

Motor Vehicle Procedure Manual
Registration
Personalized License Plates

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Provisions of Law

[Section 320.0805, Florida Statutes](#), provides the issuance of personalized license plates to the owner or lessee of any motor vehicle except a vehicle, which requires “Apportioned”, “Indefinite”, or dual (two) truck plates.

[Section 320.0805\(4\), Florida Statutes](#), authorizes the department to recall any personalized license plate determined to be obscene or otherwise objectionable after issuance.

[Section 320.0805\(6\), Florida Statutes](#), authorizes a person to order a personalized license plate that has already been assigned when the original owner fails to apply for renewal or re-issuance for one-year following the last year of issuance.

[Section 320.0805\(8\)\(b\)\(1\), Florida Statutes](#), provides the letters or numerals, or combination of both, requested by the applicant must be stamped in large bold letters and numerals, limited to the number of characters based on the specific design of the plate requested by the applicant.

Description and Use

This procedure provides information and instructions to assist employees of tax collectors, license plate agents, and the Florida Department of Highway Safety and Motor Vehicles (FLHSMV) in the issuing of regular and specialty personalized license plates.

Documentation and Special Instructions

- A. Application for personalized license plates must be submitted to a county license plate agency for approval or rejection of license plate choice. County license plate agency employees should carefully screen applications to ensure that obscene or objectionable choices are not processed. Applications may be submitted at any time during the year, however, 45-days (date received by manufacturer, not date of order) manufacturing time will be required before delivery of the plate. Plates will only be issued for the current registration period, unless application is made during the advance registration period (3 months preceding the owner's birth month or designated registration period). When application is made during the advance registration period and full registration tax is paid, the license plate will be issued for the following year expiration.
- B. The License plate agency must verify the customer has registered the vehicle in Florida and the license tax has been collected for the current registration year.
- C. Form [HSMV 83043](#), Application for Personalized License Plate, must be completed in detail and filed by the county license plate agency in the event future reference is required. The customer must indicate the type of license plate being ordered and the choice must have the appropriate number of characters for the type of license plate requested. However, when the customer is physically in the office the signed confirmation page may be used in lieu of the form [HSMV 83043](#), Application for Personalized License Plate.
- D. Proof of Florida insurance is required. Refer to Procedure RS-36 for additional insurance requirements.

- E. Fees.

Personalized License Plate Configuration

- A. License plates with a center design may have up to 7 characters (with an additional space or hyphen.) Left design plates may have up to 5 characters (including a space or hyphen). Some special license plates may be personalized (see Exhibit A) Form [HSMV 83043](#), Application for Personalized License Plates, provides information on the combination of letters and numerals that are allowed for issuance as personalized license plates.
- B. When an application is processed in FRVIS using the letter “O”, it automatically converts to a 0 (zero). When a request for a personalized license plate contains the letter O, inform the customer that we DO NOT manufacture license plates with the letter O. We use the number 0 (zero) instead. Only process license plate configurations with the number 0 (zero).
- C. Amateur radio call letters are not authorized as personalized license plates, except for motorcycles. If the call letters plus an additional character is ordered, it does become a personalized license plate. Refer to [DMS Procedure RS-21](#) for additional information.

Vehicle/License Plates Not Eligible for Personalization

- A. Vehicles not eligible for personalization:
 - 1. Personalized license plates cannot be issued on any vehicle, which requires “Apportioned”, “Restricted”, “Wrecker”, or dual (two) truck plates or vehicles requiring semi-annual registration.
 - 2. Personalized license plates for motorcycles are only available as a “Florida Graphic”, or “Motorcycle Specialty” license plate.
- B. See (Exhibit C) for license plates not eligible for personalization.
- C. Personalized license plates may be issued for trailers.

Obscene/Objectionable Choices for License Plates

The Inventory Control Unit reviews all personalized license plate orders. Configurations considered obscene or objectionable are withheld from the order and submitted for further review. These configurations are then submitted to management to determine if the configuration should be allowed, rejected or recalled.

Allowed- If the configuration is allowed, the inventory Control Unit will place the order and it will be sent to the county that ordered the license plate.

Rejections- If the original request is rejected, a letter and refund check of the fees paid will be sent to the customer. The letter will explain that the order has been canceled and provide instructions to obtain another license plate at the local tax collector office or license agency. All appropriate fees will be required.

