

1. [Multi-purpose Application](#) completed in its entirety
2. Manufacturer's Statement of Origin (MSO), Out-of-State Title or foreign or out-of-state registration (if lienholder is holding the title)
3. Title Extension Form (if applicable)
4. Security Agreement (if applicable)
5. New Car Invoice or Bill of Sale if application is supported with a MSO
6. [Odometer Disclosure Statement](#) (if applicable)

NOTE:

Applications not supported with a title or registration may in some instance be support with the following: Court Order, Certification of Ownership, Surety Bond, Notice of Sheriff's Sale, Divorce Decree, Repossession, or Abandoned Vehicle.

RELATED TOPICS:

Trailers
All-terrain vehicles (ATV)
Mobile homes
Repossessions
Confiscated Vehicle
Certification of Ownership
Surety Bond
Divorce
Repossession
Abandoned Vehicle

Continued on next page



Transaction N5 Pg 2

FEES: Click [here](#) for Fees (subject to change)

Applicant may pay the following:

- Title fee
- Lien fee (if applicable)
- County Issuance fee
- Sales and Use Tax may be applicable
- Additional County Clerk fees may be applicable.

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



**TRANSACTION TYPE U5
TITLE ONLY ISSUED
(STATE USE ONLY)**

REVISED 10/30/2012

DESCRIPTION:

Transaction Type U5 is a State used transaction only. A U5 is used to issue a title to an insurance company or the owner for insurance purposes as a result of an unrecovered theft or total loss due to an accident.

REQUIREMENTS:

1. U5 Transactions are submitted directly to the Division
2. The Application must be supported with a letter from the insurance company, stating title is for insurance purposes.



TRANSACTION TYPE 07 DUPLICATE TITLE

Revised 02/08/2013

AUTHORITY:

Tenn. Code Ann. Section 55-3-115, 55-6-101(a)(4), 55-6-104(4)

DESCRIPTION:

Transaction Type 07 is used replace a lost or destroyed Tennessee Certificate of Title. This Transaction differs from the noting of lien transaction in that the “**duplicate title indicator**” must be checked when keying this transaction and a lien **cannot** be added.

REQUIREMENTS:

The owner/lienholder applies for a duplicate title through their local county clerk.

1. [Certification for Duplicate Certificate of Title](#) form completed in its entirety.
2. The defaced or mutilated title, if available
3. Proof of discharge of lien, if applicable
4. Power of Attorney, if applicable

REALTED TOPICS:

DUPLICATE TITLE
DISCHARGE OF LIENS

FEES: Click [here](#) for Fees (subject to change)

Applicant may pay the following:

- Title fee
- County Issuance fee(s)
- Additional County Clerk fees may be applicable.

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



TRANSACTION TYPE 07 NOTING OF LIEN ON A TENNESSEE CERTIFICATE OF TITLE

Revised 10/30/2012

DESCRIPTION:

This transaction is used as a result of a lien being added to a Certificate of Title. This happens when a person borrows money and uses a vehicle as collateral. A new title will be issued and mailed to the first lien holder listed on the title.

REQUIREMENTS:

1. [Application for Noting of Lien on Certificate of Title](#) completed in its entirety
 - a. The application must show the name and address of the lienholder in the lienholder section and the name and address of the owner in the owner's section.
 - b. The application must be signed by all owners if names joined by the conjunction "and". If married and names joined by the conjunction "or" either party may sign the application.

2. Current Tennessee Certificate of Title
 - a. When a second lien is being recorded, the certificate of title is not required. The Division will request the certificate from the first lienor.
 - b. If the certificate of title is in possession of the first lienor, enter the name and address of the first lienor in the space provided on the application. Enter information pertaining to the second lienholder in the space provided for second lienor.

3. Copy of Lien Instrument/Security Agreement (the agreement between the lienor and borrower). The security agreement must include an exact description of the vehicle, name and address of lender and the owner(s) signature.

RELATED TOPICS:

LIEN OVERVIEW

NOTING OF LIEN

DISCHARGE OF LIENS

REPOSSESSION

FEES: Click [here](#) for Fees (subject to change)

Applicant may pay the following:

- Title fee
- Lien fee (if applicable)
- County Issuance fee(s)
- Additional County Clerk fees may be applicable.

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



TRANSACTION TYPE 08 DISCHARGE OF LIEN

Revised 10/30/2012

AUTHORITY:

Tenn. Code Ann. Section 55-3-114(c) and 55-3-127

DESCRIPTION:

A Transaction Type 08 is a “**state only**” transaction that’s used when a lien on a vehicle has been satisfied and the lienor submits to the Division a discharge as provided by Tenn. Code Ann. Section 55-3-114(c).

REQUIREMENTS:

When the debt is satisfied, the lienor must discharge the lien, mortgage or encumbrance by doing one of the following three things.

- Submit to the Division a copy of the certificate of title with the date of discharge and signature reflected thereon.

OR

- Submit to the Division the tear away portion at the top of the new 8 ½” x 11” title form with the date of discharge and signature reflected thereon.

OR

- Submit to the Division a Notice of Discharge of Lien (Form RV-F1310901) completed in its entirety.
 - The lien release form must contain the correct and complete VIN and the name of the lienholder must match our records
- The lienor is required to deliver the certificate of title to an owner within seven (7) business days of the owner’s request after the lien has been discharged unless the certificate of title shows on its face one (1) or more liens still outstanding, in which event the certificate of title shall be delivered to the next prior lienor, either in person or by registered mail.
- The lienor must report the discharge of lien to the division within 72 hours of the discharge by registered mail with return receipt demanded.

NOTE:

A faxed lien release is acceptable provided it is signed and dated.

FEES:

There are **NO FEES** associated with this transaction



TRANSACTION TYPE 10 RE-ASSIGNMENT WITH EXCHANGE OF PLATES (Vehicle is Old to the Database)

Revised 10/30/2012

AUTHORITY:

Tenn. Code Ann. Section 55-4-101(f)(2), 55-1-121, 55-3-118, 39-14-132

DEFINITION:

A Transaction Type 10 is used when an applicant acquires a vehicle (that's already on our database); and transfers a plate from a vehicle already titled and registered in the applicant's name and wishes to change the plate class because a different registration class is required. The new plate can be either a higher or lower registration class. If higher, the applicant will receive credit for the plate being traded equal to the fee of the quarter in which the transaction transpires. If a lower registration class is being traded, no credit is given.

REQUIREMENTS:

1. [Multi-purpose Application](#) completed in its entirety
2. Tennessee Certification of Title (see note below)
3. Title Extension Form (if applicable)
4. [Odometer Disclosure Statement](#) (if applicable)
5. Surrender the plate being exchanged

NOTE:

- Applications not supported with a Tennessee Certificate of Title may in some instance be support with the following: Court Order, Certification of Ownership, Surety Bond, Notice of Sheriff's Sale, Divorce Decree, Repossession, or Abandoned Vehicle.
- The application for **Certificate of Title and Registration** must show the year and make of the vehicle from which the license plate is being transferred. This must be shown in the "**License Not Trade-In**" space on the application for title and registration.
- If the license plate being transferred is in **joint ownership**, it **cannot be transferred to single ownership**, except in the instance of a surviving spouse. [Tenn. Code Ann. 55-4-101(f)(2)].

Continued on next page



Transaction 10 Pg 2

RELATED TOPICS:

Transaction Type 02
Transaction Type N2
Transaction Type N10

FEES: Click [here](#) for Fees (subject to change)
See also in this guide - FEE - HOW TO CALCULATE CREDIT FOR RE-REGISTRATION

Applicant may pay the following:

- Registration fee
- Title fee
- Lien fee (if applicable)
- Credit will be given for the license plate being traded, if it's of a higher registration class.
- County Issuance fee(s)
- Additional County Clerk fees may be applicable.

