



## Welcome to Mobile County How to register your vehicle in Mobile County, Alabama

The Mobile County License Commissioner's office would like to welcome you to Mobile County. We are proud of our county's rich heritage and scenic beauty, and we are glad that you have chosen Mobile as your new home.

A new Alabama resident is required to title and register his/her vehicle within thirty (30) days of moving into the state with a valid out-of-state registration. State law requires an Alabama resident who owns a motor vehicle to obtain a title for the motor vehicle if it is a **1978** or newer model. Boats are not titled in this state. You may apply for an Alabama title at any motor vehicle office in Mobile County. Titles are processed and issued in Montgomery at the Department of Revenue Motor Vehicle Division, and mailed to the owner or lienholder. The fee for applying for a title is **\$18.00**.

We have outlined some basic requirements in order to assist you in the registration and titling process of your vehicle. The points listed below may or may not cover your particular needs. **For additional information, please call 251-574-8551 and choose option #1 from the menu or visit our website at [www.mobilecountylc.com](http://www.mobilecountylc.com).**

### IF YOUR VEHICLE IS PAID OFF:

- ❖ bring the original title
- ❖ bring the current tag registration from previous state (showing tag expiration date)
- ❖ bring vehicle for inspection if out-of-state title
- ❖ a valid insurance card with vehicle shown thereon – NAIC and policy numbers, year, make, model and VIN number
- ❖ owner(s) named on title must come in person, or give notarized power of attorney to appointee. **If a notarized power of attorney form is used, a copy of the owner's driver's license is required.** If two people are named on the title, and their names are joined by "and" both must come in or give the other person a notarized power of attorney form; if the names are joined by "or" either may come in. If two names are listed and the words "and" "or" are omitted, **both parties** must come in or give the other person a notarized power of attorney form

- ❖ a valid driver's license
- ❖ person's name on driver's license must match name on title and registration documents. **Driver's license number and expiration date is needed for all parties named on title and registration documents.** If an Alabama license has not yet obtained, he/she must provide valid out of state license and proof of residency

### IF YOUR VEHICLE IS FINANCED OR LEASED:

You as the vehicle's owner may contact the lienholder or leasing company and make request for the title documents to be sent to our office. If written request is required, the employees of the License Commission will make the request; however, customer must provide:

- ❖ the name, address, account number, telephone and fax number of the current lienholder or leasing company
- ❖ a copy of the lease agreement if vehicle is leased
- ❖ if lienholder is **not in a title holding state**, customer must bring the **original** title
- ❖ bring copy of title if lienholder is **in a title holding state**
- ❖ owner(s) named on title must come in person, or give notarized power of attorney to appointee. **If a notarized power of attorney form is used, a copy of the owner's driver's license is required.** If two people are named on the title, and their names are joined by "and" both must come in or give the other person a notarized power of attorney form; if the names are joined by "or" either may come in. If two names are listed and the words "and" "or" are omitted, **both parties** must come in or give the other person a notarized power of attorney form
- ❖ **if the vehicle is leased, the person named as appointee on the power of attorney form from the leasing company must come in to complete the registration process. He/she cannot authorize a second party to come in their place**
- ❖ bring the vehicle for inspection if out-of-state title

- ❖ a valid insurance card with vehicle information shown thereon – NAIC and policy numbers, year, make, model and VIN number
- ❖ a valid driver’s license
- ❖ person’s name on driver’s license must match name on title and registration documents.  
**Driver’s license number and expiration date is needed for all parties named on title and registration documents.** If an Alabama license has not yet obtained, he/she must provide valid out of state license and proof of residency
- ❖ a valid registration receipt