Recalls- If the request is for a 10-year replacement plate, a letter, a refund check for fees paid, return envelope and a 90-day temporary license plate will be sent to the customer. The letter will explain that the order has been canceled and provide instructions to obtain another license plate at the local county tax collector office or license plate agency. All appropriate fees will be required.

Complaints

Complaints regarding personalized license plates may be sent to:

Division of Motorist Services
License Plate/ Registration Review, MS-74
2900 Apalachee Parkway
Tallahassee, Florida 32399-0500

Reservation of Personalized License Plates

- A. Enter all applicable information on the Personalized Reservation screen, which MUST include the customer's explanation of what the personalization means in the "Reserved Plate Explanation" field. If a clerk fails to enter a valid explanation more than 3 times, the department will contact the agency to advise them that we are suspending that user's login until the problem is corrected. The only exception would be a 10-year license plate replacement that is mailed to the agency. The clerk should enter "Processed by Mail" in the explanation field in lieu of providing a detailed explanation.

The license plate characters must be entered carefully to ensure that the license plate is manufactured correctly. Use spaces where needed to locate the alpha and numeric characters in the appropriate place on the license.

1. Entering Personalization in FRVIS

Although there are ten spaces in the license plate field in FRVIS, only the first eight are applicable for personalized license plates. The law permits a maximum of seven

alphanumeric characters on a license plate with a center logo. Spaces of hyphens may be used if a total number of characters including spaces and hyphens. An asterisk prints on the confirmation form and is signed by the customer and the license plate agent. An asterisk also prints on the order sheet which indicates to PRIDE where a space is needed. To find out how a personalized was ordered, you must pull the order sheet from the box when the license plates are received from the plant.

If the characters are not being printed over the center design (i.e., Panther, Manatee), two spaces must be placed in the center. PRIDE will manufacture all personalized license plates “as seen” on the reservation screen and printed on the personalized license plate order.

See (Exhibit D) for more information about how to enter the information in FRVIS so that the customer receives the plate appearing as he/she expects.

2. Voided Transactions

An inquiry should be made on all voided transactions to be sure the transaction did void. If it did not, fax a copy of the voided transaction to Inventory at (850)617-5145 so the reserved license plate may be deleted from the order.

- B. If an existing personalized license plate configuration in FRVIS shows the customer’s plate has expired and he/she has not renewed the plate for a period of one (1) year, a different customer may reserve the same personalized license plate.

Example: The personalized license plate expired April 24, 2021. The owner has the option to renew until April 24, 2022. If he/she doesn’t renew during the time, the reservation for the new customer may be processed on April 25, 2022, or later.

If an owner surrenders their license plate prior to April 24, 2022, their personalized configuration may NOT be reserved for a different customer until AFTER April 24, 2022, as shown in the above example. However, the owner MAY relinquish their rights to the plate in writing.

Personalized License Plate Orders

FLHSMV generates all personalized license plate orders. A minimum of 45 workdays from the date the order is received by PRIDE is required for manufacturing time. At no time should a county

license plate agency directly contact the PRIDE License Plate Plant to check on an order or place a priority order. Such inquiries must be directed to the department.

- A. Reorders for license plates incorrectly manufactured should be made by faxing the following information to Inventory at (850)617-5145.
 - 1. A copy of [HSMV 83043](#) which was completed by the customer.
 - 2. A copy of the personalized license plate that was manufactured incorrectly, with clear explanation of how the license plate should be ordered.
 - 3. A copy of the confirmation form showing the configuration signed by the customer and the license plate agent.

Mail-In Personalization Orders

If the personalized license plate order was for a 10-year replacement that was mailed into the license plate agent office (customer would not have been available to sign the confirmation form), include a signed statement by the license plate agent (in lieu of the signed confirmation form).

- B. When a personalized license plate is ordered by the county with the incorrect sheeting for any of the following reasons, the transaction must be processed using PLATE ISSUE ERROR transaction (a new order will be generated) to charge or adjust the appropriate fees:
 - 1. Incorrectly ordered by the county.
 - 2. Manufactured incorrectly by PRIDE.
- C. When a personalized license plate is ordered incorrectly for any of the following reasons, the transaction must be processed as a new reservation using “Customer Request” as the reason code to charge the appropriate fees:
 - 1. Incorrectly requested by customer.
 - 2. Over 90-days.

