

# Welcome to Mobile County

## How to register your vehicle in Mobile County, Alabama



The Mobile County License Commissioner's office would like to welcome you to Mobile County. We are proud of our county's rich heritage and scenic beauty, and we are glad that you have chosen Mobile as your new home.

A new Alabama resident is required to title and register his/her vehicle within thirty (30) days of moving into the state with a valid out-of-state registration. State law requires an Alabama resident who owns a motor vehicle to obtain a title for the motor vehicle if it is a 1975 or newer model. Boats are not titled. The registering of boat trailers is optional. You may apply for an Alabama title at any motor vehicle office in Mobile County. Titles are issued in Montgomery and mailed to the vehicle owner or lienholder. The fee for applying for title is \$18.00.

We have outlined some basic requirements in order to assist you in the registration and titling of your vehicle. The points listed below may not cover your particular needs. **For additional information, call (251) 574-8551 or visit our website at [www.LicenseMobile.com](http://www.LicenseMobile.com)**

### IF YOUR VEHICLE IS PAID OFF:

- bring the original title
- bring the current tag registration from previous state (showing tag expiration date)
- bring vehicle for inspection if it has an out-of-state title
- Owner(s) named on title must come in person, or give notarized power of attorney to appointee. If a notarized power of attorney form is used, a copy of the owner's Alabama driver's license is required. By law, the specific individual(s) who is the legal owner of a vehicle must personally apply for his/her Alabama title certificate and license plate. Unless a power of attorney form is completed by the legal owner and notarized, no other person may complete these transactions (not a spouse or other family member). If two people are named on the title and their names are joined by "and" both must come in or give the other person notarized power of attorney; if the names are joined by "or" either may come in. If two people are listed on the title and the words ("and" "or") are omitted, both must come in person or give the other person notarized power of attorney.
- Valid Alabama driver's license with Mobile County address

### IF YOUR VEHICLE IS FINANCED OR LEASED:

Employees of the License office will make request for title documents from either the lessor or lienholder and title application will be completed when all title documents listed below are received. Customer must provide the following documentation:

- If lessor and lienholder are the same company, customer brings name and address of current lessor and lienholder, account number, telephone and fax number of lessor and/or lienholder;
- bring copy of lease agreement
- If lienholder is not in a "title holding" state, bring original title
- If lien is recorded in "title holding" state
  - bring the current tag registration from previous state (showing tag expiration date)
  - bring account number from lienholder
  - bring phone and fax number for lienholder
  - bring date of lien from lienholder
  - bring name and current address of lienholder
- Owner(s) named on title must come in person, or give notarized power of attorney to appointee. If a power of attorney form is used, a copy of the owner's Alabama driver's license is required. By law, the specific individual(s) who is the legal owner of a vehicle must personally apply for his/her Alabama title certificate and license plate. Unless a power of attorney form is completed by the legal owner and notarized, no other person may complete these transactions (not a spouse or other family member). If two people are named on the title and their names are joined by "and"

both must come in or give the other person power of attorney; if the names are joined by "or" either may come in. If two people are listed on the title and the words ("and" "or") are omitted, both must come in person or give the other person power of attorney.

- Leased vehicle customer should bring the above information. In addition, the appointee on the Power of Attorney form must come in person, and he/she cannot authorize a second party to come in their place.
- bring copy of the lease agreement with the option to purchase.
- If vehicle has out of state title, owner must bring leased or financed vehicle to License office for vehicle identification number inspection.
- Valid Alabama driver's license with Mobile County address

### PURCHASED BEFORE MOVING TO ALABAMA:

- if purchased from an individual, bring original title, last registration receipt from previous owner and bill of sale.
- if purchased from a dealership, bring the original title or Manufacturer's Certification of Origin (MCO), the bill of sale (if vehicle was purchased and never registered in another state, a bill of sale is required to determine sales tax liability.)
- bring vehicle for inspection
- Owner(s) named on title must come in person, or give notarized power of attorney to appointee. If a power of attorney form is used, a copy of the owner's Alabama driver's license is required. By law, the specific individual(s) who is the legal owner of a vehicle must personally apply for his/her Alabama title certificate and license plate. Unless a power of attorney form is completed by the legal owner and notarized, no other person may complete these transactions (not a spouse or other family member). If two people are named on the title and their names are joined by "and" both must come in or give the other person power of attorney; if the names are joined by "or" either may come in. If two people are listed on the title and the words ("and" "or") are omitted, both must come in person or give the other person power of attorney.
- Valid Alabama driver's license with Mobile County address

**You must present proof of Mobile residency with an Alabama driver's license. Other proofs of residency may be required. NEED A FORM OR INFORMATION? Information and forms, including a power of attorney form, are available at our website: [www.LicenseMobile.com](http://www.LicenseMobile.com)**

**PLEASE NOTE:** When you register a vehicle with an out-of-state registration, you **MUST** bring the vehicle to be inspected in order to verify that the Vehicle Identification Number (VIN) on the vehicle matches the title or registration documents. This inspection is not to verify the condition or safety of the vehicle. Designated parking spaces for title inspection are available at each office.

### CREDIT VOUCHER/RECEIPT FOR CREDIT

A vehicle owner can receive a Receipt for Credit/Credit Voucher for prepaid taxes if vehicle is sold, traded, stolen without recovery, totaled or permanently removed from the state before owner's renewal date. Documentation is required as follows: copy of bill of sale, letter from insurance company if vehicle is deemed totaled, and tag receipt.

- Credit Voucher to be redeemed immediately at the time a customer registers a vehicle if property taxes are due.
- If the Credit Voucher exceeds the amount of tax due or cannot be applied to a tag bill, any balance can be refunded to the customer through a Receipt for Credit. Checks for credit are processed by the 20th of the following month. The law calls for the issuing office to collect a \$2.00 redemption fee on Credit Vouchers and all checks issued.
- Credit Voucher can only be used on the tax portion of the tag bill.
- Credit Voucher must be redeemed in the county where the tax was originally paid.

- If a customer has moved to another Alabama county and sold a vehicle, a Receipt for Credit will be issued for any unapplied pre-paid taxes.
- If a customer moves and registers his or her vehicle in another Alabama county, no credit is issued.
- If a customer moves out of state and registers his or her vehicle, a Receipt for Credit will be issued.
- A Credit Voucher can be transferred to an immediate family member, who qualifies as a dependent.

## RENEWAL

In Alabama, annual renewal is scheduled according to the first letter of your last name as follows:

A,D	January	M,I	June
B	February	P,L	July
C,E	March	J,K,R	August
F,G,N	April	Q,S,T	September
H,O	May	U,V,W,X,Y,Z	October

Company Vehicles: October/November

Personal/Leased vehicle renewal is scheduled according to the first letter of your last name according to above schedule. Company/Leased vehicles are renewed during the months of October and November. Most renewals can be handled by mail. A courtesy renewal notice is mailed to you at the beginning of your renewal month. **You may also renew with a credit card online at [www.LicenseMobile.com](http://www.LicenseMobile.com) or by phone at 251-574-5555. Customer's courtesy card name and address information must match customer's credit card name and billing address in order to utilize this service.**

## METHOD OF PAYMENT

The Mobile County License Commissioner's Office will accept cash, checks, money orders and VISA/MasterCard for payment. Checks MUST have an IMPRINTED name and Mobile address. Presentation of a valid Alabama driver's license will be required. Additional restrictions may apply.

These points may not cover your particular needs. **For additional information, call (251) 574-8551 or visit our website at [www.License-Mobile.com](http://www.License-Mobile.com)**

Title Application Fee: \$18.00

Tag Prices: please call (251) 574-8551

Fax number: (251) 574-4819

## ADDITIONAL INFORMATION

- **Boat and hunting & fishing licenses** may be purchased at all tag offices. In accordance with Act No. 99-440, a social security number is required in order to issue a boat or conservation license.
- **Recreational seafood licenses** may be purchased at any office of the License Commissioner.
- **Manufactured homes** 1990 and newer models require a title or Manufacturer's Certificate of Origin (MCO). Effective January 1, 2010, manufactured homes that are more than 20 years old are exempt from titling. All models require a bill of sale. You have 30 days from purchase date in which to register your manufactured home without penalty. You can be cited if the manufactured home decal is not displayed properly. Citation fees are \$15.00. If not paid within 15 days, an additional \$24 penalty will be charged. The title fee for manufactured homes will **increase to \$23.00 effective January 1, 2010**. For additional information on registering manufactured homes, please call 251-574-8794.
- Before **moving a manufactured home** on the highways of Alabama, a move permit must be obtained from the License Commissioner (available at the Michael Square office only). One fee of \$10 will be charged for the moving of each manufactured home (regardless of the number of transportable modules to be moved). Proof of payment of any applicable *ad valorem* tax or the current registration fee, issuance fee, and any applicable penalties shall be required before the move permit will be issued. This move permit shall be in addition to any other move permits required by law. This move permit satisfies the requirement under the Department of Revenue manufactured home laws only.

- **Utility trailers** – As of July 1, 2009, the law provides that utility trailers are no longer titled in Alabama. However, all utility trailers must be inspected by motor vehicle personnel and tagged.

## MANDATORY LIABILITY INSURANCE

Alabama's mandatory insurance law requires owners to carry proof of insurance in their vehicles. All license plate issuing officials are required to obtain the Alabama driver's license number or an Alabama non-driver ID number of the owner when processing motor vehicle registrations. For commercial vehicles, owners must provide the Federal Employer Identification Number (FEIN). In addition, the owner must affirm that they are in compliance with the Mandatory Liability Insurance requirement when applying for new registrations or renewals, but actual proof of insurance is not necessary for the transaction. For more details regarding mandatory liability insurance, please visit our web site at [www.LicenseMobile.com](http://www.LicenseMobile.com).

## LOCATIONS AND HOURS

The Mobile County License Commissioner operates locations throughout the county.

### MICHAEL SQUARE

Michael Square – 3925 Michael Boulevard, Suite F  
Mobile, Alabama 36609

7:00 a.m. - 5:00 p.m., Monday thru Friday

### THEODORE

Theodore Oaks Shopping Center  
5808 US Highway 90 West, Suite D  
Theodore, Alabama 36582

7:00 a.m. - 5:00 p.m., Monday thru Friday

### EIGHT MILE

Eight Mile Shopping Center  
4557 St. Stephens Road • Eight Mile, Alabama 36613

7:00 a.m. - 5:00 p.m., Monday thru Friday

### GOVERNMENT CENTER ANNEX

151 Government Street, Mobile, AL 36602

7:00 a.m. - 5:00 p.m., Tuesday and Thursday

### CITRONELLE

19135 S. Main Street • Citronelle, Alabama 36522

9:00 a.m. - 3:30 p.m., Tuesday and Thursday

## Avoid the lines!

Our offices are less crowded during:

(a) 2nd and 3rd week of the month

(b) 8:00 a.m. to 11:00 a.m. and 2:00 p.m. to 5:00 p.m.

Save time by calling ahead (251-574-8551) if you have questions about materials you will need to complete your transaction. You may also check details and download forms at our web site: [www.LicenseMobile.com](http://www.LicenseMobile.com).

**Please remember that many tag and license transactions can be handled by mail after the initial registration. You can renew your tag, boat and manufactured home online using your MasterCard or VISA. Log on to [www.LicenseMobile.com](http://www.LicenseMobile.com), or call 251-574-5555 "Renew Your Tag by Phone."**



**Kim Hastie, Mobile County License Commissioner**

Michael Square • 3925-F Michael Blvd. • Mobile, AL 36609

**(251) 574-8566 • FAX (251) 574-4819**

Get information and forms @ [www.LicenseMobile.com](http://www.LicenseMobile.com)

**Most forms such as Bill of Sale and Power of Attorney are located on the website at [www.LicenseMobile.com](http://www.LicenseMobile.com)**