**PURCHASED BEFORE MOVING TO ALABAMA:**

- ❖ Casual sale (individual to individual) bring:
  - ◆ original title
  - ◆ bill of sale
  - ◆ last owner’s valid registration receipt
- ❖ Dealer sale, bring:
  - ◆ original title (if paid off)
  - ◆ manufacturer’s certificate of origin
  - ◆ bill of sale (**if vehicle was purchased and never registered in another state. Bill of sale is required to determine sales tax liability**)
- ❖ bring the vehicle for inspection (**if vehicle does not have an Alabama title**)
- ❖ owner(s) named on title must come in person, or give notarized power of attorney to appointee. **If a notarized power of attorney form is used, a copy of the owner’s driver’s license is required.** If two people are named on the title, and their names are joined by “**and**” both must come in or give the other person a notarized power of attorney form; if the names are joined by “**or**” either may come in. If two names are listed and the words “**and**” “**or**” are omitted, **both parties** must come in or give the other person a notarized power of attorney form
- ❖ a valid insurance card with vehicle information shown thereon – NAIC and policy numbers, year, make, model and VIN number
- ❖ a valid Alabama driver’s license
- ❖ person’s name on driver’s license must match name on title and registration documents.  
**Driver’s license number and expiration date is needed for all parties named on title and registration documents.** If an Alabama license has not yet obtained, he/she must provide valid out of state license and proof of residency

**PLEASE NOTE:** When registering a vehicle with an out-of-state title, you **must** bring the vehicle to the office for inspection. This inspection verifies the vehicle identification number recorded on the paperwork or title documents match what is displayed on the vehicle. This inspection is not to verify the condition, safety or emission of the vehicle. Designated parking spaces for title inspection are available at each office location.

**CREDIT VOUCHER:**

A vehicle owner may receive a credit voucher for prepaid taxes on a vehicle if he/she sell, trade, have stolen without recovery, totals or permanently removes it from the state of Alabama prior to the renewal date. Documentation is required as follows: copy of bill of sale, letter from insurance company if vehicle deemed a total loss resulting from an accident, theft without recovery, and the tag receipt. If the owner is unable to come in person to apply for the credit voucher, he/she may give power of attorney to another person, along with a copy of the owner’s driver’s license.

**The credit voucher:**

- ◆ redeemed immediately at the time of issuance if customer is registering another vehicle for which property tax is due
- ◆ when redeemed, if the credit voucher exceeds the amount of tax due, the balance will be refunded to the customer through a Receipt for Credit
- ◆ is used on the tax portion of the tag bill only
- ◆ can only be redeemed in the county where the tax was originally paid
- ◆ may be transferred to an immediate family member who qualifies as a dependent

**RECEIPT FOR CREDIT:**

A vehicle owner may receive a receipt for credit for prepaid taxes on a vehicle if he/she sell, trade, have stolen without recovery, totals or permanently removes it from the state of Alabama prior to the renewal date. Documentation is required as follows: copy of bill of sale, letter from insurance company if vehicle is deemed a total loss resulting from an accident, theft without recovery, and the tag receipt. If the owner is unable to come in person to apply for the receipt for credit, he/she may give power of attorney to another person, along with a copy of the owner’s driver’s license.

### The receipt for credit:

- ◆ is issued if the customer is registering a new vehicle and property tax is deferred
- ◆ if the customer moves to another Alabama county and sells or trades the vehicle
- ◆ if the customer moves out of the State of Alabama and registers the vehicle
- ◆ if the tax bill is less than a credit voucher issued, the balance is refunded to the customer in the form of a receipt for credit
- ◆ a check will be mailed to the customer by the 20<sup>th</sup> day of the following month

**Alabama law requires the issuing official to collect a \$2.00 redemption fee on vouchers and all receipts for credit.**

### TAG RENEWAL

In Alabama, tag registrations are renewed according to the first letter of the registrant's last name as follows:

<b>A-D</b>	<b>January</b>	<b>M-I</b>	<b>June</b>
<b>B</b>	<b>February</b>	<b>P-L</b>	<b>July</b>
<b>C-E</b>	<b>March</b>	<b>J,K,R</b>	<b>August</b>
<b>F,G,N</b>	<b>April</b>	<b>Q,S,T</b>	<b>September</b>
<b>H-O</b>	<b>May</b>	<b>U-Z</b>	<b>October</b>
<b>Company Vehicles: October/November</b>			

A personal leased vehicle renewal is scheduled according to the first letter of customer's last name according to the above schedule.