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



**TRANSACTION TYPE N10
RE-ASSIGNMENT WITH EXCHANGE OF PLATES
(Vehicle is New to the Database)**

Revised 10/30/2012

AUTHORITY:

Tenn. Code Ann. Section 55-4-101(f)(2), 55-1-121, 55-3-118, 39-14-132

DEFINITION:

A Transaction Type N10 is used when an applicant acquires a vehicle (no record on our database); and transfers a plate from a vehicle already titled and registered in the applicant's name and wishes to change the plate class because a different registration class is required. The new plate can be either a higher or lower registration class. If higher, the applicant will receive credit for the plate being traded equal to the fee of the quarter in which the transaction transpires. If a lower registration class is being traded, no credit is given.

REQUIREMENTS:

1. [Multi-purpose Application](#) completed in its entirety
2. Manufacturer's Statement of Origin (MSO), Out-of-State Title or foreign or out-of-state registration (if lienholder is holding the title)
3. Title Extension Form (if applicable)
4. [Odometer Disclosure Statement](#) (if applicable)
5. New Car Invoice or Bill of Sale if application is supported with a MSO
6. Surrender the plate being exchanged

NOTE:

- Applications not supported with a MSO or out-of-state title may in some instance be support with the following: Court Order, Certification of Ownership, Surety Bond, Notice of Sheriff's Sale, Divorce Decree, Repossession, or Abandoned Vehicle.
- The application for **Certificate of Title and Registration** must show the year and make of the vehicle from which the license plate is being transferred. This must be shown in the "**License Not Trade-In**" space on the application for title and registration.

Continued on next page



Transaction Type N10 Pg 2

- If the license plate being transferred is in **joint ownership**, it **cannot be transferred to single ownership**, except in the instance of a surviving spouse. [Tenn. Code Ann. 55-4-101(f)(2)].

RELATED TOPICS:

Transaction Type 02

Transaction Type N2

Transaction Type 10

FEES: Click [here](#) for Fees (subject to change)

- Applicant may pay the following:
- Registration fee
- Title fee
- Lien fee (if applicable)
- Credit will be given for the license plate being traded, if it's of a higher registration class.
- County Issuance fee(s)
- Additional County Clerk fees may be applicable.

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



TRANSACTION TYPE 12 SURVIVING SPOUSE

Revised 08/19/2015

AUTHORITY:

Tenn. Code Ann. Section 55-4-118, 55-6-109,

DESCRIPTION:

Transaction Type 12 is used when a surviving spouse inherits a vehicle during the current registration year. If application for title and registration is made within one (1) year of the spouse's death, a new title is issued at no cost. If application is made after one year of the spouse's death the transaction type then becomes a transaction type 01 (refer to Transaction Type 01 for more details).

If the surviving spouse does not qualify for the current plate, a new plate must be issued at regular cost.

REQUIREMENTS:

1. [Multi-purpose Application](#) completed in its entirety
2. Tennessee Certificate of Title (unless in possession of a lien holder)
3. Death Certification (showing the surviving spouse)
4. Affidavit of Inheritance
5. If '**Executor**' or '**Administrator**' is appointed by the court, furnish a copy of the document that verifies appointment.

RELATED TOPICS:

SURVIVING SPOUSE
DEATH CERTIFICATE
AFFIDAVIT OF INHERITANCE

FEES: Click [here](#) for Fees (subject to change)

Applicant may pay the following:

- Registration fee (**NO FEE** unless new License plate is required or renewing plate).
- County Issuance fee(s) (**NO FEE** unless new License plate is required or renewing plate)
- Title fee (**NO FEE** if application made within 1 year)
- Additional County Clerk fees may be applicable.

Continued on next page



Transaction 12 Pg 2

NOTES:

- No registration, which was issued in the name of the deceased spouse only, may be transferred to a vehicle owned by the surviving spouse unless the transfer to the surviving spouse is made on the vehicle that was inherited from the deceased spouse.
- In the event a vehicle is titled in both names, the surviving spouse may reassign the registration to a vehicle owned individually by the spouse with proof of the spouse being deceased.

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



TRANSACTION TYPE 14 REPRINT RENEWAL OR REGISTRATION

Revised 10/30/2012

DESCRIPTION:

A Transaction Type 14 is used to instant print a renewal and roll the expiration date to the next year and/or to change an address. No other information can be changed using a transaction type 14.

If the vehicle record is not on the state's database, you will not be able to use this transaction. You must first build the record on the database by using either the B1 or B2 transaction.



**TRANSACTION TYPE 16
RELEASING A STOP
(Divisional Use Only)**

REVISED 02/03/2014

DESCRIPTION:

This transaction is initiated when it has been determined that a 'stop code' and its corresponding stop segment can be removed from a vehicle database record.

STOP CODES

Stolen Vehicle	01
Anti-Theft	03
Title Destroy	04
Reject	05
Decal Lost or Stolen	06
Tag Lost or Stolen	07
Abandoned Vehicle	08
Surrender Title	09
Admin Stop: Title	10
Financial Responsibility	14
NCIC Admin Stop [NCIC link down; re-run in batch]	15

LINKS:

Financial Responsibility contact information: [https://dl.safety.tn.gov/ /](https://dl.safety.tn.gov/)



TRANSACTION TYPE 17 CORRECTION OF REGISTRATION ONLY

REVISED 10/30/2012

AUTHORITY

Tenn. Code Ann. Section 55-4-101

DESCRIPTION:

This transaction is used when an applicant wants to register a vehicle when registration has expired more than 90 days; when vehicle has not been registered in over 2 years*; or when the system contains erroneous information that must be corrected i.e.; license plate number, expiration date or owner's address.

General information: Any applicant who applies for registration who was a resident of the county in the previous year or years and was liable for and failed to pay the applicable wheel tax shall, for such year or years, be liable for and pay all prior years' wheel taxes prior to being issued such registration.

REQUIREMENTS:

1. [Multi-purpose Application](#) - For Registration
2. Current Registration or (some cases) Old Registration
3. Correction must have an affidavit stating what needs to be corrected or proof that the system is wrong.

FEES: Click [here](#) for Fees

Applicant may pay the following:

- Registration fee (if Application made at time of Renewal)
- County Issuance fee(s)
- Additional County Clerk fees may be applicable.

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



TRANSACTION TYPE 18 CORRECTION OF TENNESSEE TITLE – ASSIGNING A NEW TITLE

REVISED 01/31/2014

DESCRIPTION:

This transaction is initiated due to erroneous information entered or a change in the applicant's name on the Tennessee Certificate of Title.

General information: No fee is charged if the mistake was made by an official of the County Clerk's Office or the Vehicle Services Division.

REQUIREMENTS:

1. [Multi-purpose Application](#)- Corrected Title
2. Tennessee Certificate of Title to be corrected
3. Documents Authorizing the Correction:
 - a. Marriage Certificate
 - b. Court Order
 - c. A Corrected Bill of Sale
 - d. Pencil Tracing
 - e. Others etc.

FEES: Click [here](#) for Fees

Applicant may pay the following:

- Title fee
- Lien fee (if applicable)
- County Issuance fee(s)
- Additional County Clerk fees may be applicable.

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



TRANSACTION TYPE 19 CORRECTION OF TENNESSEE TITLE – USING THE SAME TITLE NUMBER

REVISED 10/08/2015

DESCRIPTION:

This transaction is initiated due to erroneous information entered on a Tennessee Certificate of Title before the title is handed to the customer or mailed.