Delivery of Personalized License Plates

The personalized license plate is delivered to the county license plate agency for issuance to the customer. When the license plate agency receives the personalized license plate, it should be verified for accuracy. If the license plate is manufactured incorrectly, follow the instructions in

section Personalized License Plate Orders of this procedure. When a license plate was used for credit and the new personalized plate is delivered, the registered owner is no longer required to surrender the credit plate to the license plate agency.

Renewal and Transfer of Personalized License Plates

Renewals and transfers may be processed through the county license plate agency.

Expiration of License Plates

License plates will have the same expiration date as the previous license plate.

Replacement License Plate

Applications for replacement license plates may be processed by the county license plate agency.

A. STOLEN (not lost):

If a personalized license plate has been stolen, a replacement license plate (different configuration) will be issued at no charge. However, to replace the stolen plate with the same configuration, proof must be provided from a local law enforcement agency that the plate has been removed from the FCIC file. If this cannot be provided, an application for a new choice must be completed or a regular series license plate may be issued.

If the license plate has been removed from the FCIC file, the license plate must be replaced with the reason code "LS" and replacement fees are due.

B. LOST (not stolen):

If a personalized license plate has been lost, a replacement license plate may be issued with the same characters. Replacement fees are required.

C. DEFACED OR DAMAGED:

Personalized license plates that are surrendered because they are defaced or damaged may be replaced with a license plate having the same characters. This may be processed in the county license plate agency. Replacement fees are required for a defaced or damaged license plate, unless law enforcement has issued a citation to the customer. If a citation has been issued to the customer, a copy of the citation must be submitted along with the defaced or damaged license plate.

A temporary plate may be issued for up to 90-days by the county license plate agency as a temporary authorization to use the motor vehicle. If you are replacing the personalized plate, you should reserve the personalized plate first and then issue the 90-day temporary plate as a registration replacement registration.

D. SEIZED:

Personalized license plates that are seized must be replaced by the customer and fees are due. It does not matter if there was insurance at the time of the suspension, see [RS-06](#) for additional information.

Legal Opinion on Replacement Fee for Seized Plates

If the customer wants to replace the personalized license plate, they must reserve the plate again and purchase a temporary or metal plate until the personalized plate is received.

E. FEES AND DOCUMENTATION:

1. Form [HSMV 83043](#), Application for A Personalized License Plate, must be completed any time a new choice is made.
2. Form [HSMV 83146](#), Application for Replacement License Plate, Validation Decal, or Parking Placard, accurately completed. Fees include Replacement fee, Decal on Demand fee, Service fee (add Branch fee, if applying through a county branch office), Advanced Replacement fee, Air Pollution Control fee, Emergency Medical Services fee, FRVIS fee, and Reflectorization fee. Refer to the Registration Fees and Flat Taxes Distribution Chart for the applicable fees.
3. A copy of the current registration certificate.
4. If applicable, a letter/statement from the local law enforcement agency on their letterhead or a copy of the citation issued by law enforcement, (see XII, A or C of this procedure).
5. If the license plate or decal is a replacement for a stolen license plate or decal, there is no fee when the customer certifies on form [HSMV 83146](#) that the stolen item has been reported to a law enforcement agency.

F. LOST-IN-TRANSIT:

Applications for replacement of “Lost-In-Transit” license plates may be processed in any county license plate agency. Verification may be made in FRVIS to ensure that the license plate has been processed and mailed to the customer. If a determination cannot be made, contact the county that processed and mailed the license plate. These replacements may be issued at no charge when applied for within 180 days of the date issued. The following document must be submitted:

Form [HSMV 83146](#), Application for Replacement License Plate, Validation Decal, or Parking Placard, accurately completed.

Procedure For the Relinquishment and Reissuance of Personalized License Plate

Relinquishment and re-issuance of a personalized license plate may be processed in the license plate agent office in FRVIS. See Exhibit B for instructions on cancellation and re-issuance of personalized license plate. If there is a transfer involving a lease vehicle, see [DMS Procedure RS-53](#). Applicant(s) should be informed of the following:

- A. The owner of the relinquished license plate must surrender the license plate for cancellation. If the new customer wants to use the owner's actual license plate which is being relinquished and surrendered, the owner must furnish a signed statement declaring that he/she is surrendering the actual license plate for use by the new customer.
- B. The owner of the relinquished license plate must furnish a signed statement relinquishing all his/her rights to the license plate (this wording may be included in the above listed statement in subsection XIII.A., if applicable).
- C. Statements in subsection XIII.A. and XIII.B. require signatures, but do not require notarization or a perjury clause.
- D. The new customer's vehicle must be titled and registered.
- E. The new customer must complete [HSMV 83043](#), showing the relinquished plate as the only choice.

