

**** ONLY DONE BY MAIL ****

Dear Resident,

Registering your vehicle by mail is a service offered **only** to individuals who are legal residents of Mobile County, Alabama; temporarily residing outside the State because of a **military obligation or college/university attendance**.

The Mobile County License Commissioner's Office would like to help you in registering your vehicle in Mobile County. Below you will find some basic requirements.

In the event these points do not cover your particular need, please call **(251) 574-8551** for additional information.

To register a vehicle already in your name, with a tag issued from another state, with NO lien, mail in the following:

- Original title
- Your current tag registration from the previous state (showing tag expiration date)
- Supporting Document to a Mail Order Application for Certificate of Title
- Legal Resident Affidavit (signed and **notarized**)

To register a vehicle that is financed, mail in the following:

- Name and address of the lienholder
- A copy of the original title from the lienholder
- Your current tag registration (showing tag expiration date)
- Account number from the lienholder
- Date of lien from the lienholder
- Supporting Document to a Mail Order Application for Certificate of Title
- Legal Resident Affidavit (signed and **notarized**)

To register a leased vehicle, mail in the following:

- ✓ Original title (**if lessor is also the lienholder, a copy is acceptable**)
- ✓ The current tag registration from previous state (showing tag expiration date)
- ✓ A **notarized** Power of Attorney from the owner authorizing this office to sign for them the Alabama title application
- ✓ Supporting Document to a Mail Order Application for Certificate of Title
- ✓ Legal Resident Affidavit (signed and **notarized**)

To register a vehicle that you have just purchased, mail in the following:

- The Original title or Manufacturer's Statement of Origin
- The Bill of Sale
- Supporting Document to a Mail Order Application for Certificate of Title
- Legal Resident Affidavit (signed and **notarized**)

In every situation we need to have your permanent Mobile County address, local telephone number, and the name of a local resident whom we may contact if necessary.

NOTE: When signing the necessary documents, make sure to sign the name exactly as it is used on the title document, i.e. first name, (middle name or initial if used) then the last name. If there are co-owners, both signatures are required.

You **must send a copy of your valid Alabama insurance card for ALL your vehicles**. The insurance card should show the NAIC number, policy number, and the VIN. We also need the driver license number and expiration date for all registered owners.

Please fill out the form on the next page to verify the information we have pertaining specifically to your situation.

Thank you

**INFORMATION FOR LEGAL
RESIDENTS OF
ALABAMA**

**CURRENTLY RESIDING OUTSIDE
THE STATE DUE TO MILITARY
OBLIGATION OR OUT OF STATE
COLLEGE ENROLLMENT**

COMPLETE NAME ON TITLE

OUT OF STATE STREET ADDRESS

CITY STATE ZIP

OUT OF STATE TELEPHONE NUMBER

EMAIL ADDRESS

MOBILE COUNTY ADDRESS

CITY ZIP

NAME OF LOCAL CONTACT

CONTACT TELEPHONE NUMBER

VEHICLE IDENTIFICATION NUMBER

YEAR MAKE MODEL

() OWNED, NO LIEN, TAG IN OWNER'S NAME

TAG NUMBER STATE

() RECENTLY ACQUIRED

() CASH () FINANCED () LEASED

FROM () A DEALER () AN INDIVIDUAL

DATE OF PURCHASE PRICE OF VEHICLE
(BEFORE TRADE-IN)

TRADE-IN ALLOWANCE SALES TAX PAID

**Nick Matranga
License Commissioner**

METHOD OF PAYMENT

Cashier's checks, money orders and credit cards accepted. Customers charging their order will owe an additional 2.3% processing fee for each transaction. Make cashier's checks and money orders payable to Nick Matranga, License Commissioner. For credit card payment, complete the form below.

() MasterCard () VISA

CREDIT CARD NUMBER

_____ CV #
3 DIGIT SECURITY CODE ON THE BACK OF CARD

EXPIRATION DATE

CARDHOLDER'S NAME (PLEASE PRINT)

CARDHOLDER'S SIGNATURE

Mail all correspondence to:

**Nick Matranga
License Commissioner
Military/Student
3925-F Michael Blvd
Mobile, Alabama 36609**

****MUST INCLUDE COPY OF
DRIVERS LICENSE & CURRENT
ALABAMA INSURANCE
CARD****

Affidavit

(To be used by a legal resident of the State of Alabama serving in U. S. Armed Forces or students attending school full time temporarily residing outside the state)

This is to certify that I am a legal resident of the State of Alabama, County of Mobile. I desire to purchase license plates in my home state.

