

## Request a Temp Tag (Fax Users)

PLEASE HAVE THE FOLLOWING INFORMATION READY BEFORE YOU CALL:

**1. Sale Type** – Sale or Lease

**2. Vehicle Use** - Personal - Business - Lease - Fleet - Other

**3. Owner Information** (Name of purchaser that will be listed on the Temporary Tag):

- First Name
- Last Name
- Suffix (Jr., Sr., III, IV) - Optional
- Middle Initial - Optional
- Residential Address: City, State, Zip and County (P.O. Box not acceptable)
- Mailing Address (if different from residential address)

**4. Validation ID**

- FOR SALE or LEASE TO AN INDIVIDUAL:
  - State Issued Driver's License or
  - State Issued Identification or
  - Other Government Identification
- FOR SALE or LEASE TO A BUSINESS: FEIN# or CRS#

**5. Additional Owner Information** (up to 3 owners can be listed)

- \* If "And" is selected, the Additional Owners will be printed on the Temp Tag.
- \* If "Or" is selected, the Additional owners will not be printed on the Temp Tag.

- First Name
- Last Name
- Middle Initial - optional
- Suffix (Jr., Sr., III, IV) - optional

**6. If the vehicle is a lease, leasing company information:**

- Leasing Company
- Lessee
- Company Address (street address, city, state, zip code)
- Mailing Address (If different from Physical Address)
- Company Phone Number
- Validation ID and State Issued, FEIN, CRS #

**7. Date of Sale** (dates only accepted within the past week; no future sale dates are allowed).

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### 8. Type of Vehicle (select one of the below):

- Passenger
- Utility Trailer
- Non Profit
- Truck
- Travel Trailer
- Motorhome
- Farm Truck
- Motorcycle
- Freight Trailer
- School Bus
- Off Highway
- Horseless Carriage

### 9. Plate Type

Based on the type of vehicle, the plate type will automatically will be selected.

### 10. VIN

\*Based on the VIN, Vehicle Make, Model and Vehicle Weight will automatically be provided for the transaction.

### 11. Number of Cylinders

### 12. Fuel Type (select one of the below)

- Gasohol
- Electric
- Liquefied Gas
- Propane
- Hybrid
- Gasoline
- Natural Gas
- Steam
- Diesel
- Kerosene
- Other

### 13. Vehicle Color (select one of the below)

- |          |             |              |                 |           |
|----------|-------------|--------------|-----------------|-----------|
| Aluminum | Camouflage  | Gray         | Orange          | Taupe     |
| Amethyst | Chrome      | Ivory        | Purple          | Turquoise |
| Beige    | Copper      | Lavender     | Pink            | Unknown   |
| Black    | Cream       | Blue, light  | Red             | White     |
| Blue     | Blue, dark  | Green, light | Silver          | Yellow    |
| Burgundy | Green, dark | Maroon       | Stainless Steel |           |
| Brown    | Gold        | Multi Color  | Tan             |           |
| Bronze   | Green       | Mauve        | Teal            |           |

### 14. Designated Gross Weight (DGWW) (required for Truck, Farm Truck, School Bus, Freight Trailer, Utility Trailer and Motorhome only)

### 15. Requested GVW (required for Truck, Farm Truck and Motorhome)

### 16. Number of Passengers (required for School Bus only)

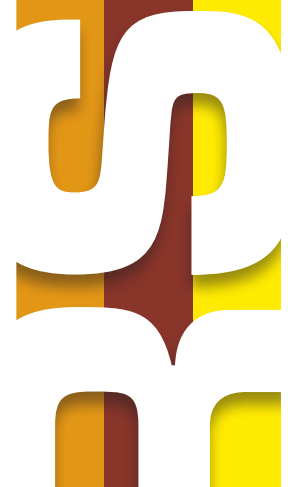
### 17. Number of Doors (required for School Bus only)

### 18. Number of Seats (required for School Bus only)

### 19. Number of Wheels (required for Motorcycle and Off-highway only)

### 20. Engine Number (required for Motorcycle and Off-highway only)

### 21. Coach Number (required for Motorhome only)



## Request a Temp Tag (Fax Users) Continued...

### 22. Odometer Reading (select one of the below)

- Actual
- Not Actual
- Exceeds Mechanical Limits

### 23. Insurance Information

- Effective date of policy (if the policy is new or not yet set up, simply state "New Policy")
- Name of insurance company
- Name of agent (optional)
- Policy number