The new customer must furnish proof of Florida insurance. Proof of Florida insurance is required. Refer to [DMS Procedure RS-36](#) for additional insurance requirements

F. The new customer must submit fees (see reverse side of [HSMV 83043](#)).

Revision(s)

07/22/2022: Added Specialty Plates; Alpha Kappa Alpha Sorority, Alpha Phi Alpha Fraternity, Delta Sigma Theta Fraternity, Iota Phi Theta Fraternity, Kappa Alpha Psi Fraternity, Omega Psi Phi Fraternity, Phi Beta Sigma Fraternity, Sigma Gamma Rho Sorority, Zeta Phi Beta Sorority, America the Beautiful, Blue Angels, Coastal Conservation Association, Explore Off Road, Explore Our State Parks, Walt Disney World, Advent Health University ICUF, Ave Maria University ICUF, Beacon College ICUF, Hodges University ICUF, Webber International University ICUF. Added ICUF to Collegiate Specialty Plates; Barry University, Eckerd College, Edward Waters College, Embry-Riddle Aeronautical University, Everglade University, Flagler College, Florida College, Florida Memorial University, Florida Southern College, Jacksonville University, Lynn University, Nova Southeastern University, Palm Beach Atlantic University, Ringling School of Art and Design, Rollins College, Saint Leo University, Southeastern University, Stetson University, University of Tampa, Warner Southern College.

6/09/22: Removed Honorary Consul from Exhibit A.

04/26/22: Relinked forms and procedures within the document.

11/01/19: Updated sections V and VI. Restricted the rejection and recall of personalized license plates. Added links to Statutes and procedures. Removed Tag Type Codes.

09/10/18: Deleted Support Soccer license plate and added section XII. D. on Replacement of Seized License plates.

01/09/18: Added headings or clarifying language on page 3-5 and 7-8. Added Exhibit D with screen shots.

07/10/2014 – Revised section III. B. on page 2 and added new plates to Exhibit A.

09/26/2012 -Added new special military license plates to Exhibit A and updated professional sport specialty license plate Exhibit A, page 4.

12/13/2010 – Added specialty license plates to Exhibit A, pages 2 and 3.

10/26/2010 – Changed replacement plate period from 6 years to 10 years on pages 3, 4, add 5, and added various license plates and made name changes to several plates in Exhibit A. Updated information for recalls on page 3.

02/01/2008 – Removed fees and referred to the fees chart. Updated pages 3, 4, and 5 to show 6-year tag. Corrected the number of characters from 5 to 4 on Operations Enduring and Operation Iraqi plates.

04/26/2007 – Added mailing address for the complaints to be sent to on page 3. Added spacing within the procedure which shifted words to different pages.

08/24/2006 – Added [Section 320.0805\(8\)\(b\)\(1\)](#) to page one. Added “NOTE” on page 5.

11/02/2005 – Updated fax number for Inventory Control throughout this procedure. Revised insurance requirements on page 2. Updated page 4 to show that if an explanation is not provided more than 3 times by the same clerk, their logon will be suspended by the department. Updated Exhibit A with the Operation Enduring Freedom and Operation Iraqi Freedom plates.

Exhibit A

The following license plates can be personalized in FRVIS. The number of characters that appear on the plate cannot exceed the number shown below. In FRVIS you have a license plate inventory code and the characters.

Special License Plates

License Type	Number of Characters	Inventory Code
Disabled Veteran	5	DVP
Disabled Veteran Wheelchair	5	DWP
Disabled Veteran Motorcycle	4	DMP
Ex-Pow	5	EXP
Gold Star	4	GFP
MedalofHonor(DMSonly)	5	MEP
Motorcycle Wheelchair	5	MWP
National Guard	5	NGP
Operation Enduring Freedom	4	EFP
Operation Iraqi Freedom	4	IFP
Pearl Harbor Survivor	5	PEP
Purple Heart Medal	5	PHP
Paralyzed Veterans of America	6	PVP
Street Rod	5	SRP
US Reserve	5	UVP
Wheelchair Suffix	5	WCP
Combat Infantry Badge	4	CBP
Combat Action Badge	4	CJP
Vietnam War Veteran	4	VVP
Korean Conflict Veteran	4	KCP

