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**Rules of  
Department of Revenue  
Division 10—Director of Revenue  
Chapter 23—Motor Vehicle**

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**Title 12—DEPARTMENT OF  
REVENUE**

**Division 10—Director of Revenue  
Chapter 23—Motor Vehicle**

**12 CSR 10-23.010 Dealer Plate Allocation**  
(Rescinded July 14, 1982)

*AUTHORITY: section 301.250.4, RSMo 1978. This version of rule filed Oct. 21, 1974, effective Oct. 31, 1974. Rescinded: Filed March 12, 1982, effective July 14, 1982.*

**12 CSR 10-23.020 Dealer Registration**  
(Rescinded April 29, 1991)

*AUTHORITY: section 301.251, RSMo 1986. Original rule filed April 14, 1980, effective Sept. 12, 1980. Amended: Filed March 26, 1982, effective July 12, 1982. Emergency amendment filed Aug. 14, 1984, effective Aug. 24, 1984, expired Dec. 22, 1984. Amended: Filed Aug. 14, 1984, effective Dec. 13, 1984. Amended: Filed May 27, 1986, effective Aug. 25, 1986. Rescinded: Filed Nov. 15, 1990, effective April 29, 1991.*

**12 CSR 10-23.030 Bona Fide Established  
Place of Business**  
(Rescinded April 29, 1991)

*AUTHORITY: section 301.251, RSMo 1986. Original rule filed April 14, 1980, effective Sept. 12, 1980. Amended: Filed March 26, 1982, effective July 12, 1982. Amended: Filed April 29, 1983, effective Sept. 11, 1983. Amended: Filed Dec. 5, 1983, effective March 11, 1984. Amended: Filed Feb. 3, 1984, effective May 11, 1984. Emergency amendment filed Aug. 14, 1984, effective Aug. 24, 1984, expired Dec. 22, 1984. Amended: Filed Aug. 14, 1984, effective Dec. 13, 1984. Amended: Filed May 23, 1985, effective Aug. 26, 1985. Amended: Filed May 27, 1986, effective Aug. 25, 1986. Rescinded: Filed Nov. 15, 1990, effective April 29, 1991.*

**12 CSR 10-23.040 Cancellation of Dealer  
Registration**  
(Rescinded June 11, 1983)

*AUTHORITY: section 301.257, RSMo Supp. 1982. Original rule filed April 14, 1980, effective Sept. 12, 1980. Amended: Filed March 26, 1982, effective July 12, 1982. Rescinded: Filed March 4, 1983, effective June 11, 1983.*

**12 CSR 10-23.050 Dealers' Monthly  
Reports**

(Moved to 12 CSR 10-26.190)

**12 CSR 10-23.070 Regulation of Dealer  
License Plates**

*PURPOSE: The director of the Department of Revenue is charged with the responsibility of regulating the license plates issued to dealers. This rule establishes safeguards to prevent unauthorized use of dealer plates.*

(1) Whenever a dealer is no longer entitled to registration pursuant to section 301.251, RSMo through voluntary cessation of business, abandonment of a bona fide established place of business, failure to make four (4) sales per year, suspension or revocation of its registration, sale of the business, declaration of bankruptcy or for any other reason, the dealer license plates issued to that dealer immediately shall be surrendered to the director regardless of the unexpired time remaining in the registration period applicable to that license plate.

(2) Dealer license plates are issued primarily for the purpose of allowing a potential buyer to test drive a motor vehicle owned and held for resale by a dealer. A secondary purpose is to allow the transportation of vehicles owned by a dealer or manufacturer and held for the purpose of resale. Therefore, dealer plates may be displayed only on a motor vehicle or trailer that is—

(A) Owned by the manufacturer/dealer; and  
(B) Held for resale.

(3) Vehicles on which the plates are displayed then may be operated by—

(A) A customer who is test driving the motor vehicle;  
(B) An owner, officer or employee of the manufacturer/dealer;

(C) A buyer as provided in section 301.140.3, RSMo; or

(D) A customer who is test driving a truck or a trailer under loaded conditions provided a written demonstration agreement signed by the prospective customer and the dealer is present in the vehicle. The motor vehicle or trailer may be test driven for no more than twenty-four (24) hours if the vehicle is being operated in Missouri or for one (1) round trip only if being test driven outside Missouri. The written demonstration agreement must be on the dealership's stationery and include the following items:

1. A statement that the vehicle is being used for demonstration purposes only;
2. A description of the vehicle; that is, year, make and vehicle identification number;
3. The name of the person or company demonstrating the vehicle;
4. The dealer number;
5. A statement of the type of property being transported;
6. The date and time the demonstration began; and
7. If the vehicle is being demonstrated on a round trip outside Missouri, the estimated date the vehicle will be returned to the dealership.

(4) Section 301.253, RSMo provides that dealer plates may be displayed on any motor vehicle used by an employee or officer and owned by the manufacturer, distributor or dealer, but shall not be displayed on any motor vehicle or trailer hired or loaned to others or upon any regularly used service or wrecker vehicle. Therefore, dealer license plates may not be displayed on the following:

(A) Motor vehicles or trailers that are rented or leased;

(B) Motor vehicles or trailers that are loaned to someone other than an owner, officer or employee of the dealership (for example, a dealer may not loan a motor vehicle displaying a dealer license plate to his/her customer while the customer's vehicle is being serviced or repaired);

(C) Motor vehicles or trailers that are used for hauling or towing;

(D) Motor vehicles or trailers used by anyone who is not an officer or employee of the manufacturer/dealer, this includes relatives of employees and officers;

(E) Motor vehicles or trailers that are not for resale; and

(F) Any boat or vessel.

(5) Dealer plates displayed on all motor vehicles, other than motorcycles and motortricycles, must be twelve inches by six inches (12" × 6") in size.

*AUTHORITY: sections 301.140, 301.251 and 301.253, RSMo 1986.\* Original rule filed April 14, 1980, effective Sept. 12, 1980. Amended: Filed March 26, 1982, effective July 12, 1982. Amended: Filed Sept. 16, 1985, effective Jan. 26, 1986.*

*\*Original authority 301.140, RSMo 1939, amended 1947, 1951, 1978, 1979, 1986, 1987; 301.251, RSMo 1981,*





amended 1984, 1985, 1986; 301.253, RSMo 1981, amended 1985, 1986.

### 12 CSR 10-23.100 Personalized License Plates

*PURPOSE: This rule establishes categories of specialized personalized license plates as well as the procedure for application for and issuance of the personalized license plates.*

- (1) For the purpose of this rule, "special license plates" shall include personalized, collegiate, helping schools and other special organizational license plates.
- (2) Special license plates are Missouri license plates containing letters or numbers in the format requested by the applicant. The combination of letters and/or numbers may include one apostrophe (') or one dash (—).
- (3) All special personalized license plates are available in the following plate categories:
  - (A) Passenger;
  - (B) Recreational Vehicle;
  - (C) Local 6;
  - (D) Local 12;
  - (E) Beyond Local 6;
  - (F) Beyond Local 12;
  - (G) Motorcycle/Motortricycle;
  - (H) Local and Beyond Local 18—Professional Sports Team license plates only;
  - (I) Shuttle Bus—regular personalized plates only;
  - (J) Van Pool—regular personalized plates only; and
  - (K) Historic—regular personalized plates only.
- (4) No special license plate will be issued which will conflict with any license number used or to be used in the regular license plate numbering system.
- (5) No two (2) owners shall be issued identical plates; and no plates shall be issued containing or suggesting any profane or obscene word or phrase.
- (6) No refunds will be made on the unused portion of any license plates surrendered for special license plates.
- (7) Special license plates are not assigned to a particular vehicle until the plates are actually issued to the owner of that vehicle by the Department of Revenue.
- (8) Special license plates shall not be transferred from one (1) owner to another, except that the holder of a special plate may follow the procedures established by the director in order to display his/her special plate on a vehicle leased by the holder after approval by the director; and they shall not be transferred from one (1) vehicle category to another. This includes any request for transfer by gift, trust, will or judicial proceeding.
- (9) The director of revenue shall reserve the right to approve or disapprove any request for special license plates or the transfer of license plates from one (1) vehicle to another in the same category.
- (10) The month of expiration on all special license plates for motorcycles and motortricycles will be April of each year. Special license plates issued to the United States Congress, Missouri State Senate, Missouri House of Representatives and the following statewide elected officials: governor, lieutenant governor, secretary of state, state auditor, state treasurer and attorney general, which are issued in accordance with section 301.144, RSMo will expire in January of each year. The month of expiration on all other special license plates shall be staggered.
- (11) Any person wanting to obtain special license plates must make original application for the plates on a form approved by the director of revenue and shall pay a fee of fifteen dollars (\$15) in addition to the regular registration fees. If at the time of registration the applicant applies for a biennial registration, s/he must submit a second special/personalized license plate fee. Application forms will be available to the public at all branch offices, fee agent offices and the Central Office of the department.
- (12) Each initial application for special license plates shall be on a form prescribed by the director and submitted to the Department of Revenue, P.O. Box 100, Jefferson City, MO 65105-0100. Each application shall be accompanied by a special license plate fee of fifteen dollars (\$15), and a current emblem-use authorization statement in the case of collegiate license plates.
- (13) If the applicant applies for a biennial registration at the time s/he picks up his/her special license plates, the applicant must submit a second emblem-use authorization statement indicating the minimum donation or the original emblem-use authorization statement indicating twice the annual minimum donation.
- (14) An applicant may receive his/her special license plates by surrendering his/her regular registration plates and paying any additional fees due on a prorated basis or by not surrendering his/her plates and paying the full registration fee.
- (15) Once an owner obtains special license plates s/he shall have first priority on those plates for each of the following years that s/he makes timely and appropriate reapplication (renewal) for those plates and pays the annual special plate fee of fifteen dollars (\$15) or thirty dollars (\$30) for a biennial registration and any personalized plate fee required by law, in addition to the regular registration fees. Applicants who renew collegiate license plates, helping schools and special organizational license plates must also submit a new emblem-use authorization statement. At the time of renewal, if the applicant elects a biennial registration, s/he must present an emblem-use statement that reflects at least twice the amount of the annual donation.
- (16) Special license plates for which the Department of Revenue has not received a reapplication (renewal) will be held for sixty (60) days from the date of expiration before being issued to a new applicant.
- (17) Original applications for special license plates for motorcycles and motortricycles filed prior to January 1 of any calendar year shall be treated as applications for special license plates with an expiration month of the coming April. Original applications for special license plates for motorcycles and motortricycles filed after December 31 of any calendar year will be treated as applications for special license plates to be issued in the coming April with an expiration month of the next succeeding April.
  - (A) Example One: Original application filed on December 31, 1999, will result in special license plates which expire in April of 2000.
  - (B) Example Two: Original application filed on January 1, 2000, will result in special license plates issued in April of 2000 with an expiration month of April 2001.
- (18) Original applications for special license plates issued to members of the United States



Congress, Missouri State Senate, Missouri House of Representatives and for the following statewide elected officials: governor, lieutenant governor, secretary of state, state auditor, state treasurer and attorney general, in accordance with section 301.144, RSMo, filed prior to October 1 of any calendar year shall be treated as applications for special license plates with an expiration month of the coming January, while applications filed after the last day of September of any calendar year will be treated as application for special license plates to be issued in the coming January with an expiration month of the next succeeding January.

(A) Example One: Original applications filed on September 30, 2000, will result in special personalized license plates which expire in January 2001.

(B) Example Two: Original applications filed on October 1, 2000, will result in special license plates issued in January of 2001 with an expiration of January 2002.

(19) Reapplications (renewals) for special license plates shall be filed with the Department of Revenue prior to the last day of the month in which they expire.

(20) The director of revenue may recall any special license plate erroneously issued under this rule.