General information: The incorrect title **MUST BE** in the County Clerk's possession before doing a Transaction 19.

REQUIREMENTS:

1. This transaction is used to correct and reprint erroneous information on a title without assigning a new title number
2. This transaction allows you to change all fields except plate and expiration date
3. The title number **cannot** change (a new title number cannot be assigned)
4. A Transaction 19 can only be done within five (5) five days of the original title issuance.
5. The incorrect title must be in the County Clerk's possession before doing a Transaction 19
6. If the incorrect title has been mailed the Clerk will need to get the title back in their office and correct the title using a Transaction Type 18
7. The incorrect title must be shredded
8. A Transaction 19 can only be processed (1) one time on an incorrect title

BIS (TN Clerk) Users – Additional Notes:

A few questions should be asked before completing the following steps:

1. What transaction type do you need to correct?
 - A. "Real Time" transactions done in BIS (not in TN3270) – example: transaction 7 (Noting of Lien or Duplicate Title), should follow BIS instructions to make modifications before reprinting the corrected title and 201 showing the corrections. Corrections in TN3270 System are not usually required in this example.
 - B. If a title transaction 01, 02, N1 or N2 (Back room review transactions) was done, *and* the information was transmitted, *and* the title was printed incorrectly and updated in 3270:
 - Follow BIS instructions to make modifications **and** also key the same modifications/changes into the TN3270 as a transaction 19.

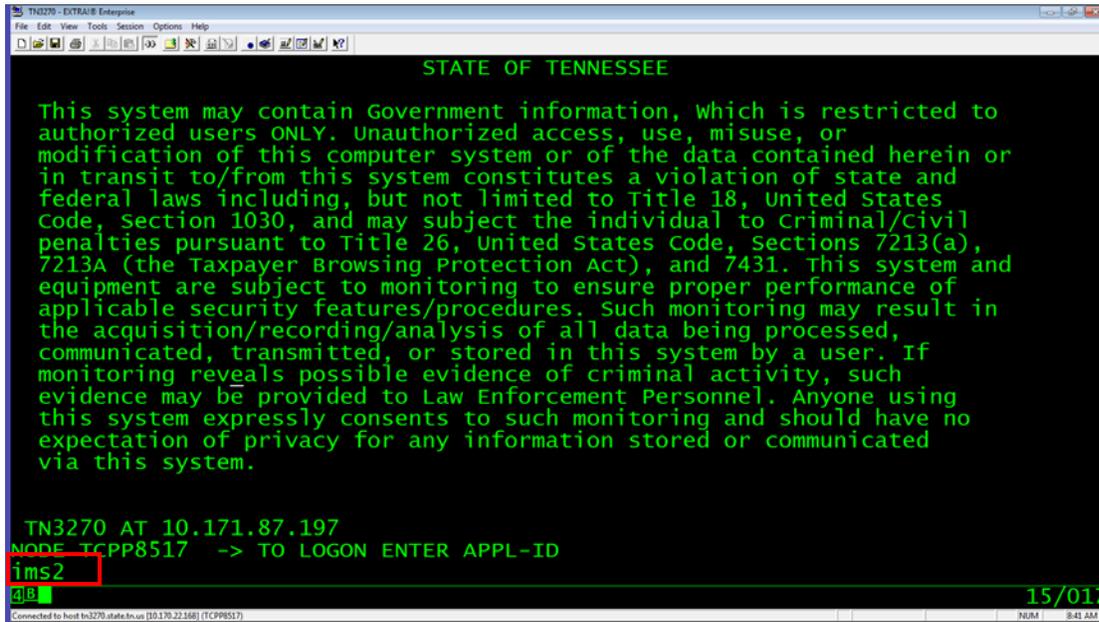
Note – The **most** common error is not listing or changing the correct title number in the **FMR TITLE** field on the **Correction of Title Screen**. Please see step "12" below.

continued on next page

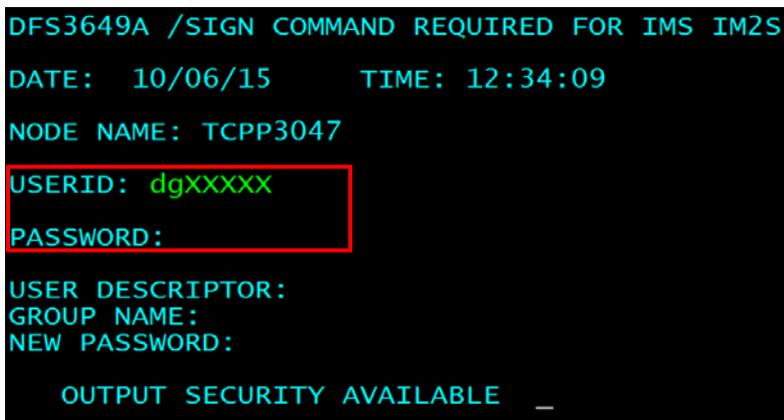


Trans Type 19 Pg 2

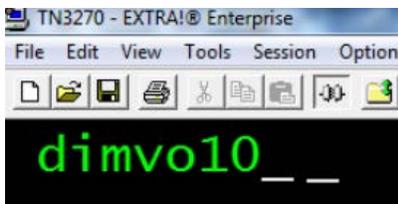
1. Log into legacy (TN3270)



2. Type **IMS2**. >Press the enter key.



3. Enter your **RACF Number** (DGD Number) and your **Password**. >Press the enter key until you get a blank screen.



4. Type **DIMVO10** then press the space bar twice. >Press the enter key.
continued on next page

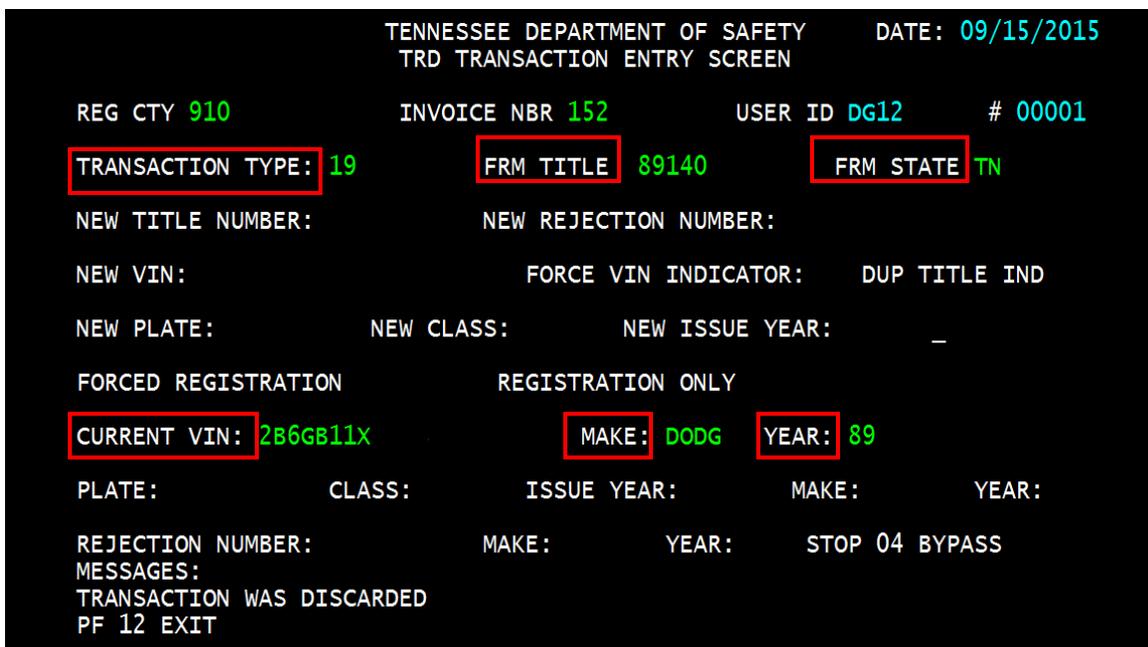


Trans Type 19 Pg 3



5. Enter your **three (3) digit County Code** and the **Julian Date**. >Press enter key.

Note -The following steps in this example are for adding an omitted lien.



