



INFORMATION NOTICE

DIVISION OF MOTORIST SERVICES

DATE: 06/11/24	Information Notice (INFO) INFO 24-013
SUBJECT: Authorization for Processing Authenticated License Plates at Tax Collector Offices or License Plate Agencies	

Overview:

Florida Department of Highway Safety and Motor Vehicles (FLHSMV) authorizes tax collector offices and license plate agencies the ability to process, and issue authenticated license plates. Authenticated license plates may be issued to any vehicle manufactured in 1975 or earlier. Currently, applicants submit the required documents, including the license plate for authentication purposes, to FLHSMV in Tallahassee. For the applicant, the process is lengthy and there is potential risk of the license plate being damaged or lost in transit.

Details:

Effective 06/11/24, applicants are to submit the required documentation, including the license plate for authentication purposes, to a tax collector office or license plate agency for issuance. The license plate must be the same year as the model year of the automobile, motorcycle, or truck. The license plate will be approved for issuance by the tax collector office or license plate agency as an authenticated license plate if the license plate has not been refurbished in any way and is still legible for law enforcement purposes. Authenticated license plates may only be issued to cars, motorcycles, and pickups weighing 5,000 pounds or less.

Refer to [RS-25](#) of the Motor Vehicle Procedure Manual for the complete list of required documentation.

To check license plate availability:

Enter the license plate configuration into the "PLP Availability Inquiry" screen to determine its availability.

CONFIGURATION	X = NOT AVAILABLE
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

RETR

If the license plate configuration is available, the tax collector office or license plate agency must contact the Inventory Control Unit at the below email to have the authenticated license plate added to inventory for issuance. Allow 24 hours for a response.

InventoryControlUnit@flhsmv.gov

The following details must be included in the email to the Inventory Control Unit:

- County/Agency.
- License Plate Number.
- Confirm that the license plate has been authenticated. (Year/Colors).

To issue the authenticated license plate:

Original and/or Replacement Registration

Select the applicable Registration Use and “AUP” for the License Plate code.

REG. USE	PR	>>	PRIVATE
LIC PLATE	AUP	>>	AUTHENTICATED

If Replacement Registration

- Ensure to change the applicant’s current Registration Use to the applicable Registration Use and the License Plate code to “AUP”.
- Select Biennial (if applicable).
- Type in authenticated license plate number in “License Plate”.
- Select "FEES" for payment.

MTRFM128 - Replacement Registration

VEH ID NUM [REDACTED] >>
REG ONLY REG ONLY REASON [REDACTED] >>

REG. USE PR >> PRIVATE
LIC PLATE AUP >> AUTHENTICATED

UNIT NBR [REDACTED]
LOCATED IN RENTAL PARK NO
MOBILE HOME LOCATION [REDACTED]
COUNTY/CITY [REDACTED] >>

VEH CLASS 095 ANTIQUE CAR
LIAB INS TYP [REDACTED] >>
TMP ISS RSN [REDACTED] >>

CUSTOMER NAME 1 [REDACTED] >>

TEMP. DAYS [REDACTED] FLEET [REDACTED] BIENNIAL EFF. DATE 03/22/2024 EXP. DATE 11/23/2024 TAX MONTHS 8 BACK TAX [REDACTED]

ISSUE LP? LIC PLATE [REDACTED] ISSUE DECAL DECAL NUM [REDACTED] LEGISLATIVE

REPL REASON CR >> CUSTOMER REQUEST Est. Fees [REDACTED] FEES

COMMENT DESC. [REDACTED]

Payment Screen

- Remove “Mail Fee” if in-office issuance.
- Select “Print”.

MTRFM405 - REGISTRATION FEES

VEH ID NUM [REDACTED] TRANS DATE [REDACTED]

AIR POLLUTION CTRL	1.00	AUTHENTICATED PROCESS FEE	4.00
BRANCH FEE	0.50	BASE TAX	5.00
DECAL ON DEMAND FEE	1.00	EMS FEE	0.10
FRVIS FEE	0.50	PERSONALIZED FEE	10.00
PROCESSING FEE (LP)	5.00	REFLECTORIZATION	0.50
SERVICE FEE	2.50		

ARF CREDIT [REDACTED] **MAIL FEE** ARF APPL [REDACTED] 0.00

REGIS CREDIT [REDACTED] 5.00 SVC FEE CREDIT APPL [REDACTED] 5.00

MAIL TO [REDACTED] BRANCH FEE IRP CORR [REDACTED]

VOLUNTARY FEES [REDACTED] DEL FEE BIENNIAL FEES [REDACTED] 0.00

SALES TAX CRED [REDACTED] INITIAL EX NONE TOTAL FEES [REDACTED] 25.10

OTHER SALES TAX [REDACTED] [REDACTED]

SPV APPLIED [REDACTED] [REDACTED]

COMMENTS

PRINT

✓ ✗ [REDACTED] ?

Conclusion:

If you need additional information, please contact your next level of management or the Field Support Center.