*AUTHORITY: sections 301.144, 301.449 and 301.451, RSMo Supp. 1999.\* Original rule filed Aug. 14, 1978, effective Nov. 13, 1978. Amended: Filed April 11, 1979, effective July 11, 1979. Emergency amendment filed Oct. 30, 1979, effective Nov. 9, 1979, expired Feb. 18, 1980. Amended: Filed Oct. 30, 1979, effective Feb. 11, 1980. Emergency amendment filed March 9, 1982, effective March 19, 1982, expired July 16, 1982. Amended: Filed May 20, 1982, effective Sept. 13, 1982. Amended: Filed Feb. 24, 1984, effective June 11, 1984. Amended: Filed Nov. 18, 1986, effective March 12, 1987. Amended: Filed July 17, 1989, effective Oct. 27, 1989. Amended: Filed Oct. 30, 1989, effective March 26, 1990. Emergency amendment filed Sept. 16, 1991, effective Sept. 26, 1991, expired Jan. 23, 1992. Amended: Filed Sept. 16, 1991, effective Jan. 13, 1992. Amended: Filed Sept. 1, 1995, effective Feb. 25, 1996. Amended: Filed Jan. 31, 2000, effective July 30, 2000.*

*\*Original authority 301.144, RSMo 1977, amended 1979, 1983, 1984, 1989, 1992, 1993, 1995; 301.449, RSMo 1989, 1995; and 301.451, RSMo 1991, amended 1993, 1995, 1997.*



MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU
P.O. BOX 100, JEFFERSON CITY, MO 65105-0100 (573) 526-3669
APPLICATION FOR MISSOURI
PERSONALIZED AND SPECIAL LICENSE PLATES

SEE INSTRUCTIONS ON REVERSE

"ANY FALSE STATEMENT IS A VIOLATION OF THE LAW AND MAY BE PUNISHED BY FINE, IMPRISONMENT, OR BOTH." (301.420 RSMO.)

NAME MUST APPEAR AS SHOWN ON VEHICLE TITLE
OWNER'S NAME
STREET, RR, OR P.O. BOX NUMBER
CITY, STATE, ZIP CODE
CURRENT LICENSE NUMBER
TELEPHONE NUMBER
DO NOT WRITE IN THIS AREA

- New Application
Adding a Name
Dropping a Name (Release of Interest Req)
Name Change Only (Same Owner)

CATEGORY OF LICENSE PLATE (PLEASE CHECK WHICH CATEGORY OF LICENSE PLATE YOU NEED)
Passenger (car)
Beyond Local 12 Truck
Motorcycle
Beyond Local 6 Truck
Local 12 Truck
Local 6 Truck
Recreational Vehicle
PROFESSIONAL SPORTS TEAM PLATES ONLY
Beyond Local 18 Truck
Local 18 Truck

TYPE OF LICENSE PLATE TO BE ISSUED (Proof of eligibility required - see reverse)
TYPE
Regular Personalized (\$15)
Amateur Radio (\$15) Call Letters
Children's Trust Fund (Regular) (\$15)
Children's Trust Fund (Personalized) (\$15)
Collegiate (Personalized) (\$15) College or University
Disabled Person (Personalized) (\$15)
Ducks Unlimited (Personalized) (\$15)
Eastern Star (Personalized) (\$15)
Emergency Medical Services (\$15)
Paramedic
Emergency Medical Technician
Firefighter (Regular) (\$15)
Firefighter (Personalized) (\$30)
Fraternal Order of Eagles (Personalized) (\$15)
Helping Schools (Personalized) (\$15)
Knights of Columbus (Personalized) (\$15)
Legislative (\$15)
Lions Club (Regular) (\$15)
Lions Club (Personalized) (\$15)
Masonic Grand Lodge (Personalized) (\$15)
Missouri Jaycee (Regular) (\$15)
Missouri Jaycee (Personalized) (\$30)
Prince Hall (Personalized) (\$15)
Professional Sports Team (Personalized) (\$15)
Kansas City Blades
St. Louis Blues
Kansas City Chiefs
St. Louis Cardinals
Kansas City Royals
St. Louis Rams
Kansas City Wizards
Street Rod (Regular) (\$15)
Street Rod (Personalized) (\$30)
Shuttle Bus (\$15)
Vanpool (\$15)
Other

\*APPLICATION MUST BE NOTARIZED

PERSONALIZED PLATE CHOICES (Complete only if applying for personalized plates)
PLEASE USE ALL CAPITAL LETTERS AND SHOW CHOICES IN ORDER OF PREFERENCE. (Please include more than one choice.) Personalized license plates may consist of no more than six characters or six characters plus a dash, space or an apostrophe. Personalized plates displaying an emblem, motorcycle and motortricycle plates may consist of no more than six characters or five characters plus a dash, space or an apostrophe. The wheelchair accessibility symbol is displayed on Disabled Persons plates. The Department of Revenue will not issue plates that contain or suggest profane, obscene or inflammatory words or phrases, those contrary to public policy, or those that conflict with the regular license numbering system.

FIRST CHOICE SECOND CHOICE THIRD CHOICE FOURTH CHOICE FIFTH CHOICE SIXTH CHOICE

LICENSE OFFICE INFORMATION AND SIGNATURE (Must be completed by all applicants)

IMPORTANT: These license plates will not be mailed. Indicate name of license office where plates are to be picked up.
OFFICE OFFICE NUMBER
STREET CITY
SIGNATURE OF OWNER OR APPLICANT
I hereby apply for the personalized or special license plate indicated to be issued to the vehicle owner listed above.
X

NOTARY INFORMATION (Must be completed if applying for amateur radio, fire department or street rod plates)

NOTARY PUBLIC EMBOSSE OR BLACK RUBBER STAMP SEAL
STATE OF
COUNTY (OR CITY OF ST. LOUIS)
SUBSCRIBED AND SWORN BEFORE ME, THIS
DAY OF YEAR
NOTARY PUBLIC SIGNATURE MY COMMISSION EXPIRES
NOTARY PUBLIC NAME (TYPED OR PRINTED)
USE RUBBER STAMP IN CLEAR AREA BELOW.



**INSTRUCTIONS TO APPLICANT**

Applications must be completed, signed and submitted with the fee noted on the front of the application. This annual fee is in addition to the regular registration fee set by law and is payable upon renewal. Depending on the type of license plates requested, additional documentation may be required as noted below. Make check or money order (do not send cash) payable to the Missouri Department of Revenue and forward with this application to: MISSOURI DEPARTMENT OF REVENUE, MOTOR VEHICLE BUREAU, PERSONALIZED LICENSE PLATE SECTION, P.O. BOX 100, 301 W. HIGH ST., JEFFERSON CITY, MO 65105-0100. If you have questions, call (573) 526-3669.

Special license plates are issued only to those vehicles that are titled and registered in Missouri. Any special plate issued may be adapted to include the international wheelchair accessibility symbol and the word "DISABLED"

The pink copy of the validated DOR-1716 is proof your application for license plates has been received and approved by the Department of Revenue. If you requested personalized plates, they are being manufactured. You will receive additional notification in approximately two (2) to four (4) weeks when your license plates have been forwarded to the license office you indicated on the front of this application.

**NOTE: IF PERSONALIZED LICENSE PLATES ARE NOT RENEWED WITHIN 60 DAYS OF EXPIRATION THEY MAY BE REISSUED TO ANOTHER APPLICANT.**

**AMATEUR RADIO PLATES:** Your notarized signature on the front of this application constitutes a sworn statement that you hold an unrevoked and unexpired amateur radio license and that the call letters indicated on the front of this application are the official call letters issued by the FCC. You must submit a copy of your Federal Communications License with this application.

**DISABLED PERSON PLATES:** A signed physician's statement, DOR-1776, from a licensed physician, chiropractor, podiatrist, or optometrist must be submitted with your application.

**FIREFIGHTER PLATES:** Your notarized signature on the front of this application constitutes a sworn statement that you are a director of a fire protection district, or are compensated, partially compensated or a volunteer member of any fire department, fire protection district or voluntary fire protection association in Missouri. You further affirm that if you resign, are removed, or otherwise terminate association with the fire department, you will return your special license plates to the Department within fifteen (15) days.

**STREET ROD PLATES:** Your notarized signature on the front of this application constitutes a sworn statement that this vehicle was manufactured in 1948 or before and has been modified for safe road use including but not limited to modification to the drive train, suspension, brake system, and safety or comfort apparatus and which is not owned solely as a collector's item and which is not or intended to be used solely for exhibition and educational purposes. This registration is not transferable. If the vehicle is disposed of, plates must be returned to the Department of Revenue for cancellation.

**MISSOURI JAYCEES PLATES:** You must submit proof of membership in the form of a membership identification card.

**CHILDREN'S TRUST FUND, COLLEGIATE, DUCKS UNLIMITED, EASTERN STAR, EMERGENCY MEDICAL SERVICES, FRATERNAL ORDER OF EAGLES, HELPING SCHOOLS, KNIGHTS OF COLUMBUS, LIONS CLUB, MASONIC GRAND LODGE, PRINCE HALL, AND PROFESSIONAL SPORTS TEAM:** You must submit an Emblem/Logo Use Authorization Statement from the organization, college or university as proof of a donation.

**NOTE: PROFESSIONAL SPORTS TEAM LICENSE PLATE:** The Department of Revenue must receive a minimum of one hundred applications for each specific professional sports team before producing the license plates.



**12 CSR 10-23.110 Hearing Held Pursuant to Section 301.257, RSMo**  
(Rescinded April 29, 1991)

*AUTHORITY: section 301.257, RSMo 1986. Original rule filed Nov. 5, 1982, effective Feb. 11, 1983. Emergency amendment filed July 3, 1985, effective July 13, 1985, expired Nov. 10, 1985. Amended: Filed July 3, 1985, effective Oct. 11, 1985, Emergency amendment filed June 12, 1986, effective June 22, 1986, expired Oct. 20, 1986. Amended: Filed June 12, 1986, effective Sept. 26, 1986. Rescinded: Filed Nov. 15, 1990, effective April 29, 1991.*

**12 CSR 10-23.120 Business Records of Manufacturers, Dealers and Boat Dealers**  
(Rescinded December 3, 1992)

*AUTHORITY: section 301.251, RSMo 1986. Original rule filed April 25, 1983, effective Sept. 11, 1983. Amended: Filed May 27, 1986, effective Aug. 25, 1986. Rescinded: Filed April 23, 1992, effective Dec. 3, 1992.*

*William R. Newmann, d/b/a Goodfellow Auto Sales & Salvage, Inc. v. Director of Revenue, Case No. RV-86-0286 (A.H.C. 8/30/88). The Administrative Hearing Commission found that petitioner failed to maintain complete records and files on motor vehicles and motor vehicle parts acquired for resale in the business office at the registered location during normal business hours and that suspension of its auto salvage dealer's license was proper.*

**12 CSR 10-23.130 Legal Name on Title Application**

*PURPOSE: This rule sets forth the requirement of using the full legal name when making application for a motor vehicle or trailer certificate of title.*

(1) Any person(s) making application for a certificate of title for a motor vehicle or trailer must make the application using his/her or their full legal name. For the purpose of section 301.190, RSMo, the legal name is deemed to be the name that appears on that person's Missouri operator's or chauffeur's license.

(2) The legal name for any business making application for a certificate of title for a motor vehicle or trailer is deemed to be the name or the fictitious name as registered with the secretary of state.

