



This guide does not replace the comprehensive training videos and job aids developed by the MNLARS training team for MNLARS Release 1.15. New employees should take the training and review the job aids before using this document. All training materials are available on Info Hub under the Resources tab.

**Before you begin:**

- Always verify with your customer that you have the correct vehicle record. Open the record and verbally confirm the details. Don't rely just on the information in the header.
- If you are ordering a special plate from MINNCOR, you will need to issue a 60-day permit if the registration on the vehicle is expired or soon to expire.
- Once a plate transfer is completed, you may print a registration card for your customer. There is no fee for this registration card.

**The CHANGE OR TRANSFER PLATE action is used to change plate type or transfer plates from one vehicle to another.**

The following three scenarios represent the most common types of plate transfer transactions but not all of them. Refer to special plate job aids for complete information.

**Scenario 1: Owner of special plate transfers it to newly purchased vehicle.**

Vehicle Record Dropping Special Plate – DO NOT USE REMOVE PLATE ACTION

- Registration is current and the vehicle is still owned by the owner of the special plate: use Change or Transfer Plate Action to change the plate to regular license plate or other allowable plate type.
- Registration is expired: do nothing.

Vehicle Record Getting Special Plate

- Registration is current:
  - Step 1: Transfer ownership of vehicle.
  - Step 2: Use Change or Transfer Plate action to transfer special plate.
- Registration is soon to expire:
  - Step 1: Transfer ownership of vehicle.
  - Step 2: Use Change or Transfer Plate action to transfer special plate.
  - Step 3: Renew registration.

- Registration is expired:
  - Step 1: Transfer ownership of vehicle and renew registration.
  - Step 2: Use Change or Transfer Plate action to transfer special plate.
- There is no registration - vehicle is new to fleet (MCO or out-of-state title):
  - Step 1: Apply for title and issue interim (dummy) plate and sticker.
  - Step 2: Use Change or Transfer Plate Action to transfer special plate.
  - Step 3: Issue registration year and month sticker to match vehicle record.

**Scenario 2: Owner of special plate transfers it from one vehicle to another – both vehicles are titled in name of special plate owner.**

Vehicle Record Dropping Special Plate – DO NOT USE REMOVE PLATE ACTION

- Registration is current: use Change or Transfer Plate Action to change the plate to regular license plate, or other allowable plate type.
- Registration is expired: do nothing.

Vehicle Record Getting Special Plate

- Registration is current: use Change or Transfer Plate Action to transfer the special plate.
- Registration is soon to expire: transfer plate first, then renew registration.
- Registration is expired: renew registration first, then transfer plate.

**Scenario 3 – Owner of vehicle sells vehicle with special plates on it.**

Purchaser Dropping Special Plate – DO NOT USE PLATE REMOVE ACTION

- Registration is current use Change or Transfer Plate Action to change the plate to regular license plate, or plate type of owner’s choosing.
- Registration is expired, do nothing with plates and registration.

Purchaser Keeping Special Plate

- Registration is current:
  - Transfer ownership of vehicle
- Registration is soon to expire or expired:
  - Transfer ownership of vehicle and renew registration

NOTE: If plate is a personalized plate, have customer complete a special plate application (PS2010). This is to confirm that the personalized plate is remaining on vehicle.

## REVIEW OF MNLARS PLATE ACTIONS

Type of Action	Use When:
Replace Plate or Sticker	<ul style="list-style-type: none"><li>• Replacing the <u>same type</u> of license plate.<ul style="list-style-type: none"><li>○ Vehicle registration must be current.</li><li>○ If registration is expired, issue duplicate plate and renew registration within the registration renewal transaction.</li></ul></li></ul>
Change or Transfer Plate	<ul style="list-style-type: none"><li>• Transferring plate from one vehicle to another.</li><li>• Changing plate type.</li></ul>
Remove Plates and Stickers	<ul style="list-style-type: none"><li>• Vehicle with current registration sold to out-of-state buyer and leaving the state.</li><li>• Special plate owner sold vehicle with current registration and no longer has possession of vehicle, but record still shows the special plate – in this case the special plate owner is electing to keep the special plate to use on another vehicle in the future.</li><li>• If registration is expired, do nothing.</li></ul>