### TAG RENEWAL COURTESY NOTICE

A courtesy notice is mailed to you at the beginning of your renewal month. **Please keep in mind if you change your address, it is your responsibility to notify this office to ensure receipt of your tag renewal courtesy notice. Also, if your notice is not received, it is your responsibility to renew your tag in the month designated or you will be subject to a penalty of \$15.00 which is set by State law and cannot be waived.** Most renewals may be handled by mail, telephone or internet after initial registration.

- ◆ for internet orders visit our website at [www.mobilecountylc.com](http://www.mobilecountylc.com)
- ◆ for telephone renewal, please call **251-574-5555**
- ◆ **VISA or MasterCard only**
- ◆ a valid Alabama driver's license
- ◆ person's name on driver's license must match name on title and registration documents. **Driver's license number and expiration date is needed for all parties named on title and registration documents.** If an Alabama license has not yet obtained, he/she must provide valid out of state license and proof of residency

- ◆ customer's name on driver's license, title documents and registration must match the name and address in our database

### MANUFACTURED HOMES

Homes 1993 and newer models require a title or manufacturer's statement of origin (MSO). Effective January 1, 2010, manufactured homes that are more than 20 years old are exempt from titling. All models require a bill of sale. A customer has 30 days from purchase date to register a manufactured home without penalty. You are subject to receive a citation if the manufactured home does not display a current year decal or if the decal is improperly displayed. Citation fees are \$15.00. If not paid within 15 days, an additional \$24.00 penalty is assessed. The title fee for a manufactured home is \$23.00. For additional information regarding manufactured home registration or titling, please call 251-574-8794.

Before moving a manufactured home on the highways of Alabama, a move permit must be obtained from the License Commissioner's office (**Michael Square location only**). One fee of \$10.00 will be charged for the moving of each manufactured home (regardless of the number of transportable modules to be moved). Proof of payment of any applicable *ad valorem tax* or the current registration fee, issuance fee, and any applicable penalties shall be required before the move permit will be issued. This move permit shall be in addition to any other move permits required by law. This move permit satisfies the requirement under the Department of Revenue manufactured home laws only.

### UTILITY TRAILERS

As of July 1, 2009, Alabama law provides that utility trailers are no longer titled. However, all utility trailers must be inspected by motor vehicle personnel, registered and tagged.

### METHOD OF PAYMENT

The Mobile County License Commission will accept

- ◆ **Checks**
- ◆ **Money orders**
- ◆ **VISA or MasterCard**
- ◆ **Checks must have IMPRINTED name and Mobile County address.**
- ◆ **A valid Alabama driver's license will be required**
- ◆ **ADDITIONAL RESTRICTIONS MAY APPLY**

### **WHAT SHOULD I BRING WHEN APPLYING FOR MY VEHICLE LICENSE?**

Vehicles model year 1977 and older are not required to be titled. Vehicles year model 1978 or newer are required to be titled. If your vehicle title has been lost, you must apply for a duplicate certificate of title from the state of issuance.

### **1978 AND NEWER – ALABAMA DEALER SALE**

If vehicle purchased from a dealer in Alabama, bring the following:

- ◆ Alabama Department of Revenue title application
  - ◆ bill of sale or invoice (sales tax must be itemized)
  - ◆ Dealer's Affidavit – if the dealer brought the vehicle in to their inventory from out-of-state
  - ◆ an unexpired Mobile County plate to be transferred to the newly acquired vehicle or the tag receipt of the tag you wish to transfer
  - ◆ a valid insurance card with vehicle information shown thereon – NAIC and policy numbers, year, make, model and VIN number
  - ◆ valid Alabama driver's license
  - ◆ person's name on driver's license must match name on title and registration documents.
- Driver's license number and expiration date is needed for all parties named on title and registration documents.** If an Alabama license has not yet obtained, he/she must provide valid out of state license and proof of residency

### **1978 AND NEWER – OUT-OF-STATE DEALER SALE**

If vehicle purchased from an out-of-state dealer, bring the following:

- ◆ the vehicle to be inspected by motor vehicle personnel (VIN verification only)
  - ◆ a valid Alabama driver's license
  - ◆ person's name on driver's license must match name on title and registration documents.
- Driver's license number and expiration date is needed for all parties named on title and registration documents.** If an Alabama license has not yet obtained, he/she must provide valid out of state license and proof of residency
- ◆ a valid insurance card with vehicle information shown thereon – NAIC and policy numbers, year, make, model and VIN number
  - ◆ an unexpired Mobile County plate from a vehicle no longer in your possession to be transferred to the newly acquired vehicle or the tag receipt of the tag you wish to transfer

- ◆ by law, the specific person (s) named on the title documents must personally apply for his/her Alabama certificate of title and license plates. A notarized, power of attorney may be given to another party to complete these transactions
- ◆ if a power of attorney is used, the person coming in will need a **copy** of the **owner's** valid driver's license

### **1978 AND NEWER ALABAMA CASUAL SALE**

If your vehicle is purchase from an individual with an Alabama title, bring the following:

- ◆ original title completely filled out and signed by the seller including the odometer reading if the vehicle is less than 10 years old and under 16,000 lbs gross vehicle weight
  - ◆ if the title has been lost, the original owner must apply for a duplicate title from the state of issuance
  - ◆ bill of sale which should include buyer's address information
  - ◆ valid Alabama driver's license
  - ◆ person's name on driver's license must match name on title and registration documents.
- Driver's license number and expiration date is needed for all parties named on title and registration documents.** If an Alabama license has not yet obtained, he/she must provide valid out of state license and proof of residency
- ◆ a valid insurance card with vehicle information shown thereon – NAIC and policy numbers, year, make, model and VIN number
  - ◆ an unexpired Mobile County plate from a vehicle no longer in your possession to be transferred to the newly acquired vehicle or the tag receipt of the tag you wish to transfer
  - ◆ by law, the specific person (s) named on the title documents must personally apply for his/her Alabama certificate of title and license plates. A notarized, power of attorney may be given to another party to complete these transactions
  - ◆ if a power of attorney is used, the person coming in will need a **copy** of the **owner's** valid driver's license

### **1978 AND NEWER OUT-OF-STATE CASUAL SALE**

If your vehicle is purchased from an individual with an out-of-state title, bring the following:

- ◆ the vehicle for VIN inspection
- ◆ original title completely filled out and signed by the seller, including the odometer reading if

the vehicle is less than 10 years old and under 16,000 lbs gross vehicle weight

- ◆ if the title has been lost, the original owner must apply for a duplicate title from the state of issuance
- ◆ bill of sale which should include the buyer's address information
- ◆ a copy of the most recent tag registration receipt from the previous owner
- ◆ a valid Alabama driver's license
- ◆ person's name on driver's license must match name on title and registration documents.  
**Driver's license number and expiration date is needed for all parties named on title and registration documents.** If an Alabama license has not yet obtained, he/she must provide valid out of state license and proof of residency
- ◆ current insurance card with vehicle information shown thereon – NAIC and policy numbers, year, make, model and VIN number
- ◆ an unexpired Mobile County plate from a vehicle no longer in your possession to be transferred to the newly acquired vehicle or the tag receipt of the tag you wish to transfer
- ◆ by law, the specific person (s) named on the title documents must personally apply for his/her Alabama certificate of title and license plates. A notarized, power of attorney may be given to another party to complete these transactions
- ◆ if a power of attorney is used, the person coming in will need a **copy** of the **owner's** valid driver's license

#### **1977 AND OLDER – DEALER SALE**

If purchased from a dealer in Alabama or out-of-state, and it has not been registered in the in the last two (2) years, bring the following:

- ◆ the vehicle for inspection
- ◆ bill of sale which should include the buyer's address information
- ◆ Dealer's Affidavit (if the dealer brought the vehicle in from another state)
- ◆ current Alabama driver's license
- ◆ person's name on driver's license must match name on title and registration documents.  
**Driver's license number and expiration date is needed for all parties named on title and registration documents.** If an Alabama license has not yet obtained, he/she must provide valid out of state license and proof of residency
- ◆ current insurance card with vehicle information shown thereon – NAIC and policy numbers, year, make, model and VIN number