*AUTHORITY: section 301.190, RSMo 1986. \*Original rule filed Feb. 3, 1984, effective May 11, 1984.*

*\*Original authority: 301.190, RSMo 1939, amended 1947, 1965, 1981, 1983, 1984, 1985, 1986, 1986, 1987, 1988, 1989, 1990.*

**12 CSR 10-23.140 Motor Vehicle Title Services**

*PURPOSE: This rule establishes the requirements that must be met for registration as a title service agent.*

(1) Motor vehicle title service agents registering pursuant to section 301.114.2., RSMo shall file an application with the Department of Revenue on a form provided by the director of revenue. The application shall be filed annually together with the following:

(A) Proof of registration with the Office of the Secretary of State, either Certificate of Incorporation or fictitious name registration, if required;

(B) A corporate surety bond on a form approved by the director of revenue. The bond requirements are—

1. The amount of the bond must be twenty-five thousand dollars (\$25,000);

2. The bond must be executed in the name of the State of Missouri for the benefit of any aggrieved party. The proceeds are to be payable to the aggrieved party upon receipt by the director of a final judgment from a court of competent jurisdiction against the title service agent;

3. The effective date for the bond must be on or before the date the application is received by the motor vehicle bureau;

4. The bond must state that it is conditioned upon the applicant's compliance with the provisions of the statutes applicable to all requirements for the lawful obtaining or receiving of certificates of ownership for motor vehicles;

5. The bond must state that it is an indemnity bond for loss sustained by any person by reasons of an act of the title service agent when that act could constitute grounds for suspension or revocation of the title service agent's registration; and

6. The bond must state that in the event of cancellation by the surety, the Department of Revenue will receive notice of cancellation prior to the cancellation;

(C) Address where business is to be conducted (not a post office box) and the established business hours; and

(D) Registration fee.

(2) A title service agent must file a separate application and shall be issued a separate license for each location owned and operated by the agent.

(3) All registrations expire on June 30 of each year and applications for renewal must be filed in a timely manner to assure registration for the year beginning July 1.

(4) Any title service agent who changes the site of either the principal or a branch location must comply with all provisions of section 301.114, RSMo before the application may be accepted.

(5) Whenever a title service agent is no longer entitled to registration pursuant to section 301.114, RSMo through voluntary cessation of business, abandonment of the registered place of business, suspension of registration, sale of a business, declaration of bankruptcy or for any other reason, the title service agent immediately shall surrender his/her license to the director of revenue regardless of the unexpired time remaining in the registration period applicable to that license. No portion of the registration fee will be refunded.

(6) The agent must maintain reasonable business hours to allow contact by any authorized representative of the department, member of the Missouri State Highway Patrol or any authorized peace officer. Reasonable business hours will be considered to be 9:00 a.m. to 4:00 p.m., four (4) days a week. If the title service is closed, the agent, by notice, must inform the public of a reasonable method of making appointments and the hours during which the agent will be present. An agent may make written application to the Department of Revenue for approval of more limited hours of operation than those required in this section and may operate during the hours upon written approval by the Department of Revenue.

(7) Any changes in the application information must be reported immediately to the motor vehicle bureau.

*AUTHORITY: section 301.114, RSMo 1986. \*Original rule filed Sept. 10, 1984, effective Jan. 12, 1985.*

*\*Original authority: 301.114, RSMo 1984.*



MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU

APPLICATION FOR TITLE SERVICE CERTIFICATE OF REGISTRATION

Valid only for business address shown below (301.114 RSMo)

VALIDATION ONLY:

Title Service Name: Telephone: ( )

Street: City:

State: County: Zip Code:

Type of Ownership (Check One):

A. Individual

B. Partnership

C. Corporation

D. If applicable, papers of incorporation filed in which state?

List all owners below: (If corporation, indicate principal officers)

1. Full Legal Name Birthdate Street City State Zip Code Home Telephone

2. Full Legal Name Birthdate Street City State Zip Code Home Telephone

3. Full Legal Name Birthdate Street City State Zip Code Home Telephone

4. Full Legal Name Birthdate Street City State Zip Code Home Telephone

I do solemnly verify that the concern named herein is a bona fide title service business, and that I do have the authority to make the statements contained and to sign this application.

Signature of Authorized Applicant

Date

IMPORTANT

- 1. A title service agent must file a separate application and shall be issued a separate license for each location owned and operated by such agent.
2. Copies of the following must be submitted with application for approval of registration:
a. Proof of registration with the Secretary of State, either Certificate of Incorporation, or Fictitious Name Registration; and,
b. a corporate surety bond in the amount of twenty-five thousand dollars (\$25,000.00).
3. Whenever a title service agent is no longer entitled to registration pursuant to Section 301.114, for whatever reason, the title service agent shall immediately surrender his license to the Director of Revenue.

"Any false statement in this application is a violation of the law and may be punished by fine or imprisonment or both" (301.420 RSMo).

DISTRIBUTION: White Copy — Office, Pink Copy — Applicant, Yellow Copy — Audit

DOR-2509 (7-84)



Motor Vehicle Bureau  
Division of MV/DL  
Post Office Box 3325  
Jefferson City, MO 65105-3325

STATE OF MISSOURI  
DEPARTMENT OF REVENUE

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Dear Title Service Applicant:

Enclosed is your title service registration renewal application for the 1990-1991 registration year. Please read and follow the instructions very carefully to prevent the rejection of your application and interruption of your business.

All title service registrations expire June 30th of each year. To guarantee that your application is approved before the June 30th expiration date, please submit the application and all requirements by June 23, 1990.

If you have any questions, please call (314) 751-4469.

Thank you for your immediate attention to these matters.

CENTRAL BRANCH SECTION  
Special Registration Unit  
5506 (4-10-90)

MISSOURI TITLE SERVICE REGISTRATION INSTRUCTIONS

Note: Title Service Registrations Expire June 30th of Each Year  
Renewals Should Be Submitted By June 23, 1990

Who Must Register?

Missouri law (301.114 RSMo.) requires any person who carries on or conducts a business, the purpose of which is to act as an agent for a fee in obtaining a certificate of ownership of a motor vehicle, to register as a motor vehicle title service agent.

Registration Requirements

Any person who registers as a Missouri title service agent must submit the following (A separate application and the required documents must be submitted for each location operated):

1. Application, DOR-2509 (7-84) - must be completed in full and signed by the owner, partner or corporate officer listed on the application;
2. Corporate Surety Bond - A corporate surety bond in the amount of twenty-five thousand dollars (\$25,000.00). Attached are the bond requirements and a sample bond that may be used. If the bond is due to expire, a notarized letter or form signed by the bonding company stating the bond is still in full force and effect must be submitted. The letter must indicate an expiration date or state that the bond is non-expiring, and shall in all cases state that the Department of Revenue will be notified in case of cancellation by either party.
3. Fees - A check or money order for the \$50.00 annual registration fee made payable to the Missouri Department of Revenue (Do not send cash).
4. Missouri law (301.114 RSMo.) requires all title service applicants to be of good moral character. Good moral character is determined through a criminal record check made by the Missouri State Highway Patrol of all owners, partners, or principal officers (if a corporation) listed on the application.

The required documents must be mailed to the address shown below. Failure to submit any of the required documents or fees as herein provided will result in the rejection of the application and cause a delay in registration. Mail all applications to the following address: Department of Revenue, Motor Vehicle Bureau, Special Registration Unit, P.O. Box 3325, Jefferson City, Missouri 65105-3325. Applications which are hand delivered will not be approved the same day they are delivered.



CORPORATE SURETY BOND

Missouri law requires that every applicant for a Motor Vehicle Title Service license shall furnish, at the time of application, a corporate surety bond in the penal sum of \$25,000.00. The bond shall be on a form provided by the Director of Revenue. The requirements of the bond are as follows:

1. The bond must be executed in the name of the State of Missouri for the benefit of any aggrieved party.
2. The title service name must be listed as principal of the bond.
3. The effective date of the bond must be on or before the date of the application for title service license.
4. The bond must state that it is conditional upon the applicant's compliance with the provisions of the statutes applicable to all requirements for the lawful obtaining or receiving of certificates of ownership for motor vehicles.
5. The bond must state that it is an indemnity bond for loss sustained by any person by reason of an act of the title service, when that act could constitute grounds for suspension or revocation of the title service's registration.
6. The amount of the bond must be \$25,000.00 and must specify that the liability of the surety bond shall in no event exceed \$25,000.00.
7. The bond may or may not state that it is payable to the aggrieved party only after final judgment of a Missouri Court against the title service.
8. The bond must indicate an expiration date or state that it is a non-expiring bond, and shall, in all cases, state that the Department of Revenue will be notified in case of cancellation by either party.
9. The principal (title service agent) must sign the bond and have his signature witnessed or notarized.
10. The authorized agent of the bonding company must sign the bond and have his signature witnessed or notarized.

If a completed bond form does not accompany the title service's application for registration, the application will be rejected. The attached sample bond meets all the requirements set forth by Missouri law and may be used as a sample.



SAMPLE BOND

MISSOURI TITLE SERVICE

KNOW ALL MEN BY THESE PRESENT, that we \_\_\_\_\_
as Principal, and \_\_\_\_\_, a corporation organized and
existing under the laws of the State of \_\_\_\_\_, having its
principal place of business at \_\_\_\_\_, as
Surety, are held and firmly bound unto the State of Missouri, in the penal sum
of Twenty-Five Thousand Dollars (\$25,000.00) for the payment of which, well and
truly to be made, we bind ourselves, our heirs, executors, administrators,
successors and assigns, jointly and severally, firmly by these present.

THE CONDITION of the above obligation is such that WHEREAS the Principal
has applied for the issuance of a Motor Vehicle Title Service license and
presents this bond in accordance with said statute.

NOW, THEREFORE, if the aforesaid Principal shall faithfully comply with the
provisions of the State of Missouri statutes applicable to all requirements for
the lawful obtaining or receiving of certificates of ownership for
motor vehicles, and shall indemnify any person dealing or transacting business
with the principal for any loss sustained by any person by reason of the acts of
principal provided such acts of Principal constitute grounds for suspension or
revocation of Principal's registration, then this obligation to be void;
otherwise, to remain in full force and effect.

The aggregate liability of the Surety of all persons shall, in no event,
exceed the amount of this bond during any one license year.

The bond shall be effective \_\_\_\_\_, 19\_\_ and shall
expire \_\_\_\_\_, 19\_\_ (Bond can be listed as "non-expiring").

This bond may be cancelled by the Surety giving written notice to the
Principal and Missouri Director of Revenue, stating the date of cancellation,
which in no event shall be less than thirty (30) days after receipt of said
notice by the Director of Revenue; however, the Surety shall remain liable for
any and all acts of the Principal covered by this bond up to the date of
cancellation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

WITNESS TO PRINCIPAL'S SIGNATURE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Title Service (Principal)  
(Seal)

WITNESS TO SURETY'S SIGNATURE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Bondsman (Surety) (Seal)

**12 CSR 10-23.150 Administrative Hearing Held Pursuant to Section 301.119, RSMo**

*PURPOSE: This rule establishes the procedures that will be utilized by the director and title service agents for compliance with section 301.119, RSMo.*

(1) A title service agent receiving a notice of revocation/suspension for failure to satisfy the requirements of state law must request a hearing by the date stated on the notice of revocation/suspension. Failure to request the hearing by that date will be considered a waiver of the right to an administrative hearing and will make final, for the purposes of review, the director's decision.

(2) The date of the United States postmark shall be deemed the date of filing. If the request for hearing is delivered by hand, the date of filing shall be deemed to be the date received by the director of revenue or his/her official representative. If any date for performing any act falls on a Saturday, Sunday or legal holiday in this state, the act shall be considered timely provided it is performed on the next succeeding business day.

(3) Hearings will be held in Jefferson City, Missouri. Cases will be placed on the administrative docket in the order in which they are received.

(4) Parties requesting hearings will be notified by first class mail of the date and time of the hearing. A copy of the notice will be sent to the attorneys of record and the parties involved.

