

**FLORIDA DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES**  
**APPLICATION FOR LICENSE PLATE AND DECAL REFUND**  
**2900 Apalachee Parkway, MS-63 – Tallahassee, FL 32399-0624**

This application along with the registration certificate showing taxes paid and all other supporting documentation must be submitted to the address above. The license plate and decal must also be submitted with the application or turned in to the Tax Collector's office or License Plate Agent for cancellation.

**I. Owner Information: Please type or print clearly. All correspondence including any refund, will be mailed to the address below.**

|                               |       |                |                       |
|-------------------------------|-------|----------------|-----------------------|
| Name of registered Owner(s)   |       | Street Address | <b>DHSMV USE ONLY</b> |
| City                          | State | Zip Code       |                       |
| Email Address                 |       |                |                       |
| Signature of Registered Owner | Date  |                |                       |

**II. Vehicle Description: The vehicle/mobile home/vessel described below is or was registered in my name.**

|  |      |                               |
|--|------|-------------------------------|
| Year   | Make | License Plate or Decal Number |
| Vehicle/Mobile Home/Vessel Identification Number |      |                               |

**III. Reason for Refund: Check box next to refund request.**

- 1. Surrendered license plate and/or decal or vessel/mobile home decal prior to the effective date of the registration.**
  - To qualify for a refund of the registration fee, the license plate and/or decal or vessel/mobile home decal must be surrendered prior to the effective date (midnight of the registrant's birthday in the year the plate was renewed).
  - If the owner has a biennial registration and surrenders the license plate and/or decal or vessel/mobile home decal any time after the effective date of the registration, **there is no refund for either the first or second year of the registration period.**
  - **There is no provision in Florida law for prorated refunds.**
  
- 2. Initial Registration Fee (\$225)**
  - Submit a copy of the registration that reflects the initial registration fee (\$225) was paid.
  - Submit proof that the vehicle the initial registration fee was paid on was disposed of within 90 days of the payment of the initial registration fee. An example of proof is a copy of the front and back of title signed over to purchaser or a copy of the bill of sale which includes complete description of the vehicle (year, make, and vehicle identification number), date sold, and signatures of purchaser and seller.

**Additional reasons for a refund continue on the back of the form.**

- 3. **Two license plates and/or decals purchased for the same vehicle.**
  - Submit with application for refund or surrender to the Tax Collector’s office or License Plate Agent the license plate and/or decal to be cancelled and refunded.
  - For International Registration Plan (IRP) license plate submit a copy of the cab card and the registration of the straight plate.
- 4. **New license plate and decal issued when current license plate was available for transfer.**
  - If a new Florida license plate and decal was issued to a new vehicle and a current Florida license plate and decal was available for transfer to the same vehicle, surrender the new license plate and decal for cancellation along with the registration issued to the new license plate, a copy of the registration for the license plate being transferred, and a copy of the new registration once the license plate and decal is transferred to the new vehicle.
- 5. **Mobile Home declared as Real Property.**
  - To qualify for a refund of the registration fee, the mobile home decal(s) must be surrendered along with a copy of the currently issued Real Property decal(s) and registration. An accurately completed DR-402 Declaration of Mobile Home as Real Property, signed by the county property appraiser or designated staff member is also required.
- 6. **Recreational Vehicle declared as Real Property.**
  - To qualify for a refund of the registration fee the license plate and general decal must be surrendered along with a copy of the currently issued Real Property decal and registration. An accurately completed DR-402 Declaration of Mobile Home as Real Property, signed by the county property appraiser or designated staff member is also required.
  - Recreational vehicles include, motor home, fifth wheel trailer, park trailer, and travel trailer.
- 7. **Pre-Sale Specialty License Plate Voucher Refund.**
  - At the conclusion of the 24-month pre-sale period if the minimum sales requirement has not been met, the purchaser of the specialty license plate voucher may apply for a refund. The status of the specialty plate can be verified at <http://www.flhsmv.gov/specialtytags/PreSaleData.html> .
  - A specialty license plate voucher cannot be transferred, replaced, refunded or exchanged unless the plate fails to meet the minimum pre-sale requirement.
  - Submit the pre-sale specialty license plate voucher form and the receipt from the Tax Collector’s office or License Plate Agent showing proof of payment.

**IV. TAX COLLECTOR USE ONLY** The license plate and decal indicated below were surrendered to this office and entered in FRVIS as surrendered/cancelled as required.

| License Plate Number | Decal Number | Expiration Date                                | Date Received |
|----------------------|--------------|--|---------------|
|                      |              |  |               |
|                      |              |  |               |
|                      |              |  |               |
| Signature            |              | Tax Collector’s Name Stamp, Seal, or Signature |               |

If the refund is being requested due to a tax collector error, please attach a Tax Collector Refund Request Application.