

**Motor Vehicle Procedure Manual**  
**Registration**  
Dealer and Manufacturer License Plates

**Table of Contents**

Legal Authority ..... 1

Description and Use ..... 2

Specialty License Plates ..... 2

Documentation Required ..... 2

Fees ..... 3

Proper Use of License Plate ..... 3

Renewal ..... 5

Replacement License Plates or Decals ..... 6

Revision(s) to Procedure ..... 7

Exhibit A Information for Dealer or Fleet Specialty License Plates ..... 8

Exhibit B Dealer Specialty License Plate Replacement ..... 9

Exhibit C Miscellaneous, Inquiry, Dealer License Query ..... 10

**Legal Authority**

[Section 320.06\(3\)\(a\), Florida Statutes](#), requires the word "Dealer" to be printed at the bottom of dealer license plates and the word "Manufacturer" to be printed at the bottom of manufacturer license plates.

[Section 320.08\(12\), Florida Statutes](#), **states for additional fees, dealers may purchase specialty license plates in lieu of the standard dealer license plates. Dealers shall be responsible for all costs associated with the specialty license plate, including all annual use fees, processing fees, fees associated with switching license plate types, and any other applicable fees.**

[Section 320.08056\(2\)\(b\) Florida Statutes](#), **states the department may authorize dealer specialty license plates. With the permission of the sponsoring specialty license plate organization, a dealer may purchase specialty license plates to be used on dealer vehicles. (c) Notwithstanding s. 320.08058, a dealer specialty license plate must include the letters "DLR" on the right side of the license plate. Dealer specialty license plates must be ordered directly from FLHSMV.**

[Section 320.13\(1\)\(a\), Florida Statutes](#), authorizes the issuance of dealer license plates to motor vehicle dealers or mobile home dealers licensed by the state of Florida, upon payment of the license tax imposed by section 320.08(12). Dealer license plates are valid for use on motor vehicles and/or mobile homes owned by the dealer to whom such plates are issued while these vehicles are in inventory and for sale, or while being operated in connection with their business. Dealer license plates are not valid for use on for-hire motor vehicles. A dealer license plate may not be used on any tow truck or wrecker unless the tow truck or wrecker is being demonstrated for sale. A dealer license plate may not be used on a vehicle, which transports another motor vehicle for the dealer.

This statute is not referring to mobile home dealers that deal exclusively in mobile homes. Instead, it is to allow a mobile home dealer that also deals in recreational vehicles to obtain dealer plates for use on the recreational vehicles in their inventory (see Proper Use of License Plates, A-3) in this procedure).

[Section 320.13\(1\)\(b\)\(1\), Florida Statutes](#), authorizes the issuance of dealer license plates to marine boat trailer dealers and manufacturers for use on boat trailers owned by the dealer to whom such plates are issued while being used in connection with the dealer's business, but are not valid for use on for-hire boat trailers.

### Description and Use

This procedure provides information and instructions to assist employees of the Tax Collector, License Plate agents and the Florida Department of Highway Safety and Motor vehicles (FLHSMV) when issuing dealer and manufacturer license plates.

### Specialty License Plates

- A. A dealer, with the permission of the sponsoring specialty license plate organization, may purchase specialty license plates to be used on dealer vehicles. This will require the dealer to contact the organization directly. If approved, the organization must supply the dealer with an approval letter on their letterhead (**see Exhibit A**).
- B. Dealers may purchase specialty license plates in lieu of the standard dealer license plates. The purchase must be done 3 months prior to the renewal of regular plates, and the placement order for specialty plates. The current process of obtaining a specialty license plate will be used to conduct the transaction. Dealers shall be responsible for all costs associated with the specialty license plate, including all annual use fees, processing fees, fees associated with switching license plate types, and any other applicable fees (**see Exhibit B**).

For additional information refer to [Procedure RS-22](#).

### Documentation Required

#### A. DEALERS

Dealer license plates may be issued to any dealer with a valid Florida dealer license.