6. Enter “19” in the **Transaction Type Field**.

7. Tab to the **Frm Title Field** and enter the **Title Number** listed on the Title that is being corrected.

8. Tab to the **Frm State Field** and enter the state abbreviation listed on the Title that is being corrected.

9. Press the Tab Key 11 times to the **Current VIN Field** and enter the **VIN** that’s on the title that is being corrected.

10. Tab to the **Make Field** and enter the **make** that’s on the title that is being corrected. Enter the two digit (2) digit year code then press enter. Note: If the make code is a three(3) digit code you must tab to the **Year Field** and enter the **two (2) digit year code**. >Press enter.

continued on next page



Trans Type 19 Pg 4

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TENNESSEE DEPARTMENT OF SAFETY
TRD TRANSACTION ENTRY SCREEN
CORRECTION OF TITLE SCREEN

SERIAL 00001                                DATE 09 / 15 / 2015
TRAN TYPE 19  TRAN DATE 09 / 15 / 2015
NEW TITLE NO          NEW VIN
NEW MAKE              NEW YEAR

TITLE NO 89140      VIN 2B6GB11X          INS. POLICY NO
PLATE U09 / 1000 / 2006  DECAL          EXPIRATION DATE 09 / 30 / 2016
MAKE DODG  YEAR 1989  MODEL 2B6  BODY SE  COLOR 9 /  FUEL 9  N/U U
LEASE 0  AXLE 0  UNLD WT 0000000  USE CD 00  ZONE          CO#
ODOM IND 1  ODOM 000000  TTL ST TN          FLEET CERT# 0000000
PUR DT 09 / 03 / 2015  FMR TITLE 44117      ST TN  VEH USE P  VEH TYPE A
PF5=NEXT SCREEN      PF12=EXIT      PF 2 INCOMPLETE ADVANCE

```

11. On the Correction of Title Screen, enter the **Tran Date** (today's date).

12. Change the **FMR Title** number back to the one that is listed as the *Previous Title NO* on the title that is being corrected. >Press enter.

Note: Additional vehicle information changes can also be made on this screen if need be, but are not necessary in this example.

```

TENNESSEE DEPARTMENT OF SAFETY
TRD TRANSACTION ENTRY SCREEN
OWNER/LESSEE ADDRESS SCREEN

00001                                DATE: 09 / 15 / 2015
TRAN TYPE 19  TRAN DATE 09 / 15 / 2015
VIN 2B6GB11X          PLATE U09 / 1000 / 2006
TITLE NO 89140      MAKE DODG  YEAR 19
LEASE/MAIL TO 0  CODE          NAME
ADDR / / / -
NM CD 0  CONJ 0  ILU N  MAO N
OWNER 1  WO          /  IRLE
OWNER 2          /  /  /
IN CARE OF
STREET NO 0          STREET NAME  CC RD
CITY  VILLE          STATE TN  ZIP 367 - 0000  RESIDENT COUNTY 04
PF4=PREVIOUS SCREEN  PF5=NEXT SCREEN  PF12=EXIT
DATA FROM THE PREVIOUS SCREEN WAS ACCEPTED

```

13. No changes need to be made on this screen since the name and address are the same in this example. >Press enter.

continued on next page



Trans Type 19 Pg 5

```

SERIAL# 00001          PURCHASE DT 0 / 03 / 2015          DATE: 09/15/2015
TX TYPE 19  TX DT 09/15/2015  TITLE NO 89140  VIN 2B6GB11X
LIEN  ACTION CODE a  SEQ NO 1
CODE      NAME FIRST BANK
ADDR      / PO BOX      /      VILLE      / TN / 37
LIEN DATE 0 / 0 / 2015  LIEN DISCHARGE NO      DATE / /
LIEN  ACTION CODE _  SEQ NO
CODE      NAME
ADDR      /      /
LIEN DATE / /      LIEN DISCHARGE NO      DATE / /
PF 4 PREVIOUS SCREEN  PF 5 NEXT SCREEN  PF 12 EXIT
DATA FROM THE PREVIOUS SCREEN WAS ACCEPTED
4B  :00.1  11/027

```

14. On the Lien Screen, enter an “a” in the Action Code Field and the number “1” in the Seq NO field. Do not enter a Code number.

15. Enter the Lien holder’s name, address, and lien date. >Press enter.

```

SERIAL: 00001          TENNESSEE DEPARTMENT OF SAFETY          DATE: 09/15/2015
TRD TRANSACTION ENTRY FEE SCREEN
TX TYPE: 19  TX DATE: 09/15/2015
TL/RO/RJ: 89140  VIN: 2B6GB11X          PLATE: U09 / 1000 / 2006
APPLC IND:  PRT IND: *  COMMENTS: (1)  rw ln_          (2)
LICENSE FEE:          CREDIT:          PENALTY:
LEASE FEE:           TRAN FEE:         TITLE FEE:
2.75% TAX:
TOTAL STATE SALES TAX:          7.00  LOCAL SALES TAX:
TAX CREDIT: (STATE)  (AMT)          EXEMPT REASON:
ISSUANCE FEE:          STATE FEE:         COUNTY FEE:
DONOR FEE:
VEHICLE COST:          ALLOWANCE:         TAXABLE AMT:
COUNTY DECAL:        PHONE: - -
F4=PREVIOUS SCREEN  F12=EXIT
DATA FROM THE PREVIOUS SCREEN WAS ACCEPTED

```

IMPORTANT NOTE:

16. On the TRD Trans. Entry Screen, enter an “X or Y” in the **PRT IND** so the title will **NOT** print over night at the State Office.

17. In the **Comments (1)** field, enter your initials and a brief comment of what was changed. (example – User initials “rw” and “ln” (lien). (very limited space in this field)

18. >Press enter.

continued on next page



Trans Type 19 Pg 6

```

TENNESSEE DEPARTMENT OF SAFETY          DATE: 09/15/2015
TRD TRANSACTION ENTRY SCREEN

REG CTY 910          INVOICE NBR 152          USER ID DG12          # 00002

TRANSACTION TYPE: _          FRM TITLE          FRM STATE

NEW TITLE NUMBER:          NEW REJECTION NUMBER:

NEW VIN:          FORCE VIN INDICATOR:          DUP TITLE IND

NEW PLATE:          NEW CLASS:          NEW ISSUE YEAR:

FORCED REGISTRATION          REGISTRATION ONLY

CURRENT VIN:          MAKE:          YEAR:

PLATE:          CLASS:          ISSUE YEAR:          MAKE:          YEAR:

REJECTION NUMBER:          MAKE:          YEAR:          STOP 04 BYPASS
MESSAGES:
'19' transaction has been stored as: 910|15 |DG12 00001|PSTD.
PF 12 EXIT

```

Note: The system will automatically take you back to the first screen. There should be a confirmation message at the bottom of the screen. To verify the entry, go to the inquiry screen. (/for dg10y007)