Silver Star	4	VSP
Distinguished Service Cross	4	DSP
Navy Cross	4	VCP
Air Force Cross	4	AOP
Combat Medical Badge	5	BMP
Veteran of the US Armed Forces	5	VUP
Bronze Star	5	BZP
Army of Occupation	5	OVP

Specialty License Plates

LicensePlate	Number of Characters	Inventory Code
Agriculture	7	AGP
Agriculture Education	5	AEP
Alpha Kappa Alpha Sorority	<u>7</u>	<u>AKP</u>
Alpha Phi Alpha Fraternity	<u>7</u>	<u>APP</u>
America the Beautiful	<u>5</u>	<u>ABP</u>
Air Force	5	AFP
Animal Friend	5	ANP
American Legion	5	ALP
Aquaculture	7	QCP
Army	5	AYP
Blue Angels	<u>5</u>	<u>BAP</u>
Challenger/Columbia	5	CLP
Coast Guard	5	GUP
Choose Life	5	CSP
Conserve Wildlife	5	CWP
Coastal Conservation Association	<u>7</u>	<u>COP</u>

<u>Delta Sigma Theta Fraternity</u>	<u>7</u>	<u>DTP</u>
Discover Florida's Oceans	5	DFP
Education	7	EDP
End Breast Cancer	5	CRP
Endless Summer	5	ESP
Everglades River of Grass	5	ERP
<u>Explore Off Road</u>	<u>5</u>	<u>EOP</u>
<u>Explore Our State Parks</u>	<u>7</u>	<u>P1P</u>
Fallen Law Enforcement Officers	5	OFP
Family First	7	FJP
Family Values	7	FUP
Fish Florida	5	FVP
Florida Horse Park (Discover Florida's Horses)	5	HFP
Florida Sheriff's Association	5	SKP
Florida Sheriff's Youth Ranch	5	FYP
Fraternal Order of Police	5	ORP
Freemasonry	5	FQP
Golf Capital of the World	7	GOP
Helping Sea Turtles Survive	7	STP
Horse Country	5	HRP
Hospice Every Day Is a Gift	5	HOP
Imagine (Florida Food Banks)	7	IMP
Indian River Lagoon	5	INP
In God We Trust	5	IGP
Invest in Children	7	CHP
<u>Iota Phi Theta Fraternity</u>	<u>7</u>	<u>IPP</u>
<u>Kappa Alpha Psi Fraternity</u>	<u>7</u>	<u>KAP</u>

Keep Kids Drug Free	5	KKP
Kids Deserve Justice	5	KDP
Largemouth Bass (Go Fishing)	5	LBP
Lauren's Kids	5	LKP
Live the Dream	7	LDP
Motorcycle Specialty	6	MYP
NASCAR	5	NZP
Navy	5	NAP
<u>Omega Psi Phi Fraternity</u>	<u>7</u>	<u>OGP</u>
Parents Make a Difference	5	PMP
Play Tennis	5	TBP
<u>Phi Beta Sigma Fraternity</u>	<u>7</u>	<u>PGP</u>
Police Athletic League	5	AHP
Protect Florida Springs	7	PFP
Protect Florida Whales	5	WHP
Protect Our Oceans	5	PNP
Protect Our Reefs	5	POP
ProtectthePanther	7	PAP
Protect Wild Dolphins	5	PWP
Salutes Firefighters	5	SFP
Salutes Veterans	5	VTP
Save Our Seas	5	SZP
Save the Manatee	7	MTP
Save Wild Florida (5)	5	FBP
Scouting Teaches Value (Boys Scouts)	7	SCP
Share the Road	5	SAP
<u>Sigma Gamma Rho Sorority</u>	<u>7</u>	<u>S1P</u>
Special Olympic	7	SPP

State of the Arts	7	ARP
State of Vision	5	VIP
State Wildflower	7	FFP
Stop Child Abuse	5	CAP
Stop Heart Disease	7	SDP
Support Autism	5	ASP
Support Home Ownership for All	5	HAP
Support Law Enforcement	5	PBP
Support Our Troops	5	TSP
Tampa Bay Estuary	5	TAP
Trees Are Cool	5	TCP
United We Stand	7	WEP
U.S. Marine	5	UAP
U.S. Olympic Spirit	5	SOP
U.S. Paratroopers* (*specific requirements needed)	5	UPP
Visit Our Lights	5	LHP
Walt Disney World	5	WDP
Wildlife Foundation of Florida (Formerly Sportsmen's National Land Trust)	5	WLP
Zeta Phi Beta Sorority	7	ZEP