- ◆ an unexpired Mobile County plate from a vehicle no longer in your possession to be transferred to the newly acquired vehicle or the tag receipt of the tag you wish to transfer

#### **1977 AND OLDER – CASUAL SALE**

If purchased from an individual in Alabama or out-of-state, and the vehicle has not been registered within the last two (2) years, bring the following:

- ◆ vehicle for inspection
- ◆ bill of sale which should include the buyer's address information
- ◆ current Alabama driver's license
- ◆ person's name on driver's license must match name on title and registration documents.  
**Driver's license number and expiration date is needed for all parties named on title and registration documents.** If an Alabama license has not yet obtained, he/she must provide valid out of state license and proof of residency
- ◆ current insurance card with vehicle information shown thereon – NAIC and policy numbers, year, make, model and VIN number
- ◆ a legible copy of the most recent tag registration receipt from the previous owner
- ◆ an unexpired Mobile County plate from a vehicle no longer in your possession to be transferred to the newly acquired vehicle or the tag receipt of the tag you wish to transfer

**If two people are named on the title documents and the names are joined by "or", either may come in to complete the registration process. Current driver license number and expiration date is required for all parties named on the documents. If the parties names are joined by "and" both must come in, or one gives the other one power of attorney to come in and complete the transaction. If power of attorney is given, the one coming in must have the current driver license number and expiration date of the other person as well as their own.**

**If your vehicle is leased, bring the notarized power of attorney form and a copy of your lease agreement provided by your leasing company. The power of attorney gives you authority to register the vehicle on behalf of the leasing company.**

### **WHY DO I NEED A BILL OF SALE?**

A bill of sale is required to determine sale tax liability.

### **WHY DO I NEED A TITLE?**

Alabama is a title state. A title is a document which proves ownership. State law requires an Alabama resident who owns a motor vehicle to obtain a title for that vehicle if it is a 1978 or newer model. **A new Alabama resident is required to title and register his vehicle within 30 calendar days (including weekends) of moving into the state.**

### **MANDATORY LIABILITY INSURANCE**

Alabama's mandatory insurance law requires owner to carry proof of insurance in their vehicles. All license plate issuing officials are required to obtain the current driver's license number and expiration date or non-driver ID number and expiration date of all parties listed on a registration. Current insurance information is also required at the time of registration and renewal of a vehicle license. For commercial vehicle registration, the company's FEIN (Federal Employer Identification Number) is required along with current proof of insurance.

### **WHAT ARE VEHICLE PROPERTY TAXES?**

Alabama law requires motor vehicles, both new and used, to be assessed for property taxes; and if due, the property taxes to be paid before license plates can be lawfully issued or transferred. Property tax is an ownership tax and not a sales or use tax. Therefore, unlike registration fees, taxes accumulate even when a vehicle is not used on the highways and are calculated based on the make, model and age of the vehicle.

### **HOW LONG AFTER PURCHASE DO I HAVE TO REGISTER MY VEHICLE?**

Alabama law allows **20 calendar days** from the date of purchase for a vehicle to be registered and properly tagged. After 20 days, a **penalty of \$15.00 will be charged**. During the first 20 days after purchase, the following may be used in place of the registration receipt:

- ✓ legible copy of the bill of sale (if vehicle purchased is 1977 year model or older)
- ✓ owner's copy of the title application or bill of sale (for vehicles 1978 year model or newer)
- ✓ current temporary registration receipt

### **WHAT TO DO WITH MY TAG IF I TRADE OR SELL MY VEHICLE?**

If you purchase a new vehicle and the tag is still current from a previously owned vehicle, you may transfer this tag to your newly acquired vehicle. Please note that **you should not place the old tag on your new vehicle until you have registered it with the License**

**Commissioner's office. The information on your tag registration receipt needs to match the vehicle on which the tag is displayed.**