(5) Parties requesting hearings will be allowed one (1) continuance at the discretion of the hearing officer, provided good cause is shown. All requests for continuances shall be made in writing, state good cause for the continuance and be signed and verified by the party making the requests or his/her attorney or authorized representative. All requests for continuance must be filed not later than six (6) days prior to the date of the scheduled hearing. The following events or conditions shall constitute good cause to continue a hearing:

(A) Death of a party, representative, or an attorney of a party, or a witness to an essential fact;

(B) Incapacitating illness of a party, or representative, or attorney of a party or witness to an essential fact. The request must contain a written statement by an attending physician reciting the nature and probable duration of the illness; and

(C) Unavailability of a party, representative or attorney or material witness due to an unavoidable emergency.

(6) Cases under section 301.119, RSMo shall be considered contested cases as that term is defined in Chapter 536, RSMo.

(7) Hearing procedures are as follows:

(A) The director of revenue or his/her representative shall state to the requesting party that the director has determined that the title service agent has failed to comply with the provisions of Chapter 301, RSMo and the basis for this decision by the director;

(B) The requesting party may present any new facts which s/he feels may show compliance with the applicable provisions of Chapter 301, RSMo;

(C) Parties may present testimony by affidavit. Affidavits may be filed at the time of hearing or after notice of setting of the hearing. Parties will submit the original and three (3) copies of affidavits;

(D) Failure to appear at the hearing at the stated time will make the decision of the director final as of that date; and

(E) The provisions of Chapter 536, RSMo shall apply to hearings held pursuant to section 301.119, RSMo.

(8) The director shall make findings of fact and conclusions of law and enter his/her decision. All parties will be mailed a copy of the findings of fact and conclusions of law. No decision will be given at the time of the hearing.

(9) The effective date of the director's decision shall be the date set out in the notice of revocation/suspension or the date set in the hearing decision letter, whichever date is later.

(10) Parties may present briefs of law at the time of the hearing.

*AUTHORITY: section 301.119, RSMo 1986.\* Original rule filed Sept. 10, 1984, effective Jan. 12, 1985.*

*\*Original authority: 301.119, RSMo 1984.*

**12 CSR 10-23.160 Good Moral Character of Motor Vehicle Dealers, Manufacturers, Boat Dealers, Salvage Dealers and Title Service Agents**

*PURPOSE: The director of the Department of Revenue is charged with the responsibility of determining that applicants for registration*

*as motor vehicle dealers, salvage dealers and title service agents are of good moral character. This rule establishes the guidelines which will be used to determine if the applicant is eligible for registration.*

(1) Except with a showing of evidence to the contrary, the following will be considered *prima facie* evidence on which the registration of a motor vehicle dealer, manufacturer, boat dealer, salvage dealer or title service agent will be denied because of lack of good moral character if the applicant:

(A) Has ever been convicted in any federal or state court of a felony relating to the acquisition or transfer of motor vehicles, trailers, motor vehicle parts or boats;

(B) Within five (5) years preceding the application, has been convicted in any federal or state court of a felony, within the last three (3) years, or has been convicted in any federal or state court of a misdemeanor relating to the acquisition of or transfer of motor vehicles, trailers, motor vehicle parts or boats; and

(C) Within three (3) years preceding the application, has been convicted in any federal or state court of a misdemeanor, or has shown contempt of laws in civil or administrative proceedings; or has had a motor vehicle dealer registration, manufacturer registration, boat dealer registration, salvage dealer registration or title service agent registration revoked in this or another state and has demonstrated through conduct since the date of the occurrence that no substantial improvement in character or reliability has occurred. A determination by the director of revenue that conduct subsequent to the occurrence in question demonstrated a failure to improve character or reliability will be made only following a notice to the applicant and a subsequent hearing before the director of revenue or his/her representative.

(2) Any dealer or applicant who receives notice of denial or revocation and desires to contest the *prima facie* of the fact(s) recited in subsection (1)(A) or (B) may request a hearing for the purpose of showing substantial rehabilitation or improvement in character sufficient to rebut the presumption created by the cited subsections. Request for a hearing should be submitted to the Director, Motor Vehicle and Driver's Licensing Division, P.O. Box 629, Jefferson City, MO 65105.

*AUTHORITY: sections 301.114, 301.221 and 301.251, RSMo 1986.\* Original rule filed Oct. 15, 1984, effective Feb. 11, 1985.*



Amended: Filed June 4, 1986, effective Aug. 25, 1986.

\*Original authority 301.114, RSMo 1984; 301.221, RSMo 1979, amended 1986; and 301.251, RSMo 1981, amended 1984, 1985, 1986.

### 12 CSR 10-23.170 Registration of Corporation Motor Vehicles/Emission System Inspection Areas

**PURPOSE:** The director of the Department of Revenue is charged with the responsibility to determine that every application for registration of a motor vehicle contains all the information required by law. It is required in certain areas of the state, as part of the annual motor vehicle inspection certificate required for registration, that motor vehicles be tested to determine that the emission system is functioning within specified standards. Certain corporations based within the emission system inspection areas operate motor vehicles which are situated outside of the emission system inspection areas. This rule provides that the emission system inspection requirement does not apply to corporate motor vehicles based and operated exclusively outside of emission system areas.

(1) The requirement that an application for registration of a motor vehicle within an emission system inspection area contain a certificate of emission system inspection shall not apply to motor vehicles owned by corporations based within the inspection areas only upon presentation of the following:

(A) A notarized affidavit stating that the motor vehicle in question is based and operated exclusively in an area of the state not subject to emission system inspection requirements; and

(B) A tax receipt or certified collector's statement showing that the state and county tangible personal property taxes for the preceding year have been paid by the applicant in the county where the motor vehicle(s) is situated or that no taxes were due.

**AUTHORITY:** sections 137.095, 301.025, 301.130 and 307.366, RSMo 1986. \* Original rule filed Jan. 8, 1985, effective June 13, 1985.

\*Original authority 137.095, RSMo 1977, amended 1983, 1985, 1989; 301.025, RSMo 1951, amended 1974, 1984, 1987; 301.130, RSMo 1939, amended 1947, 1949, 1951, 1969, 1977, 1981, 1983, 1986, 1987; and 307.366, RSMo 1983, amended 1984, 1988.

### 12 CSR 10-23.180 Replacement Vehicle Identification Plates

**PURPOSE:** This rule clarifies the issuance of replacement vehicle identification number plates stamped with the original vehicle identification number assigned by the manufacturer of the motor vehicle or trailer by the Department of Revenue.

(1) Upon certified application, the Department of Revenue may authorize the issuance of one (1) metal replacement vehicle identification number (VIN) plate with the original VIN stamped on the plate. The plate will be designed by the department in order to distinguish the replacement plate from the original plate. Before the issuance of any replacement plate, a physical inspection of the vehicle to determine the true and complete VIN must be made by an officer of a law enforcement agency approved by the Department of Revenue for that purpose. The inspecting officer shall certify the inspection in the appropriate place on the application and may retain a copy.

(2) After the replacement VIN plate is issued, the Department of Revenue will forward a copy of the application for replacement VIN (see 12 CSR 10-23.426) plate accompanied by the replacement plate itself to the original inspecting law enforcement agency who will make contact with the vehicle owner.

(3) The attachment of the replacement plate to the vehicle must be made by or under the supervision of the original inspecting law enforcement officer. A certification attesting to the attachment of the plate shall be made on a copy of the application by the officer and the copy will then be returned by the officer to the Department of Revenue. No replacement VIN plate other than one provided by the Department of Revenue shall be affixed to any motor vehicle or trailer.

(4) The fee for the replacement VIN plate will be seven dollars and fifty cents (\$7.50).

**AUTHORITY:** section 301.300, RSMo 1986. \* Original rule filed July 31, 1985, effective Nov. 28, 1985.

\*Original authority: 301.300, RSMo 1939, amended 1941, 1947, 1981, 1984, 1988, 1990.

### 12 CSR 10-23.185 Obscene License Plates

**PURPOSE:** This rule establishes the guidelines for issuing personalized motor vehicle license plates.

(1) Language or symbols which are obscene or profane are not protected by the *United States or Missouri Constitution*. The language or symbols shall not be allowed on any personalized motor vehicle license plate issued under the provisions of section 301.144, RSMo. In determining whether or not requests for personalized motor vehicle license plates contain language or symbols which are obscene or profane, the Department of Revenue will use the standards in section (2).

(2) The following terms, as used in this rule, shall be defined as follows:

(A) **Obscene**—Language or symbols which represent or describe ultimate excretory functions or sexual acts in a patently offensive manner or make lewd reference to the male or female sexual organs and appeal to the prurient interests of the average person applying contemporary community standards (see *Miller v. California*, 415 U.S. 15, 93 S.Ct. 2607 (1973)). Prurient interests, as used in this definition, shall mean shameful or morbid interest in nudity, sex or excretion that goes substantially beyond customary limits or candor in description or representation of these matters (see *Haldeman v. United States*, C.A. Kan., 340 F2d 59 (10th Cir., 1965)); and

(B) **Profane**—Language or symbols which are irreverent or contemptuous of things regarded as sacred or that imply divine condemnation (see *Baker v. State*, 16 Ariz. App. 463, 494 P2d, 68 (1972) and *Duncan v. United States*, 48 F2d 128 (9th Cir., 1931)).

(3) No motor vehicle license plate will be issued by the Department of Revenue if the language or symbols on the plate are obscene or profane. In order to make this determination, the Department of Revenue will look to the way the average person applying contemporary community standards would view the license plate. Factors which the Department of Revenue may consider in this regard include, but are not limited to:

(A) An explanation by the registrant as to why s/he chose particular language or symbols to be on his/her personalized motor vehicle license plate;

(B) Complaints from the public regarding a license plate with the same letters, numbers or symbols as that requested or held by the registrant;

(C) Complaints from the public regarding a license plate with similar letters, numbers or symbols as that requested or held by the registrant;

(D) Dictionary definitions of the language or symbols requested by the registrant; and



(E) Information from other states regarding motor vehicle plates which have not been issued by them because they found them to be obscene or profane.

(4) The Department of Revenue shall recall any personalized motor vehicle license plate which it has already issued if it determines that a plate is obscene or profane.

*AUTHORITY: section 301.144, RSMo Supp. 1991.\* Original rule filed Jan. 6, 1986, effective April 11, 1986. Emergency amendment filed Jan. 2, 1992, effective Jan. 12, 1992, expired May 10, 1992. Amended: Filed Jan. 2, 1992, effective May 14, 1992.*

*\*Original authority: 301.144, RSMo 1977, amended 1979, 1983, 1984, 1989.*





MISSOURI DEPARTMENT OF REVENUE  
 MOTOR VEHICLE BUREAU  
**APPLICATION FOR REPLACEMENT OF VEHICLE  
 IDENTIFICATION NUMBER PLATE**

<b>SEE INSTRUCTIONS ON REVERSE</b>			
<small>VALIDATION ONLY</small>			
REGISTERED OWNER (LAST, FIRST, MIDDLE)			
STREET, R.R. OR P.O. BOX NUMBER			COUNTY
CITY, STATE, ZIP CODE			TELEPHONE NUMBER
YEAR	MAKE	BODY STYLE	VEHICLE IDENTIFICATION NUMBER
MISSOURI TITLE NUMBER	LICENSE NUMBER	LOSS OF VIN PLATE REPORT TO:	DATE
REASON REQUIRED			
<input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> MUTILATED <input type="checkbox"/> DESTROYED			
I certify that the statements above are true and that I am the registered owner of the above described vehicle.			
NOTARY SEAL		APPLICANT'S SIGNATURE	
		SWORN TO AND DESCRIBED BEFORE ME THIS	
		DAY OF _____, 19__	
		NOTARY PUBLIC	COMMISSION EXPIRATION
I certify that on _____ I physically inspected the above described vehicle after the applicant provided satisfactory proof of ownership and found the vehicle identification number to be:			
LAW ENFORCEMENT AGENCY			FILE NUMBER
INSPECTING OFFICER			BADGE NUMBER
I certify that on _____ I did affix the replacement vehicle identification plate number _____ issued by the Department of Revenue to the above vehicle.			
<small>INSERT NUMBER</small>			
LAW ENFORCEMENT AGENCY			
LAW ENFORCEMENT OFFICER			BADGE NUMBER

MO 860-0315 (9-86)      **DISTRIBUTION:** WHITE, YELLOW, PINK - DEPT. OF REVENUE      DOR-923 (9-86)  
 GOLDENROD - INSPECTING LAW ENFORCEMENT AGENCY



**12 CSR 10-23.190 Temporary Permits Sold by a Registered Missouri Motor Vehicle Dealer**  
(Moved to 12 CSR 10-26.180)

**12 CSR 10-23.200 Nonnegotiable Certificate of Title to a Motor Vehicle or Trailer**  
(Rescinded September 9, 1993)

*AUTHORITY: sections 301.010, 301.190 and 301.300, RSMo Supp. 1990. Original rule filed Jan. 17, 1986, effective May 29, 1986. Amended: Filed Nov. 12, 1991, effective March 9, 1992. Rescinded: Filed March 24, 1993, effective Sept. 9, 1993.*

**12 CSR 10-23.210 Congressional Medal of Honor License Plates**

*PURPOSE: This rule clarifies procedures for issuance of Congressional Medal of Honor license plates.*

(1) Congressional Medal of Honor license plates are Missouri license plates containing letters or numbers or combinations of letters and numbers which may be established by the director of revenue.

