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| <b>Motor Vehicle Procedure Manual</b> |
| <b>Registration</b>                   |
| X-Series (Exempt) License Plates      |

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**Legal Authority**

**Section 320.10(1)(c)-(j), Florida Statutes**, exempts the license taxes required in section 320.08, Florida Statutes, for motor vehicles owned and operated exclusively by specified not-for-profit organizations, military related auxiliaries, public health, religious, and educational organizations.

It also allows the issuance of an X-series license plate for use on exempted vehicles and requires any applicant for exemption to provide proof of eligibility upon initial issuance and renewal of registration.

**Description and Use**

This procedure provides information and instructions to assist employees of Tax Collectors, License Plate Agencies, and The Department Of Highway Safety And Motor Vehicles with issuance of x-series (exempt) license plates.

**Application Requirements**

X-series license plates are issued and replaced in the county tax collector's office.

**A. PROOF OF ELIGIBILITY:**

**1. SPECIFIED ORGANIZATIONS:**

The organizations named in [section 320.10](#), Florida Statutes, must submit a statement that they are a qualified not-for-profit organization with current articles of incorporation

on file with the Florida Department of State. The organizations named in section 320.10, Florida Statutes are:

- a. Boy's Clubs of America
- b. National Audubon Society
- c. National Children's Cardiac Hospital
- d. Humane Society
- e. Nationally chartered veterans' organizations with a state headquarters in Florida.
- f. Children's Bible Mission
- g. Boy Scouts of America
- h. Girl Scouts of America
- i. Salvation Army
- j. American National Red Cross
- k. United Service Organization
- l. Young Men's Christian Association
- m. Young Men's Hebrew Association
- n. Camp Fire Girls' Council
- o. Young Women's Christian Association
- p. Young Women's Hebrew Association
- q. Local member units of the Association of Retarded Citizens
- r. Children's Home Society of Florida
- s. Goodwill Industries
- t. Local member units of the National Urban League which provide free services to municipal and county residents who need such services.

2. SPECIAL CATEGORY EXEMPT ORGANIZATIONS:

Organizations not specifically named in [section 320.10](#), Florida Statutes, must submit a complete copy of their not-for-profit organizational charter on file with the Florida Department of State. This information may also be obtained and printed from the

internet (<http://sunbiz.org/search.html>) and submitted with an affidavit stating the applicable use of the vehicle. The special category organizations and any additional requirements, if applicable, for establishing eligibility are:

- a. Any motor vehicle owned and operated by the Civil Air Patrol or the United States Coast Guard Auxiliary.
- b. Any mobile blood bank unit when operated as a nonprofit service by an organization.
- c. Any mobile x-ray unit, truck, or bus used exclusively for public health purposes. The customer must submit an affidavit stating the use of the vehicle. Additionally, the affidavit must include the following two items to determine eligibility:
  - (1) A description of the public health purpose for which the vehicle is used and a statement as to whether this is the exclusive use of such vehicle.
  - (2) A statement which specifies if use of the vehicle and facility is available to members of the public and if so, how one qualifies to use the facility.
- d. Any school bus owned and operated by a non-profit educational or religious corporation.
- e. Any vehicle used by the various search and rescue units within the counties for exclusive use as a search and rescue vehicle.

3. CHURCH, TEMPLE OR SYNAGOGUE:

Any motor vehicle owned and operated by a church, temple, or synagogue, for exclusive use as a community service van or to transport passengers without compensation to religious services or for religious education may apply by submitting an affidavit stating the use of the vehicle. The legal definition of a “community service van” as provided by the DHSMV Office of General Counsel under dockets NO. DMV-92-09, is a “van used to collect clothes, provide service, or transport persons.”

4. COMMUNITY TRANSPORTATION COORDINATORS AND TRANSPORTATION OPERATIONS:

- a. Community Transportation Coordinators and Transportation Operators must submit a statement that the motor vehicle will be used exclusively to transport the transportation disadvantaged.
- b. The Transportation Disadvantaged Commission of the Department of Transportation will provide and maintain a current listing for the Bureau of Titles and Registrations to identify the Community Transportation Coordinators

and Transportation Operators currently on contract with the Commission for transporting the transportation disadvantaged.

- c. The following definitions are provided concerning this provision for exempt license plates:
1. “Community Transportation Coordinator” means: Transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning organization, or by the appropriate designated official planning agency in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.
  2. “Transportation Operator” means: One or more public, private for-profit, or private non-profit entities engaged by the community transportation coordinator to provide service to the transportation disadvantaged pursuant to a coordinated system service plan.
  3. “Transportation Disadvantaged” means: Those persons who because of physical or mental disability, income status, or age or who for other reasons are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities.

In addition to the above requirements, if the motor vehicle is a commercial vehicle, the individual or business must submit the necessary proof of insurance and payment of Heavy Vehicle Use Taxes. Please refer to Procedure [RS-34](#)

**B. PROOF OF OWNERSHIP:**

Proof of ownership for the motor vehicle must be ONE of the following:

1. Copy of the current Florida Vehicle Registration Certificate.
2. Copy of the Florida Certificate of Title.
3. Copy of a title receipt showing that a Florida Certificate of Title has been applied for.

The title does not have to be in the name of the exempt organization/customer solely as long as the vehicle is operated exclusively for the exempt organization/customer.

Example: An individual’s name may appear on the title along with the name of the exempt organization (church, synagogue, etc). The order of the names on the title does not matter.

C. PROOF OF INSURANCE:

Proof of Florida insurance is required. Refer to Procedure [RS-36](#) for additional insurance requirements.

D. Fees:

Registration tax from the Tax Due and Credit Manual for class code 96, Original license plate fee, Service fee (add Branch fee, if applying through a county branch agency), and Decal on Demand fee. Refer to Registration Fees and Flat Taxes Distribution Chart for applicable fees.

E. Renewal Period:

For a motor vehicle owned by a company or entity other than a natural person, the renewal period is the 30-day period beginning June 1. The expiration date would be June 30.

### Renewal And Transfers Of X-Series License Plates

Renewals and transfers may be processed through any local county license plate agency. Transfers require that the replacement vehicle also be eligible for the X-series license plate.

### Replacement License Plates

Replacement license plates may be issued by any local county license plate agency by submitting the following:

- A. Copy of current registration certificate.
- B. Form [HSMV 83146](#), Application for Replacement License Plate, Validation Decal, or Parking Permit, accurately completed.
- C. Fees: Replacement fee, Service fee, (add Branch fee, if applying through a county branch agency), Air Pollution Control fee, Reflectorization fee, FRVIS fee, Emergency Medical Service fee, Advanced Replacement fee and Decal on Demand fee. Refer to Registration Fees and Flat Taxes Distribution Chart for applicable fees.
- D. When a customer reports a license plate or decal as stolen to a law enforcement agency and attests that the license plate or decal has been reported as stolen on form HSMV 83146, no fee should be charged for the replacement license plate or decal.

### Revision(s)

Statutory Review. Added links to Statute and Form.

10/16/14 Updated the link for Department of State not-for-profit organizations on page 2