```

REG CO
TTL 89140          PLT
HISTORY          REJECT
ERRORS

```

19. Enter the title number on the bottom left-side of the screen. >Press enter.

continued on next page



Trans Type 19 Pg 7

```

09/15/15          *** GENERAL INQUIRY AND RESPONSE ***
TRANS TYPE 19 TRANS DT 091515 TTL 89140 VIN 2B6GB11X MAKE DODG
YR 89 MOD 2B6 BD SE COLOR PLT U09 CLS 1000 YR 2006 N/U U FUEL OTH
AXLES 0 CL/ST 00 UNLD WT 0000000 REG WT 0000000 ODOM 000000 DECAL
CO VEH # APPT # 00000 ZONE CO BLEDSOE VEH USE P VEH TYPE A
FORMER TTL 44117 ST TN FORMER LIC DD0 CLASS 1010 YR 2001 PRINT
EXP DATE 093016 PUR DATE 090315 REG ONLY # 0000000 STOPS COMMENTS Y
ODOM IND 1 LEASE REJ # REASON HISTORIES 12
NAME CODE 0 CONJ 0 TIL ST TN DT TTL ISSUED 091015 LIENS 1
OWNER WO / IRLE / / /
OWNER2 / / / /
CARE OF
ADDRESS 0 / CC RD / VILLE / TN 0000
1ST LHR CD LIEN DT 090315 1ST LHR FIRST BANK
ADDRESS / PO BOX / VILLE / TN / 0000
2ND LHR CD LIEN DT 2ND LHR
ADDRESS / / /
CREDIT SALES TAX 00003700
CLK TOTAL REG FEES 0000000 DUP TITLE IND N
REG CO 004 INV # 15 BATCH # 00000
TTL PLT CLS YR VIN REJ
HISTORY REJECT LEASE LIEN STOP/COMMENT/COND PREV CHANGE INQUIRY
ERRORS TAG = 12 VIN = 01 BOTH = 01

```

On the General Inquiry Screen ,verify the lien was added.

FEES: Click [here](#) for Fees (subject to change)

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



TRANSACTION TYPE 20
SALVAGE CERTIFICATE/NON-REPAIRABLE
(DIVISIONAL USE ONLY)

REVISED 12/02/2013

AUTHORITY:

Tenn. Code Ann. Section 55-3-201, 55-3-207, 55-3-208, 55-3-209

DESCRIPTION:

This transaction provides an issuance of a certificate of ownership on a vehicle that is to be dismantled, reinstated as rebuilt certificate of title, disposed of as salvage, or parts only of.

General information: All Salvage Certificate/Non-Repairable work should be sent to the Special Investigation Division (Anti-Theft Unit).



TRANSACTION TYPE 22
CORRECTED REJECT
(STATE USE ONLY)

REVISED 10/30/2012

DESCRIPTION:

This transaction is used when correcting a title record with an old reject number on the legacy data base.

General information: Prior to 2005, applications are stamped with a seven-digit (7) number designated for rejected applications. Upon correcting and returning the files to the Division for processing and title issuance, the transaction is changed to a Transaction 22.



TRANSACTION TYPE 25 REGISTRATION RENEWAL

REVISED 10/30/2012

AUTHORITY:

Tenn. Code Ann. Section 55-4-104, 55-4-105

DESCRIPTION:

This transaction may be used to renew a vehicle registration by one year, make address changes, renew forced registration vehicles and change class of license plate.

REQUIREMENTS:

This transaction may be used if you currently are not processing renewals through the renewal batch process using the certificate of vehicle registration renewal form.

FEES: Click [here](#) for Fees

Applicant may pay the following:

- Registration fee
- County Issuance fee(s)
- Additional County Clerk fees may be applicable.



TRANSACTION TYPE 28 RE-ASSIGNMENT OF PRE-TITLED VEHICLE PLATES TO ANOTHER PRE-TITLED VEHICLE

REVISED 03/28/2014

AUTHORITY:

Tenn. Code Ann. Section 55-4-101

DESCRIPTION:

This transaction involves the reassignment of registration for valid license plates from one vehicle to another vehicle in the same applicant's name or when adding a spouse.

REQUIREMENTS:

1. [Multi-purpose Application](#)- for Registration
2. Current Registration (for vehicle transferred from)
3. Old Registration (for vehicle transferred to)

FEES: Click [here](#) for Fees

Applicant may pay the following:

- Transfer fee
- County Issuance fee(s)
- Additional County Clerk fees may be applicable.

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



TRANSACTION TYPE 31 ADDRESS CHANGE BY NCOA

REVISED 10/30/2012

DESCRIPTION:

This transaction is generated by the **National Change of Address (NCOA)** from the United States Postal Service. If an applicant changes their address through the post office, the department is provided with this information and is updated on the legacy database.

Before renewal registrations are generated for mailing, the record is processed through the NCOA program to ensure the most current address for the applicant is available.



TRANSACTION TYPE 80
TEMPORARY OPERATION PERMIT OR DE-TITLE A MOBILE HOME
(On the Legacy Database)

REVISED 08/18/2015

AUTHORITY:

Tenn. Code Ann. Section 55-3-138, 55-4-128,

DESCRIPTION:

This transaction is to be used to issue **Temporary Operation Permits (TOP)** for vehicles found on the legacy database. To perform this transaction, the vehicle must be titled in the applicant's name; the other use of this transaction is to De-Title or to **cancel** title on a **Mobile Home**.

REQUIREMENTS FOR TEMPORARY OPERATION PERMITS (TOP):

1. Tennessee Certificate of Title
2. Tennessee Registration

REQUIREMENTS FOR DE-TITLE OF MOBILE HOME:

1. Letter of request to De-title
2. Certificate of Title or Certificate of Origin or Manufactured Statement of Origin
3. Certified copy of deed or instrument of conveyance evidencing the real property
4. Certified copy of the Affidavit of Affixation.

General information: There is no fee associated with de-titling a mobile home.

FEES: Click [here](#) for Fees

Applicant may pay the following:

- Temporary Operation Permit fee(s)
- County Issuance fee(s)
- There is no fee for De-Title of Mobile Home
- Additional County Clerk fees may be applicable.

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



TRANSACTION TYPE 81 DISABLED PLACARD – TEMPORARY

REVISED 10/30/2012

AUTHORITY

Tenn. Code Ann. Section 55-4-111, 55-21-101 through 55-21-108 and 55-21-152

DESCRIPTION:

This transaction is used to issue a **Temporary Disabled Placard** for a temporary disability. This transaction is used only by the County Clerk system. This transaction is sent in batch or on-line form to update the Disabled/Dealer system.

REQUIREMENTS:

- Temporary placards may be obtained by using a provider’s “prescription pad” statement as evidence to determine eligibility for a temporary placard and attaching to the [Application for Disabled Person License Plate/Placard and Reference Material Disabled Person License Plate/Placard](#) Form. It must describe any mobility disabilities as “non-ambulatory” or “semi-ambulatory”.

FEES: Click [here](#) for Fees

Applicant may pay the following:

- Placard fee
- Additional County Clerk fees may be applicable.

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



TRANSACTION TYPE 82 DISABLED PLACARD – PERMANENT

REVISED 10/30/2012

AUTHORITY

Tenn. Code Ann. Section(s) 55-4-111, 55-21-101 through 55-21-108 and 55-21-152

DESCRIPTION:

This transaction is used to issue or renew a permanent disabled placard for a permanent disability. This transaction is used only by the County Clerk system. This transaction is sent in batch or on-line form to update the Disabled/Dealer System.

REQUIREMENTS:

- [Application for Disabled Person License Plate/Placard and Reference Material Disabled Person License Plate/Placard](#) must be completed in the name of the applicant.

FEES: Click [here](#) for Fees

Applicant may pay the following:

- Placard fee
- Additional County Clerk fees may be applicable.

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



TRANSACTION TYPE 83 FARM PERMIT

REVISED 10/30/2012

AUTHORITY:

Tenn. Code Ann. Section 55-4-115

DEFINITION:

This transaction is used to issue farm permits and will fall under two categories:

- 1. Tennessee Registered Vehicles:** The farm permit is used when carrying more weight than the joint plate of issue. Five (5) 30 day permits can be issued to a vehicle within one year.
- 2. Out of State Vehicles:** This permit is similar to a forced registration since the owner keeps their out-of-state registration. Like the Tennessee farm permit, the user is upgrading the vehicle weight when temporarily use is in Tennessee. The out-of-state title and license plate must be entered on the permit. This permit may be issued three (3) times for 30 days each, per year, per vehicle.

REQUIREMENTS:

- Copy of Current Tennessee Registration or Out State Registration

FEES: Click [here](#) for Fees

Applicant may pay the following:

- Permit fee (based on additional weight)
- County Issuance fee(s)
- Additional County Clerk fees may be applicable.

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



**TRANSACTION TYPE 84
TEMPORARY OPERATION PERMIT OR DE-TITLE A MOBILE HOME
(NOT ON STATE SYSTEM)**

REVISED 10/30/2012

AUTHORITY:

Tenn. Code Ann. Section 55-3-138, 55-4-101(2)(e), 55-4-128

DESCRIPTION:

This transaction is used to issue Temporary Operation Permits (TOP) for vehicles not found on the state database. The other use of this transaction is to de-title or cancel a title on a mobile home.

REQUIREMENTS FOR TEMPORARY OPERATION PERMIT (TOP):

1. Tennessee Certificate of Title
2. Out-of-state title
3. Current registration
4. Bill of sale (90 days or less)

REQUIREMENTS FOR DE-TITLE A MOBILE HOME:

1. Letter of request to De-title
2. Certificate of Title or Certificate of Origin or Manufactured Statement of Origin
3. Certified copy of deed or instrument of conveyance evidencing the real property
4. Certified copy of the Affidavit of Affixation.

General information: There is no fee associated with de-titling a mobile home.

FEES: Click [here](#) for Fees

Applicant may pay the following:

- Temporary Operation Permit fee(s)
- County Issuance fee(s)
- Additional County Clerk fees may be applicable.

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



TRANSACTION TYPE 85
TITLE SURRENDER
(STATE USE ONLY)

REVISED 10/30/2012

DESCRIPTION:

This transaction is used to enter Tennessee titles surrendered to other states and returned to the division for update.

General information: A stop code “09” will be placed on the vehicle record automatically



Transaction Type 87 - Keying Instructions

TITLE DESTROY (Titles Returned for Non-delivery)

Revised: 04/14/2015

DESCRIPTION:

This transaction is used to enter Tennessee titles that have been returned to the Division for non-delivery. A stop code "04" will be placed on the vehicle record. General information: If a transaction "07" is keyed on a vehicle record in legacy using the duplicate title indicator, the stop code will be released automatically.

1. Log into legacy (3270)