Professional Sports Team Specialty Plates

License Plate	Number of Characters	Inventory Code
Florida Panthers	7	PTP
Jacksonville Jaguars	5	JJP
Miami Dolphins	5	MDP

Miami Heat	5	MHP
Miami Marlins	5	MAP
Orlando Magic	5	OMP
Tampa Bay Buccaneers	5	BBP
Tampa Bay Lightning	5	TBP
Tampa Bay Rays	5	DRP

Collegiate Specialty Plates

License Plate	Number of Characters	Inventory Code
<u>Advent Health University ICUF</u>	<u>5</u>	<u>ADP</u>
<u>Ave Maria University ICUF</u>	<u>5</u>	<u>AMP</u>
<u>Barry University ICUF</u>	<u>5</u>	<u>BYP</u>
<u>Beacon College ICUF</u>	<u>5</u>	<u>BCP</u>
Bethune Cookman University	5	BCP
<u>Eckerd College ICUF</u>	<u>5</u>	<u>ECP</u>
<u>Edward Waters College ICUF</u>	<u>5</u>	<u>EWP</u>
<u>Embry-Riddle Aeronautical University ICUF</u>	<u>5</u>	<u>EAP</u>
<u>Everglades University ICUF</u>	<u>5</u>	<u>EGP</u>
<u>Flagler College ICUF</u>	<u>5</u>	<u>FXP</u>
Florida A & M University	5	FMP
Florida Atlantic University	5	FAP
<u>Florida College ICUF</u>	<u>5</u>	<u>FRP</u>
Florida Gulf Coast University	5	FGP
<u>Florida Institute of Technology ICUF</u>	<u>5</u>	<u>FTP</u>
Florida International University	<u>5</u>	FIP
<u>Florida Memorial University ICUF</u>	<u>5</u>	<u>FEP</u>
<u>Florida Southern College ICUF</u>	<u>5</u>	<u>FZR</u>

Florida State University	5	FSP
<u>Hodges University ICUF</u>	<u>5</u>	<u>HUP</u>
<u>Jacksonville University ICUF</u>	<u>5</u>	<u>JUP</u>
<u>Lynn University</u>	<u>5</u>	<u>LUP</u>
<u>Nova Southeastern University ICUF</u>	<u>5</u>	<u>NOP</u>
<u>Palm Beach Atlantic University ICUF</u>	<u>5</u>	<u>PDP</u>
<u>Ringling School of Art and Design ICUF</u>	<u>5</u>	<u>RAP</u>
<u>Rollins College ICUF</u>	<u>5</u>	<u>RLP</u>
<u>Saint Leo University ICUF</u>	<u>5</u>	<u>SLP</u>
<u>Saint Thomas University ICUF</u>	<u>5</u>	<u>SXP</u>
<u>Southeastern University ICUF</u>	<u>5</u>	<u>SEP</u>
<u>Stetson University ICUF</u>	<u>5</u>	<u>S3P</u>
University of Central Florida	5	UCP
University of Florida	5	UFP
University of Miami	5	UMP
University of North Florida	5	UNP
University of South Florida	5	USP
<u>University of Tampa ICUF</u>	<u>5</u>	<u>UTP</u>
University of West Florida	5	UWP
<u>Warner Southern College ICUF</u>	<u>5</u>	<u>WSP</u>
<u>Webber International University ICUF</u>	<u>5</u>	<u>WIP</u>

Exhibit B

1. Registration (R)
2. License Plate (L)
3. Surrender License Plate (U)
4. Enter license plate number to be relinquished, PF3
5. Tab to license plate status and change to “cancel”
6. Tab to Reg status and change to “cancel”
7. Tab to reason and enter “relinquishment”, RL
8. Tab to fees
9. Tab to print and print the registration

The License Plate Is Now Cancelled

To Use the Same License Plate When No New License Plate Is Needed.

1. Registration, (R)
2. License Plate (L)
3. Re-issue relinquished license plate (E)
4. Enter license plate number currently on the vehicle that the relinquished license plate is being transferred to. (PF3)
5. Tab to license plate code, change code to personalized (Example: RGP, INP, EDP)
6. Tab to the effective date, remove date and re-enter the new effective date
7. Tab to tax months
8. Tab to license plate, enter the personalized license plate number and tab
9. You will receive an error message, “store error 1400,” say “ok”
10. Tab to fees
11. Tab to print and print the registration

The Relinquished License Plate Is Now Issued

Exhibit C

Only license plate inventory codes that end with a letter “P” can be personalized. You must remember some vehicles and/or license plates do not qualify for personalization.