(2) The license plates shall bear the words CONGRESSIONAL MEDAL OF HONOR in blue lettering on two (2) lines with letters approximately one inch (1") in height on a white background. Immediately to the left of these words shall appear a one (1) or two (2) digit number. The upper left-hand corner of the plate will bear a reproduction of the Congressional Medal of Honor in gold. On the top of the license plate shall appear the words MISSOURI and JUL.

(3) Congressional Medal of Honor license plates will be issued only to recipients of the Congressional Medal of Honor and may be issued to any motor vehicle other than a commercial motor vehicle licensed for more than twelve thousand pounds (12,000 lbs.).

(4) Congressional Medal of Honor license plates shall be issued only to motor vehicles which are owned solely or jointly by recipients of the medal.

(5) Any person desiring to obtain Congressional Medal of Honor license plates must make application for the set of two (2) plates.

(6) Each initial application for Congressional Medal of Honor plates shall be submitted to the Department of Revenue, P.O. Box 100,

Jefferson City, MO 65105 and shall be accompanied by a letter from the United States Veterans Administration verifying the person was a recipient of the Congressional Medal of Honor. Upon approval, Congressional Medal of Honor license plates will be issued from the Motor Vehicle Bureau Central Office. Subsequent annual renewal may be accomplished at any branch or fee agent office statewide.

(7) Applicants for Congressional Medal of Honor license plates shall be required to comply with all Missouri laws and rules relating to the titling and registration of motor vehicles.

(8) Applications for renewal of Congressional Medal of Honor license plates shall be filed with the Department of Revenue prior to the last regular work day of July each year.

(9) Each person qualifying for a Congressional Medal of Honor license plate may license only one (1) motor vehicle with a Congressional Medal of Honor license plate.

(10) There shall be no fee charged for a Congressional Medal of Honor license plate.

*AUTHORITY: section 301.145, RSMo 1986. \* Original rule filed Jan. 22, 1986, effective May 11, 1986. Amended: Filed Nov. 13, 1986, effective Feb. 28, 1987.*

*\*Original authority: 301.145, RSMo 1986.*

**12 CSR 10-23.220 Motor Vehicle Fee and Tax Refund Requests**

*PURPOSE: This rule clarifies when a request for refund of motor vehicle fees and taxes will be approved or denied.*

(1) The Department of Revenue will approve a request for refund unless the request is made pursuant to circumstances including, but not limited to, the following:

(A) In any case of a casualty loss when the loss of a motor vehicle or trailer was partial rather than total;

(B) In any case of a total casualty loss where the date of sale of a replacement vehicle, as evidenced by the date the notary acknowledged the transferor's signature, on a Manufacturer's Statement of Origin or a Missouri certificate of title was more than ninety (90) days prior to or after the date the casualty loss proceeds were certified to the loss payee;

(C) In any case where the date of sale of an original vehicle, as evidenced on the Missouri certificate of title by a notary seal, dates more than ninety (90) days before or after the date of purchase of a new replacement vehicle. The date of sale of a new vehicle shall be evidenced on the Manufacturer's Statement of Origin by the date the notary acknowledged the signature of the transferor;

(D) In any case where the date of sale of an original vehicle, as evidenced on the Missouri certificate of title by a notary seal, dates more than ninety (90) days before or after the date of purchase of a used replacement vehicle. The date of purchase of the used replacement vehicle shall be evidenced on the Missouri certificate of title by the date the notary acknowledged the signature of the transferor;

(E) In any case where the original vehicle sold or destroyed is owned by a title holder of record other than the title holder of the replacement vehicle. The title holder(s) of the original vehicle must be, in fact, the same as the title holder(s) of the replacement vehicle in order to qualify for the tax exemption under section 144.025 or 144.027, RSMo;

(F) In any case where an individual or an organization was not the holder of a valid tax exemption number on the date the vehicle was purchased;

(G) In any case where the claim is for refund of registration fees; and

(H) In any case where the claim for refund was filed more than two (2) years from the date the tax was paid.

(2) The Department of Revenue will refund taxes erroneously paid in connection with the titling of a motor vehicle or trailer that is later determined to have been stolen or when a purchase of a motor vehicle is rescinded within sixty (60) days of the purchase date.

(3) Proceeds, as used in section 144.027, RSMo, are defined as the amount in the form of cash or a check actually received from the insurance company. The deductible amount under the policy shall not be added to the amount of the check to total the proceeds.

*AUTHORITY: section 144.270, RSMo 1986. \* Original rule filed March 3, 1986, effective June 28, 1986. Amended: Filed Nov. 18, 1986, effective March 12, 1987.*

*\*Original authority: 144.270, RSMo 1939, amended 1941, 1943, 1945, 1947, 1955, 1961.*



### 12 CSR 10-23.230 Legal Sale of Motor Vehicle or Trailer

*PURPOSE: This rule clarifies that, as of August 28, 1989, the form of warranty prescribed by the director of revenue for assignments of title to motor vehicles does not require acknowledgment of the transferor's signature by a notary public. In addition, this rule clarifies that assignments of title made on or after August 28, 1989, which do not include a notarial acknowledgment of the transferor's signature, are not procedurally defective.*

(1) Any assignment of a motor vehicle or trailer certificate of title made on or after August 28, 1989, and before February 11, 1991, is not procedurally defective by reason of the transferor's signature not being acknowledged by a notary public.

(2) Beginning on August 28, 1989, an assignment of a certificate of title does not require an acknowledgment of the transferor's signature by a notary public. As of that date, the form of warranty of title prescribed by the director of revenue for the proper assignment of certificate of title pursuant to section 301.210, RSMo removed any requirement that the transferor's signature be notarized.

*AUTHORITY: section 301.210, RSMo 1986.\* Original rule filed March 3, 1986, effective June 28, 1986. Emergency rescission filed Jan. 3, 1991, effective Jan. 13, 1991, expired May 13, 1991. Rescinded: Filed Jan. 3, 1991, effective June 10, 1991. Emergency rule filed Feb. 1, 1991, effective Feb. 11, 1991, expired June 10, 1991. Readopted: Filed Feb. 1, 1991, effective June 10, 1991.*

*\*Original authority: 301.210, RSMo 1939, amended 1947, 1984, 1991.*

### 12 CSR 10-23.240 Recording of Mileage on an Application for Certificate of Title (Rescinded July 8, 1991)

*AUTHORITY: sections 301.190, 301.210 and 407.536, RSMo 1986. Original rule filed March 3, 1986, effective June 28, 1986. Amended: Filed Dec. 2, 1986, effective March 12, 1987. Rescinded: Filed Feb. 15 1991, effective July 8, 1991.*

### 12 CSR 10-23.250 Registration and Classification of Commercial Motor Vehicles

*PURPOSE: This rule sets forth the requirements for the registration and classification of commercial motor vehicles.*

(1) The intended usage of a motor vehicle shall determine how a vehicle is to be registered unless the registration is otherwise defined by statute. An applicant shall designate at the time of registration the type of usage for which the vehicle shall be principally used.

(2) A commercial motor vehicle is a motor vehicle designed for or regularly used for carrying freight and merchandise or more than eight (8) persons, excepting vanpools or shuttle buses. Commercial use of the vehicle shall be presumed where the vehicle is regularly used for the carrying of freight or persons for more than fifty percent (50%) of the driving time or mileage of the vehicle.

(3) The registrant of a van, truck or station wagon who registers the vehicle as non-commercial shall provide the department with a notarized affidavit that the commercial use of the motor vehicle comprises less than fifty percent (50%) of the use of the vehicle.

*AUTHORITY: sections 301.010, 301.020 and 301.030, RSMo 1986.\* Original rule filed March 3, 1986, effective June 28, 1986.*

*\*Original authority: 301.010, RSMo 1939, amended 1945, 1949, 1951, 1969, 1974, 1979, 1980, 1983, 1983, 1985, 1986, 1986, 1987, 1988, 1989; 301.020, RSMo 1939, amended 1943, 1945, 1949, 1957, 1969, 1985, 1986, 1988, 1988, 1989; and 301.030, RSMo 1947, amended 1951, 1965, 1974, 1983, 1986.*

### 12 CSR 10-23.255 Replacement Vehicle Identification Number Tabs—DR and DRX Numbers

*PURPOSE: This rule clarifies the issuance of Department of Revenue vehicle identification number tabs to motor vehicles and trailers which were never assigned a vehicle identification number plate by their manufacturer; have had a number destroyed, removed, covered or altered; or were reconstructed with various major component parts of other motor vehicles or trailers which have conflicting or different vehicle identification number plate numbers.*

(1) Upon certified application, the department may authorize the issuance of one (1) adhesive vehicle identification number (VIN) tab which shall be affixed in an upright position to the inside facing of the driver's door adjacent to the number it is replacing on a motor vehicle; or in a prominent, upright position on the left side near the corner of a

trailer and which shall serve as the VIN of the motor vehicle or trailer.

(2) Before the issuance of any VIN tab to a motor vehicle, a physical inspection of the motor vehicle to determine the need for a replacement vehicle identification number tab (DR Number) must be made by an officer of a law enforcement agency approved by the department for that purpose. The inspecting officer shall certify the inspection on a Vehicle Examination Certificate provided by the department and may retain a copy. The inspecting officer shall also provide a copy of the Vehicle Examination Certificate to the owner. If the Vehicle Examination Certificate indicates conflicting VINs for the public VIN and the police VIN, and at least three (3) or more new or used major component parts have been used in reconstructing the vehicle, the department will issue a replacement vehicle identification number tab (DR Number) for the inspecting officer to affix to the motor vehicle as described in section (1).

(3) Before issuance of any VIN tab to the owner of a homemade trailer, the owner must present verification from an official Missouri Motor Vehicle Inspection Station that the trailer is indeed homemade. The certificate will describe the trailer as HMDE and record the VIN as NONE. To obtain a DRX Number, the owner must submit the inspection certificate along with a completed Department of Revenue Form 50, Application for DRX Number.

(4) Before issuance of any VIN tab to the owner of a manufactured trailer, the need for a DR Number must be established through inspection of the trailer by a designated, official Motor Vehicle Inspection Station. If the manufactured trailer does not have a VIN, the inspection station will record UNKNOWN in the appropriate area on the inspection certificate. The department will issue, upon certified application for title by the owner, a DR Number for the trailer. The DR Number tab shall be affixed by the owner as described in section (1).