```
TN3270 - EXTRA8 Enterprise
File Edit View Tools Session Options Help
STATE OF TENNESSEE

This system may contain Government information, which is restricted to
authorized users ONLY. Unauthorized access, use, misuse, or
modification of this computer system or of the data contained herein or
in transit to/from this system constitutes a violation of state and
federal laws including, but not limited to Title 18, United States
Code, Section 1030, and may subject the individual to Criminal/Civil
penalties pursuant to Title 26, United States Code, Sections 7213(a),
7213A (the Taxpayer Browsing Protection Act), and 7431. This system and
equipment are subject to monitoring to ensure proper performance of
applicable security features/procedures. Such monitoring may result in
the acquisition/recording/analysis of all data being processed,
communicated, transmitted, or stored in this system by a user. If
monitoring reveals possible evidence of criminal activity, such
evidence may be provided to Law Enforcement Personnel. Anyone using
this system expressly consents to such monitoring and should have no
expectation of privacy for any information stored or communicated
via this system.

TN3270 AT 10.171.87.197
NODE TCPP8517 -> TO LOGON ENTER APPL-ID
ims2
15/017
Connected to host tn3270.state.tn.us [10.170.22.168] (TCPP8517) NUM 8:41 AM
```

2. Type **IMS2** then press the enter key.

```
DFS3649A /SIGN COMMAND REQUIRED FOR IMS IM2S
DATE: 11/01/13 TIME: 08:40:45
NODE NAME: TCPP8517
USERID: dg12380
PASSWORD:
USER DESCRIPTOR:
GROUP NAME:
NEW PASSWORD:

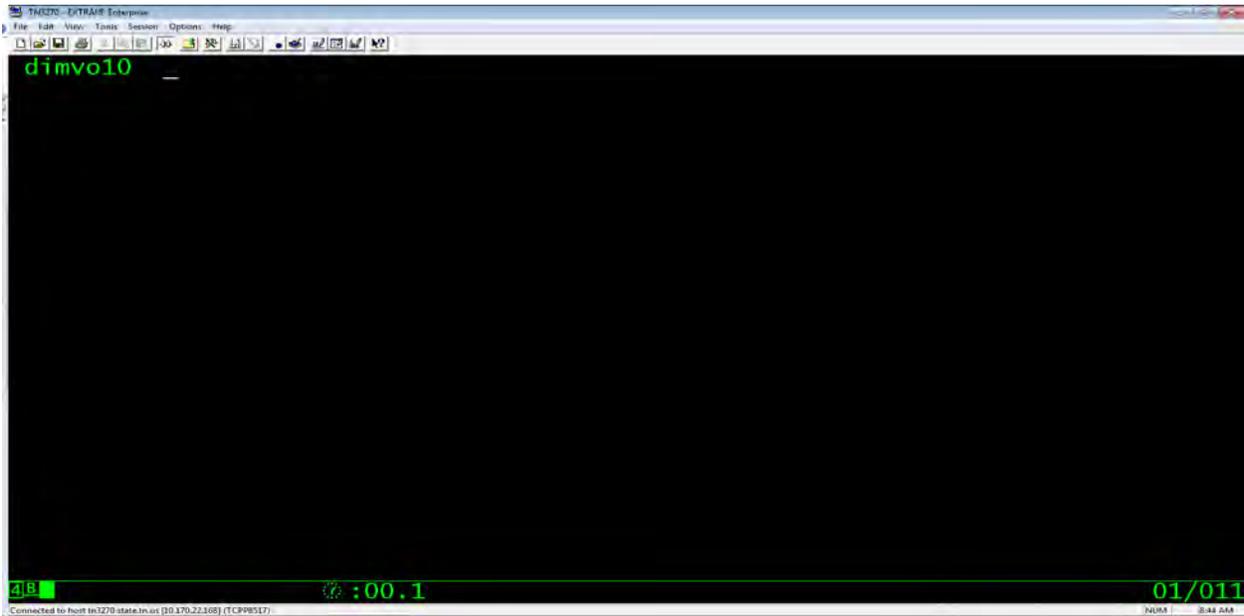
OUTPUT SECURITY AVAILABLE
11/019
Connected to host tn3270.state.tn.us [10.170.22.168] (TCPP8517) NUM 8:41 AM
```

3. Enter your **RACF Number** (DGD Number) and your **Password**, then press the enter key until you get a blank screen.

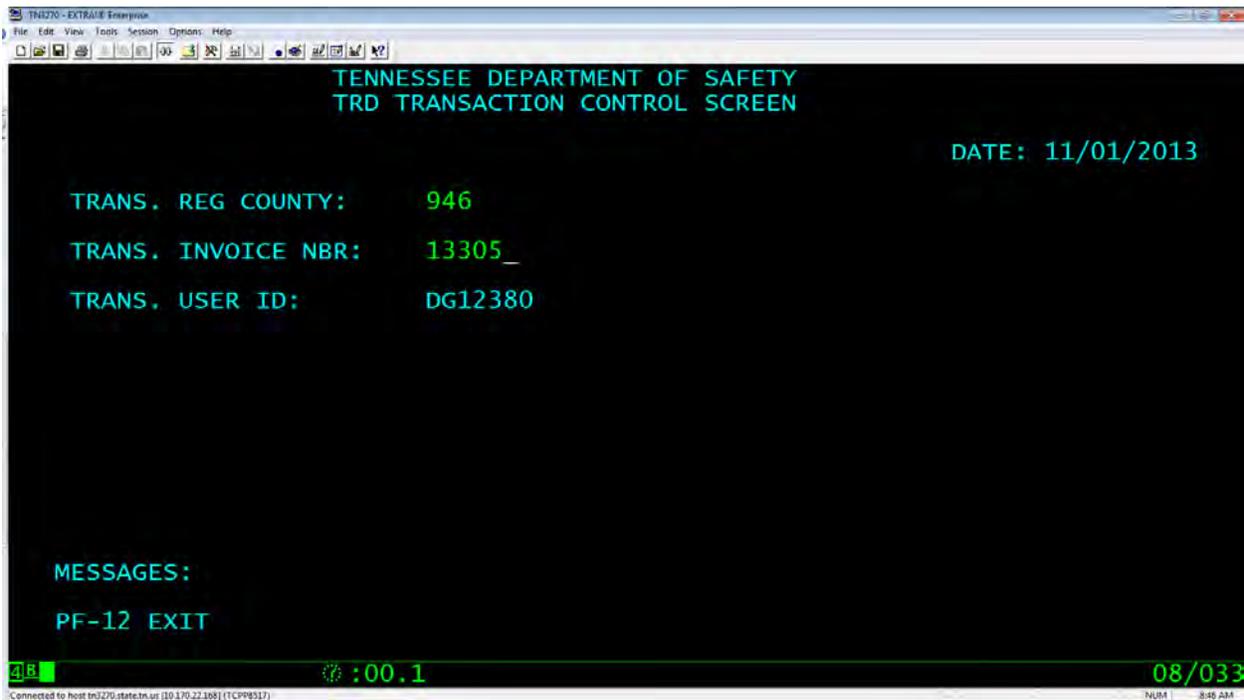
Continued



Trans 87 continued Pg 2



4. Type **DIMVO10** then press the space bar twice, then press the enter key.



5. Enter your **three (3) digit County Code** and the **Julian Date** then press the enter key.

Continued



Trans 87 continued Pg 3

6. Enter **87** in the **Transaction Type Field**.
7. Tab to the **Frm Title Field** and enter the **Title Number** that's on the Title that was returned for non-delivery.
8. Tab to the **Frm State Field** and enter **TN**.
9. Press the Tab Key 11 times to the **Current VIN Field** and enter the **VIN** that's on the title that's was returned for non-delivery.
10. Tab to the **Make Field** and enter the **make** that's on the title.
11. Enter the two digit (2) digit year code then press enter. Note: If the make code is a three(3) digit code you must tab to the **Year Field** and enter the **two (2) digit year code** then press enter.

12. Enter **today's date** and your **three (3) digit County Number** then press enter.
(Transaction is Complete)



TRANSACTION TYPE 89 DEALER PLATES

REVISED 12/03/2015

AUTHORITY:

Tenn. Code Ann. Section 55-4-221

DEFINITION:

This transaction is used to issue Dealer License Plates for new and used dealerships. This transaction is used only by the county clerks. These transactions are sent in batch on-line to update the Disabled/Dealer System.

REQUIREMENTS:

1. Application for Dealer Plates
2. Motor Vehicle Dealer Number
3. Number of Plates

FEES: Click [here](#) for Fees

Applicant may pay the following:

- Master Plate fee
- Additional Plate(s) fee
- Clerk's fee

Additional Notes:

When keying the RV Motor Vehicle Commission license number, you must **enter at least 5 characters**.

Example 1

MV COMM License # is 9: key RV009

Example 2

MV COMM License # is 19: key RV019

Example 3

MV COMM License # is 119: key RV119

Example:

On the below Dealer Application the dealer's M.V. COMM. License# is indicated as 52. **This should be keyed as RV52.**

STATE OF TENNESSEE DEPARTMENT OF REVENUE VEHICLE SERVICES DIVISION		IT
APPLICATION FOR DEALER PLATES (TCA 55-4-117, 55-4-209 (7), AND 55-4-221)		E:
Name of Firm	M.V. COMM LICENSE #	# P
RVS FOR LESS	52	
<small>THIS LINE MAY BE PRINTED TO SFI</small>		



UNDERCOVER

REVISED: 10/20/2014

AUTHORITY:

Tenn. Code Ann. Section 55-4-223 and 55-2-107

DESCRIPTION:

Undercover plates are frequently issued to a Government Agency.

REQUIREMENTS:

- The vehicle must be titled and registered with a government plate in the Local Government Agency name prior to being issued an undercover registration.
- The undercover registration should be completed in the bogus name and address that the Local Government Agency provides.
- State and Federal Government Agencies undercover application may only be processed through the Vehicle Services Division.
- The [Government Service Vehicle Registration Application](#) must be completed in its entirety and notarized. (Tenn. Code Ann. Section 55-2-107)
- If a Specialty Plate is requested the Specialty Plate fee must be paid in addition to the registration fee.

FEES:

Click [here](#) for Fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>



URL DOCUMENTS

REVISED 08/22/2016

Class Code Fee Schedule

New URL: <http://www.tn.gov/assets/entities/revenue/attachments/codefeesched.pdf>

Fees

New URL: <http://www.tn.gov/assets/entities/revenue/attachments/titleregfees.pdf>

Data Security Forms

New URL: <http://www.tn.gov/assets/entities/revenue/attachments/datasecurityforms.pdf>

Make File Listing

New URL: http://www.tn.gov/assets/entities/revenue/attachments/make_file_listing.pdf

Gift-A-Tag - Listing and Description of Eligible Specialty Plates

New URL:

<http://www.tn.gov/assets/entities/revenue/attachments/giftatagclasscodes.pdf>



VEHICLE IDENTIFICATION NUMBER (VIN)

REVISED: 09/26/2013

DESCRIPTION:

A vehicle's identification number (VIN) is a unique identifier.

The most common VIN format is the 17-digit VIN, which became standard for all vehicles manufactured since January 1981. Vehicles manufactured prior to 1981 may have as few as 5 digits to as many as 13 digits.

Within the standard 17 digit VIN, each digit or group of digits identifies certain aspects of the make, model, manufacturing plant, and the order it was manufactured. It also includes a "check-digit", which is a mathematical formula, created to determine the legitimacy of a VIN.

HISTORY:

Between 1968 and 1980, all manufacturers issued VINs for their vehicles, but there was no uniformity. Some manufacturers issued 13-digit VINs, while others issued 11-digit or even 9-digit VIN's.

Between 1955 and 1967, there was no such term as a "VIN"; the term was "serial number" and there was even less uniformity. During this time, the normal serial number was 11-digits (a 9-digit was always a possibility), depending on the manufacturer; but it was not uncommon to see trailers with as few as 5-digits.

Prior to 1955, most manufacturers (and most states) used the engine number as the official "vehicle number". Uniformity between the manufacturers and the state titling agencies (for those who titled vehicles) was non-existent.

THE CHECK DIGIT:

The "check-digit" is determined by a mathematical formula, using numeric values for the first 8-digits and the last 8-digits.

Continued on next page



SAMPLE VIN



ERRORS:

If the computer determines there is a VIN problem, **DO NOT OVERRIDE THE VIN-EDIT AND CONTINUE BEFORE VERIFYING THE VIN IS ACCURATE.**

A VIN problem is normally due a “keying error or “misread character” that can be easily fixed.

In case of a problem, please follow these steps:

- Verify that all digits have been keyed correctly using all paperwork, including former title or MSO
- - Common keying errors include; “B” for an “8”; “S” for a “5”; “V” for a “U”; “I” for a “1”, “Z” for a “2” or “O” (alpha) for a “0” (zero)
- If the VIN is for a trailer, it could be correct
- Trailer VIN’s may or may not conform to the VIN-edit system

NOTE: DO NOT PROCESS AN APPLICATION WITH A VIN PROBLEM

- All VIN problems must be reported to the Division, prior to processing
- After speaking with a Division staff member, additional steps may be required including but not limited to sending the paperwork with a note of explanation to the Division by fax, or postal service

PENCIL TRACINGS:

At one time, VIN plates were stamped or embossed with the VIN, enabling a person to trace with pencil lead to verify the VIN. However, digitized VIN decals now make this method impossible. In those cases, verification by law enforcement or a licensed motor vehicle dealer is the preferred method.

RELATED TOPICS:

INFOPAC



VEHICLE INFORMATION REQUEST (VIR)

REVISED: 11/21/2012

AUTHORITY:

Tenn. Code Ann. Sections 39-14-601, 55-2-105 and 106, 55-3-111, 55-21-109, 55-25-101 to 112, 66-14-102(b), 67-1-107, 1703 to 1711

Title XXX of Public Law 103-322