A current list of the license plates that are not eligible for personalization:

(AQR) Antique	(PSR) Permanent Semi-trailer license plates
(ATR) Indefinite license plates	(RSR) Restricted license plates
(AUP) Authenticated (personalized fees are due; however, customer must furnish the license plate to be authenticated see RS-25)	Any amateur radio license plate (except a plate for a motorcycle or a plate that includes the call letters plus an additional character)
(CDR, EMS, FRE, PRO) Front End license plates	(RTR) Regular Wrecker license plates
(COR) Collectable license plates	(RUR) GVW Wrecker license plates
(DCR, DLR) Any dealer license plate	(SIR) Seminole Indians license plates
(FLR) Fleet license plates	(TEM) Temporary license plates
(FOR) Foreign ORG license plates	(TEP) Temporary Employed
(HCR) Horseless Carriage license plate	(TPR) Transporter
(HMR) Horseless Carriage Motorcycle license plate	(TUR) Trucks with 2 license plates
(MIR) Miccosukee Indians license plates	(XSR) X-Series license plates
(MLR) Manufacturer license plates	Any IRP license plates
(MMR) Motorcycle Manufacturer license plates	Any permanent license plate (YELLOW)
(MQR) Antique Motorcycle	

Examples of vehicles that do not qualify for personalized license plates are vehicles which require a specific license plate such as wreckers, tools or vehicles owned by a branch of government, etc. If an inventory code (example: AQR antique) does not qualify for personalization, but the vehicle does qualify for a personalized license plate, the personalized license plate may be issued. Example: An “Antique” license plate cannot be personalized; however, vehicles that are 30 years old may have a personalized license plate.

Exhibit D FRVIS Screen Shots

For plates with center design, and customer desires wording to cover the design, enter asterisks Before and after the personalization



DECEMBER 14, 2017
SAMPLE, SAMPLE TEST

RE: A RESERVATION HAS BEEN MADE FOR THE ABOVE PLATE

LICENSE PLATE NUMBER **TEST**

PLATE CODE TYPE IMP

PLATE CODE DESC IMAGINE

PLATE EXPLANATION TEST

PLEASE VERIFY THE ABOVE INFORMATION AND SIGN BELOW

CUSTOMER: _____ DATE: _____

AGENT: _____ DATE: _____

USER5

For plates with center design, and customer does not want wording to cover the design, enter asterisk(s) in middle of the personalization



DECEMBER 14, 2017
SAMPLE, SAMPLE DO

RE: A RESERVATION HAS BEEN MADE FOR THE ABOVE PLATE

LICENSE PLATE NUMBER TES**TER

PLATE CODE TYPE STP

PLATE CODE DESC HELPING SEA TURTLES SURVIVE

PLATE EXPLANATION TEST

PLEASE VERIFY THE ABOVE INFORMATION AND SIGN BELOW

CUSTOMER: _____ DATE: _____

AGENT: _____ DATE: _____

USERS

For plates with a left design, and customer desires extra space before wording, enter one Asterisk before personalization



DECEMBER 14, 2017
SAMPLE, SAMPLE DO

RE: A RESERVATION HAS BEEN MADE FOR THE ABOVE PLATE

LICENSE PLATE NUMBER *TEST

PLATE CODE TYPE ESP

PLATE CODE DESC ENDLESS SUMMER

PLATE EXPLANATION TEST

PLEASE VERIFY THE ABOVE INFORMATION AND SIGN BELOW

CUSTOMER: _____ DATE: _____

AGENT: _____ DATE: _____

USER5

For plates with a left design, and customer desires extra space after wording, enter one asterisk after personalization.



DECEMBER 14, 2017
SAMPLE, SAMPLE DO

RE: A RESERVATION HAS BEEN MADE FOR THE ABOVE PLATE

LICENSE PLATE NUMBER TEST*

PLATE CODE TYPE AAP

PLATE CODE DESC AIR FORCE COMBAT ACTION MDL P

PLATE EXPLANATION TEST

PLEASE VERIFY THE ABOVE INFORMATION AND SIGN BELOW

CUSTOMER: _____ DATE: _____

AGENT: _____ DATE: _____

USER5