EXCEPTIONS: a wholesale dealer who is issued a license with license prefix "VW", licensed auctions with license prefix "VA", licensed salvage dealers with license prefix "SD" and those listed in [Proper Use of License Plates, A-3](#) of this procedure.

Effective April 27, 2018, Garage Liability Insurance certificates will no longer be accepted at Tax Collector or license plate agent offices.

Insurance companies are required to submit the maximum number of dealer license plates allowed per garage liability insurance (GLI) policy. This limit will be entered in FRVIS and will prevent the dealer from purchasing or renewing more dealer license plates than the GLI policy allows. Once this is completed, dealers can apply for the additional plates at the tax collector or license plate agency. The system will not allow Tax Collectors or license plate agents to issue or renew more dealer license plates than the authorized limit.

Dealer license plates may be purchased from any tax collector or license plate agent when the following is submitted:

1. The Florida dealer's license number and PIN number.
2. Trailer dealers must show a copy of their business tax receipt or an affidavit from the dealer stating that the dealer license plate will only be used to demonstrate trailers for sale.

#### B. MANUFACTURERS

Manufacturer license plates may be issued to any manufacturer, importer, or distributor with a valid Florida manufacturer, importer, or distributor license.

Manufacturer license plates may be purchased from any tax collector or license plate agent when the following is submitted:

1. The Florida manufacturer, importer, or distributor's license number.

### **Fees**

Refer to form [HSMV 83140](#), License Plate Rate Chart, for applicable fees.

[Section 212.0601\(1\), Florida Statutes](#), provides that each motor vehicle dealer or manufacturer shall pay an annual use tax for each dealer or manufacturer license plate purchased. Such tax shall be for the year for which the dealer or manufacturer license plate was purchased or renewed. Annual use tax, which is shown in the FRVIS list of fees charged as "State Sales Tax" is not prorated.

### **Proper Use of License Plate**

#### A. DEALER

Dealer license plates are assigned to a specific dealer, not a specific vehicle. Therefore, dealer license plates may be displayed on any vehicle that meets the following requirements.

1. Dealer Plates MAY ONLY be displayed on vehicles:

- a. operated in connection with a dealer's business;
  - b. while being used for demonstration purposes, with or without a dealer representative in the vehicle;
  - c. in transit to or from a dealer's place of business;
  - d. temporarily loaned (without compensation) by a dealer to a customer while the customer's vehicle is being repaired by the dealer.
  - e. such as service trucks in the dealer's inventory when responding to calls where compensation is not a consideration; These vehicles cannot transport other vehicles including trailers;
  - f. owned by the dealer while in inventory and for sale;
  - g. including trailers for the sole purpose of demonstrating them for sale;
  - h. being transported to an auction and demonstrated in the auction area; or
  - i. on heavy trucks while they are in inventory and for sale and being used only in the state for demonstration purposes for a period not to exceed 24 hours; The license plates must be validated on form [HSMV 82084](#), Dealer Plates for Heavy Trucks for Demonstration Purposes, which must be retained in the vehicle being operated.
2. Dealer Plates MAY NOT be displayed on or used by the following vehicles:
- a. service or parts/supply vehicles or wreckers used for hauling property or making service calls for compensation;
  - b. parts or supply trucks calling on retail or wholesale trade. Such vehicles must display regular plates because of their public competitive nature;
  - c. wholesale dealers with a "VW," "VA" and "SD" dealer license;
  - d. manufacturers with the license prefix of MR, RD, RI, MV, MD, MI or MH. A Registration Only is required;
  - e. wreckers, except for demonstration purposes; or
  - f. car carriers, including when the truck, trailer, and vehicles being hauled are in the dealer's inventory.

