

December 18, 2007

TO: All Motor Vehicle Dealers

SUBJECT: Procedural Changes for Ordering Dealer Personalized License Plates

The Vehicle Titles and Registration (VTR) Division is integrating the existing Special Plates system into the Registration and Title System (RTS). The combining of these two systems will simplify the specialty license plate renewal process for the motoring public of Texas by including both the specialty license plate fee and registration fee into a single renewal notice. The attached notice is a reminder to Dealer Title Application (DTA) dealers that title transactions involving specialty license plates are not to be processed using DTA.

Effective December, 2007, applications for dealer personalized license plates will be made at the county tax assessor-collector's office where the dealer is located. The county tax assessor-collector's office will verify the dealer's General Distinguishing Number (GDN) certificate is current at the time of application/renewal, and will also notify the dealer to pick up the plates when ready at the office where application was made. Replacement dealer personalized license plates will also be handled at the county tax assessor-collector's offices.

The dealer personalized license plates will be issued to expire upon expiration of the GDN certificate. Prorated fees are not offered for these plates; therefore, the full annual fee will be collected regardless of when the plates are issued during the twelve month period the GDN certificate is valid. The fee for initial application will be \$85.30, which consists of:

- Dealer Plate fee - \$45
- Personalized License Plate Fee - \$40
- Reflectorization Fee - \$0.30

In the event of lost or damaged dealer personalized license plates, the dealer can request replacement dealer personalized plates for a fee of \$90.30, which consists of:

- Dealer Plate Fee - \$45
- Personalized License Plate Fee - \$40
- Replacement cost - \$5
- Reflectorization Fee - \$0.30

If you have any questions or need any additional information, please contact your local Vehicle Titles and Registration Division Regional Office. You may also call Mike Craig, Deputy Director, or me at (512) 465-7570.