AND LICENSING INSTRUCTIONS FOR OFFICIAL VEHICLES



Missouri Department of Revenue Motor Vehicle Bureau P.O. Box 100 Jefferson City, MO 65105 Phone: (573) 751-5709

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SECTION I - STATE DEPARTMENTS ELIGIBLE FOR OFFICIAL LICENSE PLATES

State Departments must title motor vehicles in the specific Department's name, as follows, to provide consistency when titling using state of Missouri official license plates. For example, motor vehicles owned by the Department of Revenue, Taxation Division should be titled Missouri Department of Revenue, not Taxation Division.

DEPARTMENT NAME	DEPARTMENT CODE
Missouri Elected Officials:	
Missouri Governor's Office	1
Missouri Lieutenant Governor's Office	2
Missouri Secretary of State's Office	3
Missouri Auditor's Office	4
Missouri Treasurer's Office	5
Missouri Attorney General's Office	6
Missouri State Government Offices:	
Missouri Office of Administration	10
Missouri Department of Agriculture	11
Missouri Department of Conservation	12
Missouri Department of Corrections	13
Missouri Department of Economic Development	14
Missouri Department of Elementary & Secondary Education	15
Missouri Department of Health	16
Missouri Department of Higher Education:	17
Crowder College	CC
Harris-Stowe State College	HSSU
Lincoln University	LU
Linn State Technical College	LSTC
Metropolitan Community Colleges	MCC
Mineral Area College	MAC
Missouri Southern State University – Joplin	MSSU
 Missouri State University – Springfield 	MSU
 Missouri University of Science and Technology – Rolla 	MST
Missouri Western State College	MWSU
 Northwest Missouri State University – Maryville 	NWMS
 Ozarks Technical Community College 	OTC
 Southeast Missouri State University – Cape Girardeau 	SE
State Fair Community College	SFCC
 Truman State University – Kirksville 	TSU
 University of Central Missouri – Warrensburg 	UCMO
 University of Missouri – Columbia 	MZU
 University of Missouri – Hospitals 	UHC
 University of Missouri – Kansas City 	UMKC
University of Missouri – St. Louis	UMSL
University of Missouri – Systems	UMS

DEPARTMENT NAME	DEPARTMENT CODE
Missouri Department of Transportation	18 & 19
Missouri Department of Insurance	20
Missouri Department of Labor & Industrial Relations	21
Missouri Department of Mental Health	22
Missouri Department of Natural Resources	23
Missouri Department of Public Safety	24
Missouri Department of Revenue	25
Missouri Department of Social Services	26
Missouri Consolidated Health Care Plan	27
State Court Administration (Judiciary)	28
Missouri House of Representatives (Elected officials)	29
Missouri Senate (Elected officials)	29
Missouri State Lottery	30
Missouri State Tax Commission	31
Missouri Office of Administration – Fleet Group	32
Missouri Office of Administration – Pool Group	33

Entities eligible for official plates, but not yet assigned a Department code:

- → Missouri Supreme Court (Elected Officials)
- → Missouri State Employees' Retirement System
- ◆ East Central College
- Jefferson College
- → Moberly Area Community College
- ◆ North Central Missouri College
- ◆ St. Charles Community College
- ◆ St. Louis Community Colleges Florissant Valley, Forest Park, Meramec
- → Three Rivers Community College

<u>Form-5175</u> must be completed and submitted to the Department of Revenue before plate(s) will be ordered. No stock will be maintained and it takes approximately three weeks for plates to be delivered.

SECTION II - TITLING A STATE OWNED VEHICLE

Submit the following documentation to the Motor Vehicle Bureau to title a state-owned vehicle:

- 1. Application for Missouri Title and License, (Form-108) (Attachment A); and
 - The application must be completed and signed by an authorized agent for the Department.
 - The official name and address of the Department must be recorded on the application for title
 whenever possible, as suggested on page 2 and 3 of this booklet. <u>Do not list a specific</u>
 agency within a Department as the owner.
 - ★ A Certificate of Title may be mailed to an agency within a Department by completing the "Mail To" information on the title application.

- ★ Example: The Department of Mental Health purchases a vehicle for the Rolla Regional Center. The owner's name and address on the title application should be listed as: MO Dept of Mental Health, 1706 E Elm St., Jefferson City MO 65109. A "mail to" name and address may be listed as Rolla Regional Center, PO Box 1098, Rolla, MO 65402.
- The "Title Only" block must be marked at the top of the application.
 - ★ If new plates are needed or existing plates are being transferred, an *Application for Motor Vehicle License*, (Form-184) must also be submitted (see Section III).
- 2. The properly assigned Manufacturer's Statement of Origin (MSO), certificate of title, or an assigned certificate to obtain title if the vehicle was received from the Missouri State Agency for Surplus Property. If the vehicle is less than ten years old, the odometer reading at the time of transfer must be recorded by the seller in the assignment area. The following vehicles are exempt from the odometer disclosure requirements:
 - Vehicles ten years or older;
 - New vehicles transferred on an MSO between franchised dealers. Mileage is required on the retail sale of the vehicle;
 - Vehicles with a gross vehicle weight of over 16,000 pounds; and
 - All-terrain vehicles.
 - ★ If the vehicle was previously titled in another state, Missouri law requires a current ID/OD inspection (<u>Attachment B</u>) to be completed by an official inspection station and to accompany the application for title. The inspection should verify the vehicle identification number and odometer reading displayed on the vehicle at the time of inspection.