3. Licensed Mobile Home Dealers:
  - a. cannot obtain and use dealer plates when dealing exclusively with mobile homes.
  - b. may obtain dealer plates for use on recreational vehicles only

B. MANUFACTURER

Manufacturer license plates are assigned to a specific manufacturer, importer, or distributor, not a specific vehicle. Therefore, manufacturer license plates may be displayed on any vehicle in keeping with the following information:

1. Manufacturer license plates MAY ONLY be used on the following types of vehicles:
  - a. operated in connection with the manufacturer's, importer's, or distributor's business;
  - b. used for demonstration purposes, with or without a manufacturer, importer, or distributor representative in the vehicle;
  - c. owned by the manufacturer, importer, or distributor while in inventory and for sale;
  - d. used by manufacturers, importers, or distributors with the license prefixes of MV, MR, MD, or MI.
2. Manufacturer license plates MAY NOT be displayed on vehicles used for hire.

## Renewal

Any county license plate agent may process renewals.

- A. The dealer cannot renew more dealer plates than the number shown on their garage liability policy without providing a modified certificate of insurance to include the increased number of dealer license plates to be renewed to the local Regional Motorist Services Office responsible for their dealership. Prior to renewing dealer license plates, you must first check to see how many valid dealer license plates are currently reflected in FRVIS. See Exhibit C for instructions on how to verify the number of dealer license plates issued to a dealer. Please refer to [Technical Advisory RS/TL18-009](#).

B. DEALERS

Dealer license plates are subject to the same registration and renewal period as the dealer licensing period. The renewal period is the last month of the registration period. The following are the annual registration periods for license plates issued by various categories of dealers:

1. December 31 - Franchised dealer (motor vehicle or motorcycle) license plate registration expiration date;
2. April 30 - Independent dealer (motor vehicle or motorcycle) license plate registration expiration date;
3. September 30 - Recreational vehicle dealer license plate registration expiration date;
4. June 30 - Dealer license plates purchased by trailer dealer's registration expiration date;

#### C. MANUFACTURERS

Manufacturer license plates will use the registration period of October through September. The expiration date is September 30. The renewal period is the last month of the registration period.

#### LICENSE PLATE RANGES

Regular size	A00001-C99999
Motorcycle size	D00001-D99999

### Replacement License Plates or Decals

Replacement license plates or decals may be obtained at any tax collector or license plate agent's office upon providing the following documentation:

- Form [HSMV 83146](#), Application for Replacement License Plate, Validation Decal or Parking Permit is required to be held in printed or electronic format in the processing office for a period of one calendar year. If a license plate or decal is replaced using code "SP", Stolen with a Police Report, a copy of the police report or law enforcement agency card containing the case number for the stolen report, must be attached to form HSMV 83146;
- Fees (if applicable)
- When the customer has reported the license plate or decal as stolen to a law enforcement agency and provides a police report, such plate or decal must be replaced at no charge. A law enforcement agency card, containing the case number for the stolen report of the license plate or decal, may be accepted in lieu of the prepared report. Comments must be reflected in the FRVIS comment area to include the law enforcement agency name and the stolen report case number.

## Revision(s) to Procedure

### **Added: Exhibit A for Dealer or Fleet Specialty License Plates and Exhibit B for Dealer Specialty License Plate Replacement.**

10/23/20: Statutory review, inserted links to statutes, form, and procedure. Legislative language updated in section I to reflect changes to dealer specialty plates F.S. 320.08 (12) and 320.08056(2)(b) pursuant to HB 1135, and added Florida Statute. Updated section II-A to reflect changes to garage liability insurance and added Specialty License Plates (A-B).

1/23/18: Changed “signed card” to simply “card.”

**Remainder of page left intentionally blank.**

## Exhibit A Information for Dealer or Fleet Specialty License Plates



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Executive Director

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Tallahassee, Florida 32399-0500  
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### Information for Dealer/Fleet Specialty License Plates

A dealer or fleet, with the permission of the sponsoring specialty license plate organization, may purchase specialty license plates to be used on dealer/fleet vehicles in lieu of the standard dealer/fleet license plates. The dealer or fleet company will need to contact the organization directly.