Mobile Address: _____
Street and Number **City** **State** **Zip**

Telephone number and name of person in Mobile County who can verify above:

Reason for temporarily residing outside Mobile County: _____

I own the following described vehicle: _____

| | Make | Model | Year |
|------------------|--------------------------------------|-----------------------------------|-------------|
| _____ | _____ | _____ | _____ |
| Body Type | Vehicle Identification Number | Present license tag number | |

I purchased the above described vehicle from: _____

Name of Dealer or Individual

Address of Dealer or Individual

For the total sum of \$ _____ on _____

Date of Purchase

Complete the following if purchased from licensed dealer:

Trade-in vehicle _____

| Make | Model | Year | Vehicle Identification Number |
|-------------|--------------|-------------|--------------------------------------|
| _____ | _____ | _____ | _____ |

Allowance on trade-in vehicle \$ _____ (Copy of Bill of Sale required showing trade-in)

I further certify that the vehicle I wish to license in Alabama was last operated in Alabama on

The vehicle will enter re-enter Alabama on _____

Please mail my plates to: _____

Signature of Applicant: _____

Sworn to and subscribed before me this _____ day of _____, 20____

Notary Public
County and State of
My commission expires



MVT 5-9 1/12

ALABAMA DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION
TITLE SECTION

P.O. Box 327640 • Montgomery, AL 36132-7640

Supporting Document to a
Mail Order Application For Certificate of Title

THIS FORM MAY BE DUPLICATED OR ADDITIONAL COPIES MAY BE OBTAINED FROM THE DEPARTMENT WEB SITE AT
www.revenue.alabama.gov/motorvehicle/mvforms/mvt5_9.pdf

Part I

POWER OF ATTORNEY

Date _____

I hereby appoint _____ of _____, Alabama as my
attorney-in-fact, to apply for a certificate of title and registration for license plates to the motor vehicle described as:

LICENSING OFFICIAL

COUNTY

VEHICLE IDENTIFICATION NUMBER* YEAR MAKE MODEL

LICENSE PLATE NUMBER STATE YEAR

and for said purpose to sign my name and do all things necessary to this appointment.

SIGNATURE OF OWNER

SIGNATURE OF ADDITIONAL OWNER(S)

Part II

CERTIFICATION OF LEGAL RESIDENT

I, _____, certify that I am a legal resident of the State of Alabama and
that my legal Alabama resident address is:

NAME OF APPLICANT

STREET ADDRESS or POST OFFICE BOX

Alabama

CITY

COUNTY

STATE

ZIP CODE

and shall be shown as my legal resident address by my attorney-in-fact on an Application For Certificate of Title (form MVT 5-1).
I certify under penalty of perjury that the above information is true and correct.

FOR DESIGNATED AGENT USE ONLY

NOTE: If Resident Address is different from Mailing Address, indicate in space provided on Application For Title (form MVT 5-1).

SIGNATURE OF ALABAMA RESIDENT

PRESENT MAILING ADDRESS

CITY, COUNTY, STATE, ZIP CODE

DATE OF SIGNATURE

NOTE: Act number 765, passed by Regular Session, 1973 Alabama Legislature, shall be cited as "Alabama Uniform Certificate of Title and Antitheft Act." Section 44, Sub-section (d) of the above Act reads as follows: "A person is guilty of a felony who, with fraudulent intent uses a false or fictitious name or address, or makes a material false statement, or fails to disclose a security interest, or conceals any other material fact, in an application for a certificate of title."

I, the undersigned, have read and understand the above information.

SIGNATURE OF ALABAMA RESIDENT

*All VINs for 1981 and subsequent year model vehicles that conform to federal anti-theft standards are required to have 17 digits/characters.

Part III

NOTICE OF SECURITY INTEREST

I am disclosing my Lienholder(s) as follows:

First Lienholder: *(Write "NONE" under name if there are no liens and sign below.)*

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Lien Date: _____

I, the undersigned, certify that the vehicle to be named in the application for certificate of title is free and clear of all encumbrances or liens except that which is named above.

SIGNATURE OF OWNER(S)

NOTE: Failure to disclose a security interest with fraudulent intent is a felony offense.

Part IV

CERTIFICATION OF VEHICLE INSPECTION AND OWNER IDENTIFICATION

STATE OR FEDERAL LAW ENFORCEMENT AGENCY

NAME OF STATE

MAILING ADDRESS

AREA CODE

TELEPHONE NO. AND EXTENSION

VEHICLE INFORMATION:

MAKE

YEAR

MODEL

BODY TYPE

NO. OF CYLINDERS

VEHICLE IDENTIFICATION NUMBER

COLOR OF VEHICLE

ODOMETER READING

OWNER IDENTIFICATION: *(One or all of the following.)*

CURRENT DRIVERS LICENSE NO. AND STATE

SOCIAL SECURITY NUMBER

OTHER IDENTIFICATION

SIGNATURE OF OWNER(S)

(Print)

NAME OF OWNER(S) AS SHOWN ON IDENTIFICATION SOURCE ABOVE

I hereby certify that the vehicle described above was physically inspected by me and the owner(s) as named in Part II (Legal Alabama Resident) of this form and as described above, have been identified by me and I have witnessed the signature(s). I further certify that all the information shown above is true and correct to the best of my knowledge and belief.

(Print)

NAME OF INSPECTING OFFICER

SIGNATURE OF INSPECTING OFFICER

BADGE OR IDENTIFYING NUMBER

ADDRESS OF ORGANIZATION