### **HOW DO I GET HANDICAP PARKING PRIVILEGES?**

- **Handicap License Plates:** Applications for handicap license plates may be obtained from any office of the License Commissioner, or by visiting our website at [www.mobilecountylc.com](http://www.mobilecountylc.com). The application must be signed by a local practicing physician and the person with the disability must be named on the title and registration of the vehicle.
- **Handicap Placards:** Applications for handicap placards may be obtained from any office of the License Commissioner, or by visiting our website at [www.mobilecountylc.com](http://www.mobilecountylc.com). The application must be signed by a local practicing physician. The person with the disability does not have to have a vehicle registered in their name to get a placard. The placard may be displayed in any vehicle in which the disabled person is a passenger.
- **Number of Placards:** A person may be issued two (2) placards as long as there is no handicap plate issued. If a person has a handicap plate displayed on a vehicle, only one (1) placard may be issued.
- **Handicap plates and placards may be obtained by mail or from any office of the Mobile County License Commission.**

### **PERSONALIZED/SPECIALTY PLATES**

There are too many plates to list. For additional information, please visit our website at [www.mobilecountylc.com](http://www.mobilecountylc.com) and click on the links **specialized tags or personalized tags**. There is also a link to the Alabama Department of Revenue.

### **ADDITIONAL INFORMATION**

- ❖ Boats may be registered or registrations renewed at all tag offices
- ❖ Hunting & Fishing licenses may be purchased at all tag offices
- ❖ Recreational seafood licenses may be purchased at any office of the License Commissioner

## LOCATIONS AND HOURS OF OPERATION

The Mobile County License Commissioner operates locations throughout the county to conveniently serve you:

- ❖ **Michael Square**  
Michael Square Shopping Center  
3925 Michael Blvd., Ste F  
Mobile, AL 36609  
7:00 a.m. – 5:00 p.m. Mon, Tues, Thurs, Fri  
**Last day of each month: 7:00 a.m. – 6:00 p.m.**
  
- ❖ **Theodore**  
Theodore Oaks Shopping Center  
5808 US Hwy 90 W, Ste D  
Theodore, AL 36582  
7:00 a.m. – 5:00 p.m. Mon, Tues, Thurs, Fri  
**Last day of each month: 7:00 a.m. – 6:00 p.m.**
  
- ❖ **Eight Mile**  
Eight Mile Shopping Center  
4557 St Stephens Rd.  
Eight Mile, AL 36613  
7:00 a.m. – 5:00 p.m. Mon, Tues, Thurs, Fri  
**Last day of each month: 7:00 a.m. – 6:00 p.m.**
  
- ❖ **Government Center Annex**  
151 Government Street – 1<sup>st</sup> Floor  
Mobile, AL 36602  
7:00 a.m. – 5:00 p.m. Monday and Friday
  
- ❖ **Citronelle**  
19135 S Main Street  
Citronelle, AL 36522  
7:00 a.m. – 4:00 p.m. Tuesday and Thursday

### Avoid the lines!

Our offices are less crowded during:

- ❖ 2<sup>nd</sup> and 3<sup>rd</sup> week of the month
- ❖ 7:00 a.m. – 10:00 a.m.
- ❖ 2:00 p.m. – 5:00 p.m.

Save time by calling ahead (251-574-8551 – option #1 from the menu) in you have questions regarding materials you will need to complete your transaction. You may also check details and download forms at our website [www.mobilecountylc.com](http://www.mobilecountylc.com).

**Please remember that many tag and license transactions may be handled by mail after the initial registration.**

**You may renew your tag, boat and manufactured home decal online using your MasterCard or VISA. Log on to [www.mobilecountylc.com](http://www.mobilecountylc.com). You may also renew by telephone with your credit card by calling 251-574-5555.**

**NEED A FORM OR INFORMATION?** Information and forms, **including power of attorney**, are available on our website at [www.mobilecountylc.com](http://www.mobilecountylc.com).



**Kim Hastie, Mobile County License Commissioner**  
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