SECTION III - REGISTRATION REQUIREMENTS

Submit the following documentation to the Motor Vehicle Bureau to obtain official license plates for a state-owned vehicle:

- 1. Application for Motor Vehicle License, (Form-184), completed and signed by an authorized agent for the Department (see Attachment C-1);
- 2. Proof of ownership; and
 - A copy of the title in the Department's name; or
 - A validated pink registration receipt showing the Department has applied for title.
- 3. A current safety/emissions inspection certificate not more than 60 days old, if applicable (excluding vehicles exempt for the first five years following the year of manufacture).
 - ★ A vehicle emissions inspection is required for vehicles operating in the city of St. Louis, St. Louis County, St. Charles County, Franklin County, or Jefferson County. This inspection applies only to passenger vehicles and commercial motor vehicles with a manufacturer's gross weight rating of 8,500 pounds or less.

SECTION IV - TRANSFERRING OFFICIAL LICENSE PLATES

An official license plate may be transferred from one vehicle titled in a State Department's name to another vehicle already titled to the same Department. The license plate transfer must be reported to the Missouri Department of Revenue, Motor Vehicle Bureau. Official license plates may be transferred at the time of titling a newly acquired motor vehicle <u>or</u> at a later date by submitting the documents outlined below. Applications must be submitted within 30 days of transferring the plates.

- 1. Application for Motor Vehicle License (Form-184), completed and signed by an authorized agent for the Department; and
 - **★ NOTE**: The owner's name must be recorded exactly as it appears on the Missouri certificate of title (<u>Attachment C-2</u>).
- 2. A current safety/emissions inspection certificate not more than 60 days old, if applicable (excluding vehicles exempt for the first five years following the year of manufacture);
 - ★ A vehicle emissions inspection is required for vehicles operating in the city of St. Louis, St. Louis County, St. Charles County, Franklin County, or Jefferson County. This inspection applies only to passenger vehicles and commercial motor vehicles with a manufacturer's gross weight rating of 8,500 pounds or less.

SECTION V - REPLACEMENT LICENSE PLATES

If an official license plate is lost, stolen, or mutilated, you must apply for replacement plates by completing an *Application for Replacement Plate(s)/Tab(s)* (Form-1576). This application must be completed, signed, notarized, and submitted to the Missouri Department of Revenue, Motor Vehicle Bureau (See Attachment D).

The replacement plates will be mailed to the address listed on the application in approximately three weeks.

SECTION VI – SURRENDERING OFFICIAL LICENSE PLATES

When a vehicle is surplused or sold, the state agency must notify the Department of Revenue, Motor Vehicle Bureau, in writing at the address shown in <u>Section VII</u> within ten days of the sale/surplus to ensure accurate license plate information is maintained.

Official license plates must be surrendered to the Motor Vehicle Bureau when a vehicle is sold and will not be replaced within 90 days. Send the plates along with a letter of explanation to the address shown in <u>Section VII</u>.

SECTION VII - CONTACT INFORMATION

When submitting information to title and register a state-owned vehicle, please mail to:

Missouri Department of Revenue Motor Vehicle Bureau Attn: Official Plate Desk 301 West High Street P.O. Box 100 Jefferson City, MO 65105-0100

You may also deliver information directly to the Motor Vehicle Bureau, Harry S Truman State Office Building, Room 370, located at 301 West High Street in Jefferson City.

If you have additional questions pertaining to titling and registering state-owned vehicles, you may contact the Motor Vehicle Bureau at (573) 751-5709.

ATTACHMENT A

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ATTACHMENT B
(For instructional purposes only)

Missouri Motor Vehicle Inspection	
APPROVAL NOTICE	
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Vehicle identification number and	
odometer verification (ID/OD) must be	
completed by an official inspection station	
when an out-of-state title is submitted with	
an application for Missouri title.	
ID / OD VERIFICATION	
INSPECTION STATION /	
# 6 1805	
GITY WHERE INSPECTED INSPECTED INSPECTED	
Ke 5-01-15	
INSPECTOR'S PERMIT NUMBER 4 5 5 9 INSPECTOR'S SIGNATURE	
t z g	
REPAIR AUTHORIZATION	
I realize total repair cost is an estimate and repairs are not required to be performed at this station, but I authorize the above establishment to repair my vehicle.	
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REINSPECTOR'S PERMIT NUMBER STICKER / DECAL NUMBER	
T1719301	
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SHP-499N MVI-2 11/11	

ATTACHMENT C-1

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ignal	Section <u>575.050</u>	vehicle that I own, license or operate on the streets or highways. Any false affidavit is a crime under Section <u>575.050</u> of Missouri law. You must present your insurance card (a copy is acceptable) or other acceptable proof of financial responsibility.										PP YE Saf	FHVUT	YE) IN EMISS	18
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ATTACHMENT C-2

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ATTACHMENT D



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Form 1576 (Revised 10-2013)