Titles 15 U.S.C. Sections 2721 et seq., and 7006(5), and Title 18 U.S.C. Section 2721 to 2725 et seq.

DESCRIPTION:

“**Drivers Privacy Protection Act (DPPA)**” is a federal law effective June 1, 2000, prohibiting the release of personal information from motor vehicle records without the express consent of the person to whom the information pertains.

“**Vehicle Information Request (VIR)**” is a form processed by the Department authorizing a party’s request for information found in motor vehicle records.

“**Personal information**” includes name and address information (mailing and residence) of any individual on the record.

Requesting parties authorized to receive information:

- A. Any government agency or a person acting on behalf of a government agency at the local, state or federal level for the purpose of carrying out its function.
- B. A person that has a signed release from all individuals named in the record. This includes a release from lienholders, if the lienholder(s) is an individual, as well as all owners in the record. The Division may not provide names and addresses from the record for the purpose of contacting individuals to get the releases.
 - 1) For use in connection with a civil, criminal, administrative, or arbitration proceeding in a court or government agency or before a self-regulatory body, including process service and the execution or enforcement of a judgment or court order;
 - 2) For use in research activities, or in producing statistical reports, provided the personal information is not published, disclosed to a third party, or used to contact an individual;
 - 3) For use by an insurer or insurance support organization, or by a self-insured entity, or an agent, employee, or contractor of an insurer, in connection with claims investigation activities, anti-fraud activities, rating, or underwriting;

Continued on next page



Vehicle Information Request (VIR) Pg 2

Requesting Parties Authorized to Receive Information (continued)

- 4) For use in providing notice to the owners of towed, abandoned or impounded vehicles;
- 5) For use in connection with the operation of private toll transportation facilities.

C. Personal information may be verified and/or corrected if a person provides proof of identity and signs Form 851 stating that the record will only be limited to one or more of the uses shown below.

The person requesting verification of personal information must provide a copy of the information provided by the record holder. If the information is not correct, write the correct information on the customer's document. Do NOT provide a DMV printout.

For use in the normal course of business by a legitimate business or an agent, employee, or contractor of the business; only for the following reasons:

- 1) To verify the accuracy of personal information submitted by an individual to the business or an agent, employee or contractor of the business; and
- 2) If the information is not correct, to obtain the correct information, but only for the purposes of preventing fraud by pursuing legal remedies against, or recovering on a debt or security interest against, an individual.

REQUIREMENTS:

Anyone requesting information must

- complete the VIR form in its entirety, including
 - The subject of the information requested (person, VIN, plate, etc.)
 - The requestor's contact information
 - The level of search requested
 - The certification to comply with DPPA guidelines, which includes
 - The requestor's signature
 - Date
 - The requestor's driver's license number and state

NOTES:

- Fees are assessed for the search of records, not for the resulting documents
- Submitting a request does not guarantee authorization to receive the information requested
- If the VIR is rejected, for any reason, it is the requestor's responsibility to provide any and all required information and/or proof for the request to be reconsidered.
- The department is required by law to maintain motor vehicle records for five (5) years

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Vehicle Information Request (VIR) Pg 3

County clerks can only release information to an owner or registrant for the portion of the vehicle record pertaining to that owner or registrant. Any information beyond that must be requested on a VIR form.

LAW ENFORCEMENT REQUESTS:

Law enforcement requests for information are often

- Time sensitive
- Receive by telephone, fax, and email or in person at the County Clerk's Office and may involve multiple records

Law enforcement requests are processed in the following manner:

- 1) Always given top priority
- 2) Accompanied by a completed VIR, if time permits. If necessary, designated staff may complete the VIR.
- 3) On rare occasion, officers in the field, who have a critical or immediate need for the information, may receive information without completing the VIR. The VIR shall be completed after the fact.
- 4) To save time, law enforcement agencies should be encouraged to provide a list of officers/agents who request information to the county clerk, including work, cell and fax numbers, email and postal mail addresses.
- 5) In situations described in #4 and #5 above, great care must be exercised to ensure the person to whom they provide such information is in fact the law enforcement officer or agency. In these instances, Clerks shall require:
 - a) Identification,
 - b) The requested information shall be telephoned, faced or emailed to numbers or email addresses recognized as associated with the law enforcement agency,
 - c) In no case should information be provided in response to a random request when the designated staff is not reasonably certain the request is coming from a bona fide law enforcement officer or agency.
- 6) Law enforcement may request and be provided with a copy of any form or document required to be signed.
- 7) County Clerks providing information will retain a copy of the VIR submitted by law enforcement and forward the original copy to the Tennessee Department of Revenue, Vehicle Services Division, 44 Vantage Way, Suite 160, Nashville, TN 37243-8050
- 8) If copies of filed VIRs are requested, they are maintained by the State in alphabetical order by the requesting officer or agency to whom the information was released.
- 9) If law enforcement has completed a VIR and the form is on file with the County Clerk's Office and the Department's Vehicle Services Division, future requests for information may be processed without filing a new VIR.

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Vehicle Information Request (VIR) Pg 4

Special Note: Licensed out of state towing companies must complete the VIR form, in order to obtain a vehicle's current owner and lienholder information. Tennessee licensed towing firms must file a VIR form only when the original intent to tow was strictly for repairs and not as a result of a request to tow by law enforcement. In those cases it is defined as an Abandoned Vehicle.

RELATED TOPICS

GARAGEKEEPER'S LIEN

FEDERAL DPPA

POWER OF ATTORNEY

FEES: Click [here](#) for fees

LINKS:

Forms: <http://tn.gov/revenue/article/title-and-registration-forms>