(5) If the make of a manufactured trailer cannot be determined by the inspection station, the station will record the make as UMFG on the inspection certificate. In addition, if the manufactured trailer lacks a VIN, the department will issue, upon certified application for title by the owner, a DRX Number for the trailer. The DRX Number tab shall be affixed by the owner as described in section (1).



*AUTHORITY: sections 301.020 and 301.380, RSMo 1986.\* Original rule filed March 21, 1986, effective July 11, 1986.*

*\*Original authority 301.020, RSMo 1939, amended 1943, 1945, 1949, 1957, 1969, 1985, 1986, 1988, 1988, 1989 and 301.380, RSMo 1939, amended 1945, 1949, 1984.*



MISSOURI DEPARTMENT OF REVENUE  
 MOTOR VEHICLE BUREAU  
**APPLICATION FOR DRX NUMBER**

ANY FALSE STATEMENT IN THIS APPLICATION IS A VIOLATION OF LAW AND MAY BE PUNISHED BY FINE, IMPRISONMENT OR BOTH. (301.420 RSMo.)			
VALIDATION ONLY			
NAME (LAST)		NAME (FIRST) (MIDDLE)	
ADDRESS			COUNTY
CITY			ZIP CODE
YEAR	MAKE <b>HMDE</b>	ASSIGNED DRX NUMBER <b>DRX-</b>	MO YEAR
APPLICANT STATES THAT HE IS THE LAWFUL OWNER OF THE HOMEMADE TRAILER DESCRIBED IN THE TITLE APPLICATION. HE FURTHER STATES THAT HE WILL ATTACH THE ASSIGNED TRAILER IDENTIFICATION NUMBER PLATE IN AN APPROPRIATE PLACE ON THE RIGHT FRONT WHERE IT WILL BE EASILY ACCESSIBLE AND NOT SUBJECT TO DEFAACEMENT OR DESTRUCTION.			
<b>OWNER'S SIGNATURE</b>			
X			
STATE	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF 19		COUNTY (OR CITY OF ST. LOUIS)
NOTARY PUBLIC EMBOSSER SEAL	NOTARY PUBLIC SIGNATURE		MY COMMISSION EXPIRES
	NOTARY PUBLIC NAME (TYPED OR PRINTED)		
	<b>USE RUBBER STAMP IN CLEAR AREA BELOW.</b>		

MO 860-0358 (6-89) **DISTRIBUTION:** WHITE - ORIGINAL CANARY - AGENT PINK - APPLICANT DOR-80 (6-89)



**12 CSR 10-23.260 Inspection of Foreign Motor Vehicles Prior to Titling**

*\*Original authority: 301.190, RSMo 1939, amended 1947, 1965, 1981, 1983, 1984, 1985, 1986, 1986, 1987, 1988, 1989, 1990.*

*PURPOSE: This rule sets forth the procedures for issuance of Missouri certificates of title to foreign motor vehicles not specifically manufactured for importation into this country.*

*Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the material referenced has been filed with the secretary of state. This material may be found at the Office of the Secretary of State or at the headquarters of the agency and is available to any interested person at a cost established by state law.*

(1) Some vehicles are not manufactured for importation into the United States. In order for a certificate of title to be issued, the department requires any motor vehicle imported by a registered Missouri motor vehicle dealer, or an individual, which vehicle is not manufactured for importation into the United States, to be inspected by a member of the Missouri State Highway Patrol. At the time of the inspection, the Missouri State Highway Patrol will complete a Vehicle Examination Certificate, DOR Form 551. This form indicates that the vehicle identification number has been verified and is correct.

(2) Some motor vehicles which are purchased by Missouri residents in another country and imported into the United States are manufactured for importation into the United States and conform to all legal standards. The ownership document for these vehicles is usually a Manufacturer's Statement of Origin similar to the type issued for a motor vehicle constructed by an American manufacturer.

(A) Any application for title to a motor vehicle imported into the United States which is accompanied by a Manufacturer's Statement of Origin need not be accompanied by a DOR Form 551(B). If problems are encountered at the time the application is entered into the Department of Revenue's computer, the central office will inform the applicant to contact the Missouri State Highway Patrol to request that they inspect the vehicle and complete a Vehicle Examination Certificate.

*AUTHORITY: section 301.190, RSMo 1986.\* Original rule filed March 21, 1986, effective July 11, 1986.*



MISSOURI DEPARTMENT OF REVENUE  
MOTOR VEHICLE BUREAU  
**VEHICLE EXAMINATION CERTIFICATE  
AND AFFIDAVIT**

FORM  
**551**  
(REV. 4-89)

**RETURN TO:**  
Missouri Department of Revenue  
Motor Vehicle Bureau  
P. O. Box 3325  
Jefferson City, Missouri 65105-3325  
Phone (314) - 751-2609

1. APPLICANT'S NAME			VALIDATION ONLY	
2. STREET ADDRESS				
3. CITY	4. STATE	5. ZIP CODE	6. TELEPHONE NUMBER ( )	7. SALVAGE BUSINESS NO. (IF APPLICABLE)

8. CHECK WHICH OF THE PARTS LISTED BELOW WERE INSTALLED ON THE MOTOR VEHICLE AND FILL IN THE REQUESTED INFORMATION FOR EACH. PHOTOCOPIES OF THE FRONT AND BACK OF THE CERTIFICATE OF TITLE OR JUNKING CERTIFICATE TO THE VEHICLE(S) FROM WHICH EACH OF THE PARTS LISTED BELOW WERE TAKEN MUST BE SUBMITTED ALONG WITH CORRESPONDING DESCRIPTIVE, NOTARIZED BILLS OF SALE. (EXCEPT MOTOR/ENGINE AND TRANSMISSION)

PARTS	YEAR	MAKE	SERIAL NUMBER	TITLE NUMBER	STATE
<input type="checkbox"/> COWL					
<input type="checkbox"/> REAR CLIP					
<input type="checkbox"/> FRAME					
<input type="checkbox"/> BODY					
<input type="checkbox"/> CAB					
<input type="checkbox"/> FRONT CLIP					
<input type="checkbox"/> FRONT-END ASSEMBLY					
<input type="checkbox"/> MOTOR/ENGINE					
<input type="checkbox"/> TRANSMISSION					

9. LIST ANY OTHER ESSENTIAL PARTS SUCH AS BUMPER, HOOD, FENDER, GRILLE, TRUNK LID, DOORS AND ATTACH CORRESPONDING BILLS OF SALE.

I DO HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. IF A "DR" NUMBER IS ASSIGNED, I FURTHER PLEDGE THAT THIS NUMBER SHALL BE AFFIXED TO THE MOTOR VEHICLE, AS DIRECTED BY THE DEPARTMENT OF REVENUE, WITHIN FIVE DAYS AFTER ASSIGNMENT.

10. SIGNATURE OF OWNER OR AUTHORIZED AGENT  
**X**

NOTARY PUBLIC EMBOSSEER SEAL	STATE OF	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS	
	DAY OF	19
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES
NOTARY PUBLIC NAME (TYPED OR PRINTED)		

**USE RUBBER STAMP IN CLEAR AREA BELOW.**

**FOR AUTHORIZED LAW ENFORCEMENT AGENCY USE ONLY - DO NOT WRITE BELOW THIS LINE**

11. MAKE	12. YEAR	13. PUBLIC VIN	YEAR
14. MILEAGE	15. CYL.	16. POLICE VIN	YEAR
17. MODEL		18. ENGINE VIN	YEAR
19. COLOR		20. TRANSMISSION VIN	YEAR
21. BODY STYLE		22. EPA STICKER	YEAR

23. CHECK WHICH OF THE FOLLOWING PARTS WERE CHANGED  
 COWL  REAR CLIP  FRAME  BODY  CAB  FRONT CLIP  FRONT-END ASSEMBLY  MOTOR/ENGINE

24. THIS VEHICLE IS A NON-USA STD MOTOR VEHICLE (CHECK IF APPLICABLE)

25. REMARKS (USE ADDITIONAL SHEET OF PAPER IF NECESSARY):

26. I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT MY PHYSICAL INSPECTION OF THIS VEHICLE ON \_\_\_\_\_, 19\_\_\_\_ DISCLOSED THAT NO PERTINENT SERIAL NUMBERED PARTS OR VEHICLE IDENTIFICATION NUMBERS CAME FROM OR BELONG TO STOLEN VEHICLES. I FURTHER CERTIFY THAT THE INFORMATION IN ITEMS 11 THRU 25 IS TRUE AND ACCURATE IN FORM AND CONTENT.

27. LAW ENFORCEMENT AGENCY	28. FILE NUMBER
29. EXAMINING OFFICER'S SIGNATURE	30. EXAMINING OFFICER'S PHONE NUMBER ( )
	31. BADGE NUMBER

MO 860-0113 (4-89)      **DISTRIBUTION:** WHITE - APPLICANT SUBMIT TO REVENUE    CANARY - EXAMINING OFFICER  
PINK - REVENUE    GOLDENROD - OFFICE AUDIT COPY



FORM 551

PAGE 2

PLEASE REVIEW THE DEFINITIONS BELOW TO DETERMINE HOW YOUR MOTOR VEHICLE WILL BE CLASSIFIED AND TITLED.

**REBUILT MOTOR VEHICLE** - A motor vehicle which has been repaired or restored to its original appearance and design by means of repaired sheet metal and/or by replacement of new or major parts such as the bumper, hood, fender, grille, trunk lid, and doors of the same vehicle make, model, or description excluding major component parts (see definition of major component parts below). An original Missouri certificate of title will be issued for a rebuilt motor vehicle which conforms to this definition.

**RECONSTRUCTED MOTOR VEHICLE** - A vehicle that is altered from its original construction by the addition or substitution of two or more new or used major component parts, excluding motor vehicles made from all new parts, and new multistage manufactured vehicles.

**MOTOR CHANGE MOTOR VEHICLE** - A vehicle manufactured prior to August, 1957, which receives a new, rebuilt or used engine, and which used the number stamped on the original engine as the vehicle identification number.

**SPECIALY CONSTRUCTED MOTOR VEHICLE** - A motor vehicle which has not been originally constructed under a distinctive name, make, model, or type by a manufacturer of motor vehicles (EXAMPLE - DUNE BUGGY). The term "specially constructed motor vehicle" includes kit vehicles. The Missouri Certificate of Title issued will be stamped "Specially Constructed".

**KIT MOTOR VEHICLE** - A motor vehicle assembled by a person other than a generally recognized manufacturer of motor vehicles by the use of a "glider kit" or replica purchased from an authorized manufacturer and accompanied by a manufacturer's statement of origin. The "kit" may include the cab, drive train, etc. The Missouri Certificate of Title issued will be stamped "Specially Constructed."

**NON-USA-STD MOTOR VEHICLE** - A motor vehicle not originally manufactured in compliance with United States emissions or safety standards.

**MAJOR COMPONENT PARTS** - Include the following parts of a motor vehicle: rear clip, cowl, frame, front end assembly, front clip, body and cab.

**MAJOR COMPONENT PARTS**

- I. **FRONT-END ASSEMBLY** - An entire unit consisting of that portion of the body from the firewall forward, i.e., hood, both fenders, inner skirt of fenders, radiator or core support, and grille.
- II. **FRONT CLIP** - All parts of the front-end assembly plus complete cowl. It may include instrumentation and steering column. It requires cutting of vehicle floor and windshield post.
- III. **CAB** - The passenger compartment of a common truck. It is a one-piece sheet metal construction which may or may not include glass, instrumentation, steering column, and seat.
- IV. **REAR CLIP** - The complete rear sheet metal assembly formed by severing the vehicle across the floor and either through the windshield post or through the rear window post.
- V. **COWL** - The sheet metal formed by severing the vehicle across the floor in the vicinity of the front seat and severing the windshield posts. It does not include parts forward of the firewall. If a cowl is included as an integrated part of a front clip, front-end assembly, or rear clip, it will not be considered a major component part for the purpose of determining the number of such parts used in reconstructing a vehicle.
- VI. **FRAME** - The steel basic structure which runs the entire length of some vehicles and onto which the suspension parts are bolted to the lower side and the body is bolted to the top side. Unibody vehicles do not have this type of frame.
- VII. **BODY** - The shell, either of a unibody or frame-type passenger vehicle, which consists of a one-piece, integrated sheet metal construction extending from the firewall back. The body includes a cowl but not a front-end assembly. It may or may not include an interior, doors, and deck lid.

These definitions are provided for general reference only. They are subject to change. The Department of Revenue's current Administrative Rule on this subject shall control.



### 12 CSR 10-23.265 Statements of Non-Interest

*PURPOSE: This rule sets forth the requirements to retitle when an assignment of title is erroneously completed.*

(1) Whenever an assignment of title is erroneously completed or the sale of the vehicle is not consummated within sixty (60) days after the assignment of title, the seller of the vehicle must comply with one (1) of the requirements outlined as follows:

(A) If the seller of the vehicle is not a Missouri registered motor vehicle dealer, the seller of the vehicle must obtain a duplicate certificate of title from this department before the ownership of the vehicle may be transferred to another individual. The seller will be required to submit the following documents in order to obtain the duplicate title:

1. Application for Duplicate Title, DOR-108;
2. The mutilated certificate of title;
3. A statement signed by the seller and the individual (purchaser) to whom the vehicle was assigned stating the date and reason the sale was not completed;
4. A statement from any lienholder which may have been recorded in the assignment of title; and
5. Required duplicate title fee;

(B) If the seller of the vehicle is a Missouri registered motor vehicle dealer, the dealership will not be required to obtain a duplicate certificate of title in the previous owner's name but will be required to obtain an original title in the name of the dealership before the ownership of the vehicle may be transferred to another individual or dealership. The dealership will be required to submit the following documents in order to obtain the original title:

1. Application for Title, DOR-108;
2. The mutilated certificate of title;
3. A statement signed by a representative of the dealership and the individual (purchaser) to whom the vehicle was assigned stating the date and reason the sale was not completed;
4. A statement from any lienholder which may have been recorded in the assignment of title; and
5. Required title fee; and

(C) If the assignment of title by the dealership occurred on an original certificate of title issued in the name of that dealership, the dealership would be required to make an application for duplicate title as required in subsection (1)(A).

(2) If the sale of the vehicle is rescinded within sixty (60) days from the date of vehicle purchase, the purchaser/seller may apply for a refund of any taxes paid on the acquisition of the vehicle within one (1) year after the payment of taxes.

(3) This rule applies to Certificates of Title issued by Missouri as well as other states. It does not affect assignments of ownership on Manufacturers' Statements of Origin.

*AUTHORITY: sections 301.190, and 301.210, RSMo Supp. 1998.\* Original rule filed March 21, 1986, effective July 26, 1986. Amended: Filed June 30, 1999, effective Dec. 30, 1999.*

*\*Original authority: 301.190, RSMo 1939, amended 1947, 1965, 1981, 1983, 1984, 1985, 1986, 1986, 1987, 1988, 1989, 1990, 1992, 1997 and 301.210, RSMo 1939, amended 1947, 1984, 1991, 1997.*

### 12 CSR 10-23.270 Watercraft Identification Plates

*PURPOSE: This rule sets forth the procedures for issuance of watercraft identification plates.*

(1) Every watercraft sold in this state after January 1, 1970, must have die stamped on or within three feet (3') of the transom or stern a factory number or serial number. If the watercraft does not have a factory or serial number, the owner must make application to the Department of Revenue for the issuance of a new or replacement identification number plate to be affixed to the watercraft. Upon application, the Department of Revenue may authorize the issuance of one (1) metal identification plate which will serve as the identification number of the watercraft.

(2) Before the issuance of any metal identification plate, a physical inspection of the watercraft shall be made by an officer of a law enforcement agency approved by the Department of Revenue for that purpose. The physical inspection of the watercraft will determine either the true and complete identification number for the watercraft or that no identification number exists. The inspecting officer shall certify the physical inspection on the Boat/Outboard Motor Certification provided by the department.

(3) If the physical inspection of the watercraft discloses that the watercraft is homemade, the assigned identification number will begin with the prefix MOZ followed by the last two

(2) numeric digits of the calendar year the watercraft was constructed, a three (3) numeric digit control number and four (4) numeric digits which will identify the month and year of issuance.

(4) If the physical inspection of the watercraft discloses the true and complete identification number, the assigned identification number will contain the same identification number as placed on the watercraft by the manufacturer of the watercraft.

(5) If the physical inspection of the watercraft discloses that the watercraft is manufactured and the true and complete identification number cannot be determined, the assigned identification number will begin with the prefix MOM followed by the last two (2) numeric digits of the calendar year the watercraft was manufactured, a three (3) numeric digit control number and four (4) numeric digits which will identify the month and year of issuance.

(6) After the identification plate is issued, the watercraft owner will affix the identification plate on or within three feet (3') of the transom or stern of the watercraft.

(7) The fee for the identification plate will be seven dollars and fifty cents (\$7.50) per identification plate.

*AUTHORITY: section 306.030, RSMo 1986.\* Emergency rule filed March 17, 1986, effective March 27, 1986, expired July 25, 1986. Original rule filed March 17, 1986, effective June 28, 1986.*

*\*Original authority: 306.030, RSMo 1959, amended 1969, 1975, 1985.*

### 12 CSR 10-23.275 Recognition of Nonresident Disabled Person Windshield Placards

*PURPOSE: This rule sets forth the criteria by which Missouri will recognize and honor vehicles displaying disabled person windshield placards or disabled emblems issued to resident or nonresident operators of these vehicles by the United States government, another state, District of Columbia, or territory or possession of the United States.*

(1) Missouri shall honor disabled person windshield placards or federally issued disabled emblems displayed in or on vehicles of resident or nonresident operators at all times when the vehicles are operated by residents or nonresidents within this state and





specifically when the vehicles are located in parking spaces designated for the disabled. The following conditions apply:

(A) The vehicle shall be duly registered for the current year in its respective state, District of Columbia, or territory or possession of the United States;

(B) The operator of the vehicle shall comply with the provisions of section 301.143, RSMo, which allows political subdivisions of Missouri to designate parking spaces for the exclusive use of vehicles displaying a distinguishing disabled person windshield placard; and

(C) Nothing in this rule, in any way, shall be interpreted to allow a resident or nonresident operator of a vehicle displaying a disabled person windshield placard or federally issued disabled emblem to violate any state statute or lawful political subdivision's ordinances governing parking of vehicles within the boundaries of the political subdivision.

*AUTHORITY: sections 301.142, RSMo Supp. 2001 and 301.271, RSMo 2000.\* Original rule filed April 21, 1986, effective Aug. 11, 1986. Amended: Filed Nov. 12, 1991, effective March 9, 1992. Amended: Filed Sept. 27, 2001, effective March 30, 2002.*

*\*Original authority: 301.142, RSMo 1977, amended 1981, 1982, 1983, 1986, 1987, 1991, 1995, 1997, 1998, 1999, 2001 and 301.271, RSMo 1958.*

#### 12 CSR 10-23.280 Replacement of Multiyear License Plates

*PURPOSE: This rule sets forth the procedures for replacement of multiyear license plates.*

(1) In January 1979 the Department of Revenue began issuing multiyear license plates. The categories of multiyear license plates are: passenger; recreational vehicle; motorcycle; motortricycle; commercial motor vehicles licensed as Local (L) 6000 and 12,000, Beyond Local (BL) 9000, BL 6000 and 12,000; shuttle bus; and van pool. These license plates were subjected to manufacturing processes which guarantee a minimum useful life of five (5) years. Holders of multiyear license plates issued at least five (5) years previously may be issued new license plates upon the payment of the annual registration (renewal) fee subject to the procedures outlined that follow:

(A) If the owner of multiyear license plates requests new plates upon renewal and surrenders the old license plates, new license plates from the office's current inventory stock may

be issued upon the payment of only the appropriate renewal fee;

(B) If the owner of multiyear license plates requests new plates upon renewal, but refuses to surrender the old license plates in his/her possession, new license plates from the office's current inventory stock may be issued upon the payment of the appropriate regular registration fee and the failure to renew fee;

(C) If the owner of multiyear license plates requests new license plates upon renewal, but declares that s/he cannot surrender his/her old license plates because they were lost, stolen or destroyed, the applicant must complete an application for replacement plates and pay the appropriate replacement plate charge in addition to the regular registration fee. The applicant will be issued validation tabs from the current inventory stock and a replacement permit and receipt. The replacement plates will be manufactured with the same configuration as the original plates and will be mailed to the applicant. The applicant will affix the new validation tabs to the replacement plates when they are received by him/her;

(D) If the owner of multiyear license plates requests new plates at any time other than during the month of renewal because the license plates currently on the vehicle are at least five (5) years old, s/he may be issued replacement plates at no fee; however, the applicant must surrender the damaged license plates. The applicant will be issued replacement tabs and a replacement permit and receipt. The replacement plates will be manufactured with the same configuration as the original plates and mailed to the applicant;

(E) If the owner of multiyear license plates which are at least five (5) years old, purchases another vehicle and does not wish to transfer the license plates, the applicant may pay the appropriate transfer fee, surrender the old plates and be issued replacement plates at no fee. The applicant will be issued replacement tabs, a replacement permit and receipt. The replacement plates will be manufactured with the same configuration as the original plates and mailed to the applicant;

(F) If the owner of multiyear license plates, which are at least five (5) years old, purchases another vehicle but does not wish to transfer the old license plates and refuses to surrender them, s/he may be issued a new set of license plates from the branch or fee agent office's current inventory stock. S/he will be required to pay the appropriate registration fee and the failure to transfer fee; and

(G) If the owner of multiyear license plates, which are at least five (5) years old, has only one (1) license plate to surrender

and declares the other license plate was lost, stolen or destroyed, s/he may be issued a new set of multiyear license plates under the procedures established in subsection (1)(A) of this rule. The applicant will not be required to pay the failure to renew fee or apply for one (1) replacement plate.

(2) An owner of multiyear license plates, which are less than five (5) years old, who either refuses to renew or to transfer the plates will be issued new plates, be charged the appropriate renewal fee and be charged either a failure to renew or failure to transfer fee, whichever is applicable.

*AUTHORITY: section 301.130, RSMo 1986.\* Original rule filed April 21, 1986, effective Aug. 11, 1986.*

*\*Original authority: 301.130, RSMo 1939, amended 1947, 1949, 1951, 1969, 1977, 1981, 1983, 1986.*

#### 12 CSR 10-23.285 Titling of Motor Vehicles Sold Without Safety Inspections

*PURPOSE: This rule clarifies when an original Missouri certificate of title versus a salvage certificate of title shall be issued to owners of vehicles purchased for junk, salvage or for the purpose of rebuilding in accordance with section 307.380, RSMo.*

(1) If the purchaser (owner) of the vehicle declares that the vehicle requires only the repairs necessary to enable it to pass a safety inspection, the department may issue an original Missouri certificate of title in the owner's name.

(2) If the purchaser (owner) of the vehicle declares that the vehicle requires reconstruction or rebuilding which would involve installation of new or used essential parts, the department may issue a salvage Missouri certificate of title in the owner's name.

*AUTHORITY: section 307.380, RSMo Supp. 1987.\* Original rule filed April 21, 1986, effective Aug. 11, 1986.*

*\*Original authority: 307.380, RSMo 1939, amended 1947, 1949, 1951, 1969, 1977, 1981, 1983, 1986, 1987.*

#### 12 CSR 10-23.290 Use of License Plates After Name Change

*PURPOSE: This rule clarifies when continued use of previously issued license plates is permissible by providing examples of various name-change situations.*





(1) In title transactions which involve a name change only, with no change of ownership, the owner may change the name on the certificate of title and continue to use the same license plates assigned to the vehicle until they expire.

(2) It will be the owner's responsibility to submit proof that the name s/he is changing from and the name s/he is changing to are the same owner(s), and no change of ownership has occurred. This proof may be by certified copy of the name-change document issued by the Office of the Secretary of State or court order.

(3) If the entire ownership of a business is sold to another individual, partnership or corporation, the registration of any commercial motor vehicles owned by the business may be transferred to the new owner. A statement from the seller which gives permission for the new owners to use the license plates currently on the vehicles until their date of expiration is required. This statement is sometimes included as part of the sale contract.

(4) Examples.

(A) Corporate Name Change. ABC Corporation changes its name to DEF Corporation with no change of owners. A name-change document from the secretary of state is required. The old license plate may be used. No transfer fee will be charged unless the corporation is transferring the license from one (1) vehicle to another. If a name-change document is not presented, new license plates must be purchased.

(B) Corporate Name Change—Additional Owners. ABC Corporation owned by two (2) people changes its name to DEF Corporation which will be owned by four (4) people. A change of ownership is involved. New license plates are required. New license plates will not be required for any commercial motor vehicles involved in the change of ownership. A statement from the seller will be required.

(C) Corporate Distribution to Shareholder. ABC Corporation, owned by John Doe, wants to retitle a vehicle with the corporation's name to the individual's name. A change of ownership is involved. New license plates are required. New license plates will not be required for any commercial motor vehicles involved in the change of ownership. A statement from the seller will be required.

(D) Shareholder Contribution to Corporation. John Doe wants to retitle his privately owned vehicle to his corporation's name, ABC Corporation. A change of ownership is involved. New license plates are

required. New license plates will not be required for any commercial motor vehicles involved in the change of ownership. A statement from the seller will be required.

(E) Incorporation of a Company. XYZ Company incorporates and changes to XYZ Corporation. A change of ownership is involved. New license plates are required. New license plates will not be required for any commercial motor vehicles involved in the change of ownership. A statement from the seller will be required.

(F) Company Name Change. XYZ Company changes its name to ABC Company with no change of ownership. A name-change document from the secretary of state is required. The old license plates may be used. No transfer fee is charged unless the company or corporation is transferring the license from one (1) vehicle to another. If a name-change document cannot be presented, new license plates must be purchased.

(G) Individual to Company Name Change. John Doe wants to retitle his privately owned vehicle to his privately owned company, John's Delivery Company. A copy of Registration of Fictitious Name form filed with the secretary of state is required. The old license plates may be used. No transfer fee is charged unless John Doe is transferring the license plates from one (1) vehicle to another. If the Registration of Fictitious Name form cannot be presented, new license plates must be purchased.

(H) Company Name Change—Additional Owners. ABC Company owned by two (2) people changes its name to XYZ Company owned by four (4) people. A change of ownership is involved. New license plates are required. New license plates will not be required for any commercial motor vehicles involved in the change of ownership. A statement from the seller will be required.

(I) Individual Name Change. Because of marriage, divorce or establishment of name by common usage, Mary Jones changes her last name on a certificate of title to Mary Johnson. Mary must present her Missouri driver's license showing her name. This will constitute sufficient proof of name change. If Mary does not have a Missouri driver's license, or has not applied for a new driver's license which reflects her name change, she must complete an affidavit stating her name change was due to marriage or divorce, or present three (3) affidavits stating the name change was due to establishment of name by common usage. Her old license plates may be used if Mary's previous name was on the original title.

(J) Court Authorized Individual Name Change. John Brown wants to change his

name to Bobby Smith on a certificate of title. A certified copy of the court order authorizing the name change is required. His old license plates may be used.

*AUTHORITY: sections 301.140, RSMo Supp. 1987 and 301.442, RSMo 1986.\* Original rule filed April 21, 1986, effective Aug. 11, 1986.*

*\*Original authority: 301.140, RSMo 1987, amended 1947, 1951, 1978, 1979, 1986, 1987 and 301.442, RSMo 1981.*

#### **12 CSR 10-23.295 Witnessing Proof of Payment for Federal Heavy Vehicle Use Tax or That the Tax is Not Owing**

*PURPOSE: Section 301.025.2., RSMo prohibits the director of revenue from registering any vehicle subject to Federal Heavy Vehicle Use Tax unless the applicant submits proof of payment or proof that the tax is not owing. This rule clarifies what constitutes proof of payment (or that the tax is not owing) of the Federal Heavy Vehicle Use Tax imposed by Section 4481 of the Internal Revenue Code of 1954.*

*PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. Therefore, the material which is so incorporated is on file with the agency who filed this rule, and with the Office of the Secretary of State. Any interested person may view this material at either agency's headquarters or the same will be made available at the Office of the Secretary of State at a cost not to exceed actual cost of copy reproduction. The entire text of the rule is printed here. This note refers only to the incorporated by reference material.*

(1) The federal heavy vehicle use tax is imposed on highway motor vehicles which (together with semi-trailers and trailers customarily used in connection with highway motor vehicles) have a taxable gross weight of at least fifty-five thousand pounds (55,000 lbs.). Effective July 1, 1985 any single or straight truck having two (2) or three (3) axles is subject to the heavy vehicle use tax if the vehicle is licensed for fifty-five thousand pounds (55,000 lbs.) or above.

(2) Vehicles not used for highway transportation (such as farm tractors, road graders, bulldozers or specialized motor equipment used for nontransportational functions) are not subject to the tax.



(3) Vehicles which are not used for highway transportation and are licensed for fifty-five thousand pounds (55,000 lbs.) or above may be exempt from the payment of these taxes provided the owner(s) files a FORM 2290 to claim a suspension of the tax liability. The owner may claim a tax suspension for a motor vehicle which is considered taxable during a tax period if the vehicle is used on the public highway for five thousand (5000) or fewer miles; or in the case of agricultural vehicles, the vehicle is used for seven thousand five hundred (7500) or fewer miles.

(4) Beginning October 1, 1985 all applications for a local or beyond local commercial motor vehicle sixty thousand pounds (60,000 lbs.) or above license plate must be accompanied by proof that federal heavy vehicle use tax has been paid or that the tax is suspended before a license plate may be issued or renewed. The applicant must provide one (1) or more of the following documents as proof of payment of this tax:

(A) Schedule 1 to Form 2290 as proof of payment. Schedule 1 to Form 2290 must be appropriately stamped (receipted) by the Internal Revenue Service.

1. The Heavy Vehicle Use Tax Return, Form 2290, is the form used to figure and pay the heavy vehicle use tax or to claim a tax suspension.

2. Schedule 1 to Form 2290 is the form used to identify the vehicle identification number (VIN) and vehicle tax category as reported on the Form 2290;

(B) If the applicant has not received Schedule 1 to Form 2290 appropriately stamped (receipted) by the Internal Revenue Service prior to making application for registration, but has received his/her cancelled check payable to the Internal Revenue Service for the heavy vehicle use tax, s/he may present the following as proof of payment: copy of the front and back of the cancelled check; and applicant's copy of Schedule 1 to Form 2290;

(C) If a receipted or nonreceipted Schedule 1 shows tax due on twenty-one (21) vehicles or less or tax suspended on nine (9) vehicles or less and the taxpayer's name on the Schedule 1 is one of the names in which the vehicles are sought to be registered, each of the vehicles identified on the Schedule 1 must be identified by the VIN before the schedule may be accepted as valid proof of payment. If, on the other hand, the receipted or nonreceipted Schedule 1 shows tax due on more than twenty-one (21) vehicles or tax suspended on more than nine (9) vehicles and the taxpayer's name on the Schedule 1 is one of the names in which the vehicles are sought to be registered, the Schedule 1 shall be accepted

as proof of payment in support of the registration of a number of vehicles equal to or less than the total and a list of the vehicles (or their VINs) is not required as part of the proof of payment; and

(D) If a receipted or nonreceipted Schedule 1 which does not include a list of VINs is submitted as proof of payment for the registration of one (1) or more highway motor vehicles and the name of the taxpayer appearing on the Schedule 1 is not one of the names in which the vehicles are sought to be registered, then the Schedule 1 shall be accepted as proof of payment in support of the registration of a number of vehicles equal to or less than the total number of vehicles on the Schedule 1 provided the Schedule 1 is accompanied by a written statement executed by the taxpayer. The written statement shall contain the VINs of the vehicles sought to be registered and a statement that the Federal Heavy Vehicle Use Tax (as detailed in 4481(a) of 26 CFR part 41) has been paid with respect to the vehicles for the taxable period. The statement must be signed by the taxpayer whose name appears on the Schedule 1.

(5) An applicant requesting a commercial motor vehicle license for a newly acquired vehicle is not required to provide proof of payment of the federal heavy vehicle use tax if s/he presents a notarized bill of sale or properly assigned ownership document indicating the vehicle was purchased no more than sixty (60) days prior to the date s/he submitted his/her application for license plates. If the application for license plates is submitted after the sixty (60)-day period, s/he must submit proof that federal heavy vehicle use tax has been paid or that the tax is suspended before license plates may be issued.

(6) All branch and fee agent license offices must verify proof of payment of federal heavy vehicle use tax or that the tax has been suspended. The license office shall validate or stamp Schedule 1 to Form 2290 each time a license plate is issued for a vehicle described on the form.

*AUTHORITY: section 301.025.2, RSMo Supp. 1987.\* Original rule filed May 27, 1986, effective Aug. 25, 1986.*

*\*Original authority: 301.025.2, RSMo 1951, amended 1974, 1984, 1987.*

### 12 CSR 10-23.300 Use of Local Commercial Motor Vehicle License Plates for Farm or for Farming Transportation Operations

*PURPOSE: This rule sets forth the manner of the use of local commercial motor vehicle license plates issued to motor vehicles used for farm or farming transportation operations.*

(1) Any applicant who requests a farm license plate will be issued a local commercial license plate for the appropriate gross weight category and an "F" tab. The tab (which shall be a black letter F on a yellow background) referred to as a "farm" tab, should be affixed to the license plate in the lower left-hand corner. If the owner is issued Local 6,000 or Local 12,000 license plates, two (2) farm tabs must be issued. If the owner is issued a Local 18,000 through 80,000 license plate, one (1) farm tab will be issued. The farm tab(s) shall be issued at no fee.

(2) A farmer operating his/her truck on a local commercial motor vehicle license plate with a farm tab may travel beyond the fifty (50) mile limit as defined in section 301.010(25), RSMo while empty or loaded. If the motor vehicle is loaded, the property being transported must be going to or from the farm for use in the operation of the farm.

(3) A farmer operating on a local commercial motor vehicle license plate with a farm tab may not make a for hire haul.

*AUTHORITY: section 301.030, RSMo 2000.\* Original rule filed June 9, 1986, effective Sept. 26, 1986. Amended: Filed June 24, 2003, effective Dec. 30, 2003.*

*\*Original authority: 301.030, RSMo 1947, amended 1951, 1965, 1974, 1983, 1986, 1993, 1995, 1997.*

### 12 CSR 10-23.305 No-Fee Transactions

*PURPOSE: This rule establishes when the department may issue, on a no-fee basis, any replacement certificate of title, license plate or tab.*

(1) When the department's records indicate a certificate of title, license plate or tab was mailed to any applicant and the applicant contacts the department stating s/he did not receive the item in the mail, the department will issue a duplicate certificate of title, license plate or tab at no fee provided the applicant submits an application and a notarized affidavit to the department. This rule will apply if a certificate of title, license plate