This request will be processed 3 months prior to the renewal of license plates. Dealers and fleet companies will be responsible for all costs associated with the specialty license plate, including all annual use fees, processing fees, fees associated with switching license plate types, mail fees, and any other applicable fees. Payment will be required the day the transactions are performed.

All requirements to submit to the department:

- Approval letter from the sponsoring organization that the dealer/fleet company, may purchase specialty license plates to be used on dealer or fleet vehicles
- A list of all the current valid license plates that are to be renewed and replaced with the specialty license plate.

The following should be submitted on dealer/fleet company letterhead:

- Specialty license plate requested
- Contact name and information for the person responsible for this request: name, phone number, email address
- Address to mail the specialty license plates (all license plates will be mailed to one location)

When the license plates are received and the transactions are processed, the following will need to be provided:

- PIN from the dealer
- Valid Insurance
- Payment (credit card number is preferred)

After all the requirements have been submitted and approved, the order for dealer specialty license plates will be placed and sent to the county tax collector office.

Submit all the requirements to the Specialty License Plate Unit,  
[specialtylicenseplateunit@flhsmv.gov](mailto:specialtylicenseplateunit@flhsmv.gov)

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**Exhibit B Dealer Specialty License Plate Replacement**

**Dealer Specialty License Plate Replacement**

**Dealer/Fleet Company:**

**Dealer License Number:**

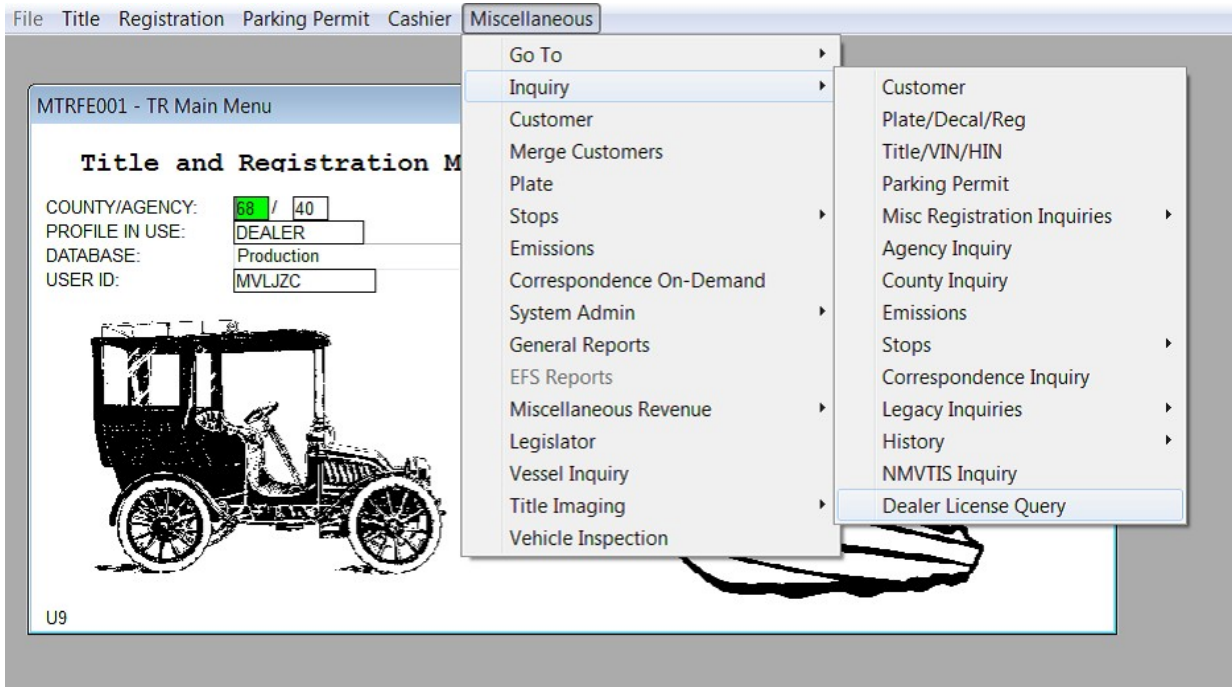
**Contact Name, Email and Phone :**

**Please list the license plate numbers in chronological order.**

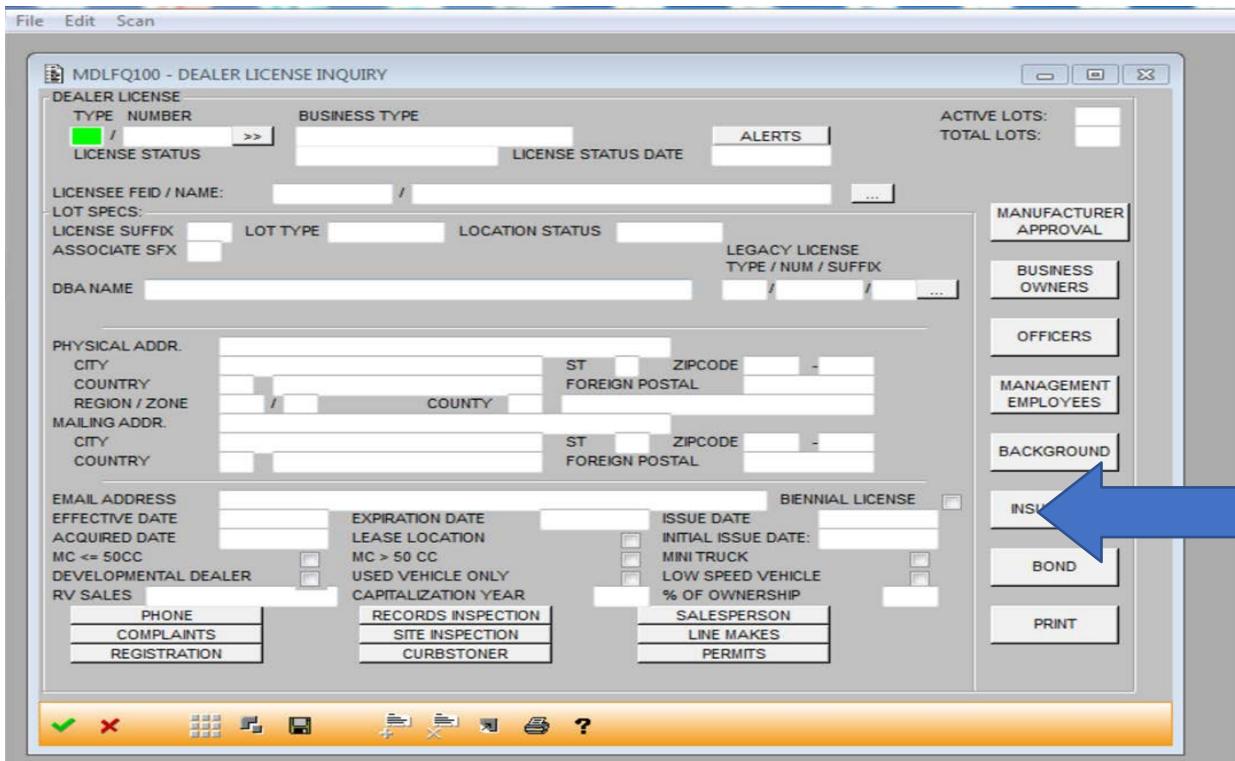
<b>Current Plate Number</b>	<b>Location County</b>	<b>SLP Replacement (TC or LPA Only)</b>

## Exhibit C Miscellaneous, Inquiry, Dealer License Query

Go to: Miscellaneous, Inquiry, Dealer License Query



Next, tab to the "INSURANCE" push-button and select.



