

*The new license plate and sticker requisition forms are fillable and must be submitted electronically. Please follow the instructions below. If you have any questions, contact Lori Pearson by email: [DVS.Inventory@state.mn.us](mailto:DVS.Inventory@state.mn.us) or by phone: (651) 201-7594*

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### GENERAL INSTRUCTIONS

You need to complete the license plate and sticker requisition forms in Microsoft Word.

1. **Deputy Information.** You must provide your deputy number and name and provide an email address for the office contact person. Please fill in the date of order.
2. **Placing Order.** Save a copy of the completed form and email the file as an attachment. To save a copy of the completed form: on the FILE MENU in Microsoft Word, select SAVE AS and name the document. To send the email as an attachment: Click FILE MENU, Send to, (see arrow on right side, move cursor over to arrow and another column will pop up) Click Mail recipient (as an attachment) and send to [DVS.Inventory@state.mn.us](mailto:DVS.Inventory@state.mn.us) In the subject line please put your deputy number, either: plate order or sticker order (whichever you are ordering) and the date of order. Ie. (#175 sticker order 5/15/07). If you need to submit 2 sticker orders in one day please complete subject line like this: #175 sticker order #2 5/15/07.
3. **Shipping Information.** We will email the form back to you with inventory and shipping information added. Please retain a copy of this file. You will need it to confirm receipt of shipment.
4. **Receipt.** Upon receipt of shipment, verify inventory then on the electronic form, enter date of receipt and the initials of the person who verified inventory. Email the form back to DVS. You may also wish to keep a copy of the form for your records.

If there is something wrong with the inventory you received, acknowledge receipt of the inventory on the form, but when you email it to us, indicate what the errors were in your email message.

### LICENSE PLATE REQUISITION (Revised July 2018)

- Click the check box in column 1 to indicate what type of license plate you want to order.
- You must fill in columns 2 through 7 for each type of license plate you order.

### STICKER REQUISITION (Revised July 2015)

- Use this form to order permanent registration trailer stickers (PLICKER).
- For validation and weight stickers:
  - Click on the check box in column 1 to indicate what type of sticker you are ordering
  - Select either the year or the weight category from the drop down menus in column 3  
You may order up to eight different weight designations. For more than that, please complete another form.
  - You must complete columns 2 through 7.

### DELIVERY TIMES

Orders for permits, less than 1,000 stickers, or less than 1 box of license plates are shipped directly from St. Paul within one week of receipt of order. We forward larger orders to St. Cloud for processing. Please allow two weeks for shipment from St. Cloud.

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#### Instructions for accessing the attached file(s):

1. View Attachments panel
2. Double click to open attached file(s)
3. If "Open File" dialogue box pops up, select "Open this File" and click "OK"