



ALABAMA DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION
Application For Replacement Credentials

MV 40-12-265-1
6/20

This form is used to request a replacement license plate, replacement validation decal or a **current** registration receipt issued by the licensing official. Return this application with payment to your local licensing official's office.

REGISTRANT INFORMATION

LAST, FIRST, MIDDLE OR ORGANIZATION NAME			TELEPHONE NUMBER		EMAIL	
Pettway, Darnell R. (205) 555-0143 d.pettway@example.com						
PHYSICAL ADDRESS			COUNTY		MAILING ADDRESS (IF DIFFERENT FROM PHYSICAL ADDRESS)	
1427 Cahaba Bend Rd Jefferson						
CITY		STATE	ZIP	CITY	STATE	ZIP
Trussville		AL	35173			

VEHICLE INFORMATION

PLATE NUMBER	VEHICLE IDENTIFICATION NUMBER	OFFICE USE ONLY
1DQ7418	5TFCZ5AN0GX021748	

REPLACEMENT CREDENTIALS REQUESTED

Replacement fee is determined by local licensing office.

☐ License Plate ☐ Decal ☐ Registration Receipt (**current registration period only**)

REASON FOR REPLACEMENT

- ☐ **Stolen/Lost** - It is the responsibility of the registrant to notify the appropriate law enforcement agency regarding lost or stolen license plates.
- ☐ **Mutilated/Damaged** - License plate must be surrendered to the appropriate license plate issuing official. If the license plate cannot be surrendered, a statement as to the certification of the destruction of the license plate may be submitted.
- ☐ **Incorrect** - A copy of the original registration receipt reflecting the incorrect information should be submitted with this form, if available. Do not return the original registration receipt.
- ☐ **Never Received** - License plate or decal that was issued but never received due to being lost in the mail.

Should the lost license plate be recovered or come into the possession of the applicant, the license plate must immediately be delivered to the local licensing authority. Should any person use upon any motor vehicle the old tag or validation stamp, they may be arrested and upon conviction shall be guilty of a misdemeanor in accordance with Section 40-12-265, Code of Ala. 1975.

I certify, under penalty of perjury that the above information provided is true and correct

Signature: Darnell Pettway Date: _____

For credentials issued by the **ADOR MVD only** (state, county, municipal, PUD, US government loaned, consular official, volunteer fire department, or IRP) submit this application to the ADOR MVD.

How to fill out MV 40-12-265-1 — Application for Replacement Credentials

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Alabama · written against MV 40-12-265-1 (6/20), issued under Code of Ala. 1975, Section 40-12-265; Ala. Admin. Code r. 810-5-1-.229

</forms/alabama/mv-40-12-265-1-application-for-replacement-credentials/>

Because the plate stays with the seller in Alabama, it is the seller who discovers it has gone missing - stolen off the bumper, lost in a house move, or issued and never delivered. This is the one-page application that replaces a licence plate, a validation decal or a current registration receipt, and it is filed with the county licensing office rather than with the Department. The replacement fee is set locally, which is why the form declines to print one.

This sheet is not the form. Download the blank MV 40-12-265-1 from the Alabama Department of Revenue, Motor Vehicle Division at https://www.revenue.alabama.gov/wp-content/uploads/2021/10/MV-40-12-265-1-6-20.qxp_.pdf — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	YOU	Last, first, middle or organisation name	Your name as the registrant, on the top row, with a telephone number and email beside it. Watch out: The registrant, not the owner, if those are somehow different. This form follows the registration record rather than the title.
2	YOU	Physical address and county	A real Alabama street address and the county it is in, with a mailing address to the right only if it differs. Watch out: The county decides which office this goes to and what it costs. Getting it wrong sends the application to a counter that cannot process it.
3	YOU	City, state and ZIP	The row underneath, once for each address you have given. Watch out: If the mailing side is blank, leave it blank. Half-completing it is how a replacement plate ends up posted to an address you moved out of.
4	YOU	Plate number	The number of the plate being replaced, in the vehicle information band. Watch out: Take it from the registration receipt rather than from memory. If the receipt is the thing that is missing, the licensing office can look it up from the VIN.
5	YOU	Vehicle identification number	The full VIN of the vehicle the plate is registered to. Watch out: In Alabama the plate belongs to you and the registration belongs to a vehicle, so both numbers are needed to identify one record.
6	YOU	Replacement credentials requested	Tick licence plate, decal, or registration receipt. Watch out: More than one can be true - a stolen plate usually takes the decal with it - but the receipt option only covers the current registration period.
7	YOU	Reason for replacement	One of four: stolen or lost, mutilated or damaged, incorrect, or never received. Watch out: Each tick carries a condition printed beside it, and the conditions are not the same. Read the line you are ticking before you tick it.
8	YOU	Signature	Sign under the certification that the information provided is true and correct. Watch out: No notary. What backs it is the perjury certification printed above the line and, on a stolen plate, the police report you are expected to have made.

What gets this one rejected

- Sending it to Montgomery when the plate came from a county. The instruction at the top is to return this application with payment to your local licensing official's office, and the Department only handles the specialised classes listed at the foot.
- Ticking mutilated or damaged and keeping the plate. It has to be surrendered, or the destruction certified in a statement.
- Ticking incorrect and enclosing the original receipt. The form asks for a copy and says in the same breath: do not return the original registration receipt.
- Asking for a replacement receipt for a past registration year. The bold qualifier is current registration period only.
- Reporting a plate stolen here and nowhere else. The form makes the police report the registrant's own responsibility, and it is not something the licensing office does for you.

☐ Amber is what you write ☐ Grey is a block somebody else completes The filled-in example is at the start of this sheet.

Read off MV 40-12-265-1 (6/20) and the Alabama Department of Revenue, Motor Vehicle Division's own pages, current as of 2026-08-23. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs.

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