This screen displays the number of dealer plates allowed by the GLI insurance. The regional office enters the information that appears here.

MDLFM002 - Maintain Insurance Policy

LICENSE INFORMATION  
LICENSE TYPE/NUMBER: VF 1001169 POLICY NUMBER: 2483937  
LICENSEE NAME: GETTEL ENTERPRISES, INC  
DOING BUSINESS AS: FL ETR TOYOTA  
GATORLAND ACURA

INSURANCE COMPANY  
CUSTOMER NUMBER: 218286412 SENTRY SELECT INSURANCE COMPANY

AGENCY NAME  
CUSTOMER NUMBER: 219984207 SENTRY SELECT INSURANCE COMPANY  
AGENT FIRST NAME: MIDDLE NAME: LAST NAME:

INSURANCE INFORMATION  
POLICY NUMBER: 2483937 NON RENEWAL FLAG: LIABILITY AMOUNT  
EFFECTIVE DATE: 01/01/2017 EXPIRATION DATE: 12/31/2017 CANCELLATION DATE:  
**DEALER PLATES ALLOWED: 5 ACTIVE DLR PLATES: 0**

CLEAR POLICY DATA COMPLETE

This screen displays the maximum dealer plates allowed and the number of active plates.

MTRFM108 - RENEW DEALER REGISTRATION

REG TYPE: DEALER REGISTRATION  
FEID/DL NUMB.: 650458896 1 GETTEL ENTERPRISES, INC  
DLR TYPE/NUM/SFX: VF 1001169 1 DLR PIN: CHANGE REGISTRANT

**MAX # DLR PLATES ACTIVE DLR PLATES**

LIC PLATE CODE: DLR DEALER LICENSE PLATE  
EFF. DATE: EXP. DATE  
TAX MONTHS: BACK TAX: CANC. DATE:  
VEH CLASS: 071 DEALER PLATES VESSEL REG:

LIAB INS TYP: INSURANCE TYPE: INSURANCE COMPANY: INSURANCE NUM: INSURANCE STATUS:

REPLACE LP ? [ ] LIC PLT NUM: NA233H DECAL NUM: FEES  
REPL REASON: COMMENT DESC.

MTRFM103 - ORIGINAL DEALER/TRANSPORTER REGISTRATION

REG TYPE: DEALER REGISTRATION

DLR TYPE/NUM/SFX: VF 1001169 1 DLR PIN: 1169

FEID/DL NUMBER: [ ] >> [ ]

**MAX # DLR PLATES**: [ ] **ACTIVE DLR PLATES**: [ ]

LIC PLATE CODE: [ ] >> [ ]

EFF.DATE: [ ] EXP.DATE: [ ]

TAX MONTHS: [ ]

VEH.CLASS: [ ] [ ]

VESSEL REG.NUMBER: [ ] [ ]

LIAB INS TYPE: [ ] >> [ ]

INSURANCE TYPE: [ ] >> [ ]

INSURANCE COMPANY: [ ] >> [ ]

INSURANCE NUMBER: [ ] [ ]

INSURANCE STATUS: [ ]

LIC PLT NUMBER: [ ] DECAL NUM: [ ]

DECAL TYPE: [ ] >> [ ]

COMMENT DESC.: [ ]

FEES: [ ]

The maximum number of dealer plates allowed will default to null until updated by dealer licensing (see above). Until the maximum number of dealer plates allowed per garage liability insurance policy is updated, dealers will not be able to be issued new or renew existing plates and the below error message will be returned:



Once the maximum number of dealer plates is updated in both the FRVIS menu option of Garage Liability Insurance, and the Maintain Insurance Policy screens, as well as the number of active plates exceeding the maximum number of plates currently held by the dealer, the below warning message will be returned:

Dealers will not be issued new dealer plates or renew existing plates until current dealer plates over the maximum limit are surrendered and canceled. If issuances or renewals are attempted, the following error message will be returned:

