State of Georgia

Bart L. Graham
Commissioner

Department of Revenue

Douglas Hooper
Director

Motor Vehicle Division
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To Whom It May Concern:

This letter is intended to provide information on Georgia's Confidential License Plate Program to assist your agency in securing confidential license plates for eligible vehicles as quickly and efficiently as possible.

IMPORTANT NOTICE:

Support/clerical personnel should not be driving a vehicle that has been issued a confidential license plate. Under Georgia Law (O.C.G.A. §40-2-37), these plates are issued to sworn investigative/law enforcement personnel that perform covert, investigative operations. Misuse of confidential license plates may effect your agencies participation in this program.

Confidential license plates can only be issued for and used on vehicles owned or leased by your governmental entity. State law does not permit their use on your personnel's privately owned vehicles.

General guidelines for obtaining, transferring, renewing and canceling confidential license plates are as follows:

- The fee for issuance or renewal of a confidential license plate is $20.00 per vehicle.
- The fee to transfer a current confidential tag to a new vehicle is $5.00 per vehicle.
- Requests for a confidential license plate must be in writing and on agency letterhead stationary. In your request you must to provide a contact person in case of inquiries; a descriptive synopsis as to what the vehicle is being used for (i.e. undercover purposes, surveillance's etc.); a brief description of the vehicle (ID#, year and make) and the letter must be signed by your department head and/or designee from the department head. (If signed by a designee, a letter from the department head conveying this authority must be on file with the Department of Revenue.) A letter containing this detail must accompany all requests.
- If you are a city, county or state agency, you must list the PBLE Number of the vehicle's driver in the requesting letter.

- If you are a federal agency you must make reference to the Code of Federal Regulation Title 41, chapter 102 parts 102.34 and the subsection that applies to your agency in your letter. You must also state that the vehicle is used by sworn personnel only.
- Please ensure your vehicle identification number, tag number and title numbers are reflected correctly on your registration forms.
- If the vehicle is titled and tagged in a county that requires an emissions inspection, then this inspection must occur before you renew your tag. The only exception to this requirement is if the vehicle is tagged and titled at the headquarter address but is based in a county that does not require an inspection. In that case, you must submit an Exception Waiver from the Department of Natural Resources. For information on obtaining an exception waiver, please contact the DNR at 404-363-7028.
- If you are applying for a first time registration, it is necessary for the title/tag application to be typed in full.
- When your agency sells, transfers a vehicle out-of-state or surpluses a vehicle, you must notify this office so that we can release the confidential status of the vehicle's registration.

Non-compliance with the above requirements will result in your paperwork being returned to your agency, thus delaying your receipt of the appropriate license plate.

Applications may be dropped off at my office located at: 1200 Tradeport Blvd., Hapeville, Georgia 30354 or submitted by mail at P.O. Box 740381, Atlanta, Georgia 30374. If you would like to pick up your confidential license plates/renewals in lieu of having them mailed to you, please so indicate in your letter and who to call for pickup.

I look forward to assisting you in the registration of your vehicles. If you have any questions, please do not hesitate to contact me at: 404-363-7151 or Nicky Dutton in my absence at: 404-675-6991.

Sincerely,

Patti J. McFarlane
Operations Section
Revenue Section Supervisor III