

Dealer License Plates

To ensure the delivery of your new dealer plates by Jan. 1, 2004, your renewal must be submitted no later than Nov. 15, 2003. Please be sure to submit all supporting documents and that your application is signed and notarized.

Commercial Distribution Fee

The Secretary of State is in the process of collecting CDFs for all new registrations and back billing all previously paid registrations that became effective July 1, 2003. Please instruct your customers to submit CDF payments with the coupon portion of the letter they received. Because these transactions can only be processed in the Springfield office, **DO NOT** send these customers to a Secretary of State facility.

Failure to pay the CDF may cause suspension and/or revocation of vehicle registration(s).

NO SALES TAX is due on all new purchases if the vehicle requires a plate from the one of the following categories: Fiscal D-Z, Mileage Tax, Public Transportation, Medical Carrier, Tow Truck or IRP.

Marine Corps License Plates

New Marine Corps license plates are now available for Illinois residents with an active or prior membership in the U.S. Marine Corps. Documentation is required (DD-214 or valid military ID). These plates may be displayed on passenger vehicles, B-trucks and recreational vehicles weighing 8,000 pounds or less.

The initial fee for the plates is \$20, \$5 of which goes to the Marine Corps Scholarship fund, in addition to the \$78 annual registration fee. The annual renewal fee is \$20, \$18 of which goes to the fund, in addition to the \$78 registration fee. For more information, please contact the Non-Standard Plates Section at 217-782-2470.

Vanity and personalized Marine Corps plates are not available.

Temporary Registration Permit

- ✗ It is imperative that TRP information is entered into the system correctly. Law enforcement agencies as well as the Secretary of State's office rely on this information to be accurate. Please verify that your customers have the correct TRP you have issued them on the system.
- ✗ All TRPs must be entered into the system within 24 hours.
- ✗ You must file a police report for all lost or stolen TRPs. Please keep these reports readily available for a Secretary of State Dealership Services representative to collect.
- ✗ Receipts and other pertinent documents must be kept on hand.
- ✗ Issuers of TRPs must reimburse the Secretary of State \$50 for each unaccounted for TRP and face possible suspension and/or revocation of TRP issuing privileges. Continued abuse will not be tolerated and could result in revocation of a dealer license.

Personalized and Vanity License Plates

Effective Jan. 1, 2004, fee revisions will be made to both Vanity and Personalized license plate categories. These revisions include the addition of first-time issuance fees for personalized plates and amendments to the definitions of vanity and personalized plates. More information will be available in upcoming issues of the Bulletin.

Selling Vehicles to Foreign Mission Staff

The Chicagoland area has more than 40 foreign missions that include both consular officers and foreign mission staff. Oftentimes, the first sign that you are assisting a consular officer or foreign mission staff member in the purchase of a vehicle is his/her request for vehicle tax exemption. When a member of a foreign mission requests tax exemption, your first call should be to the following office:

U.S. Department of State
Chicago Regional Office of Foreign Missions
77 W. Jackson Blvd., Ste. 2122
Chicago, IL 60604
312-353-5762 (phone) • 312-353-5768 (fax)

The Office of Foreign Missions (OFM) will assist you in determining which foreign mission personnel can receive tax exemption privileges on the purchase of a motor vehicle. The OFM will ask you to fax a buyers order and proof of identification from the purchaser. The OFM will then write a non-transferable letter for your files (necessary in an audit) that certifies the individual's eligibility for tax exemption. Please note that you cannot use a tax exemption card alone as proof that a foreign mission member is eligible to receive tax exemption on a vehicle purchase.

After the vehicle purchase is finalized, the OFM asks that the vehicle's Certificate of Origin or Title, as well as the odometer reading, be sent to the address above. Only the U.S. Department of State can register the vehicle of a consular officer or foreign mission staff member. **DO NOT** send any paperwork to the Illinois Secretary of State for registration. The state of Illinois cannot register these vehicles.

Please note that consular officers and foreign mission staff members should not be assessed any licensing or titling fees because your dealership will not be assisting them with either process, nor should you fill out an Illinois Registration Application for them. The U.S. Department of State has a separate registration process for foreign mission members. A 10-day Drive Away Permit may be issued as long as proof of insurance for third-party liability of at least \$300,000 combined single limits or split limits of \$100,000 per person, \$300,000 per accident and \$100,000 property damage is presented.

If you have any questions regarding this process, please call the Office of Foreign Missions at 312-353-5762.

Vanity/Personalized Firefighter and Master Mason License Plates Available

Firefighter and Master Mason license plates are now available in personalized and vanity configurations. Both types of plates are available with a maximum of four characters.

Personalized Firefighter

- First-time issuance – \$119 (\$78 registration fee; \$27 Firefighter fee; \$14 personalized fee)
- If current plates do not expire within 90 days – \$41 (\$27 Firefighter fee; \$14 personalized fee)
- If you have current Firefighter plates, only the \$14 personalized fee is assessed.



Vanity Firefighter

- First-time issuance – \$199 (\$78 registration fee; \$27 Firefighter fee; \$94 vanity fee)
- If current plates do not expire within 90 days – \$121 (\$27 Firefighter fee; \$94 vanity fee)
- If you have current Firefighter plates, only the \$94 vanity fee is assessed.

Personalized Master Mason

- First-time issuance – \$117 (\$78 registration fee; \$25 Master Mason fee; \$14 personalized fee)
- If current plates do not expire within 90 days – \$39 (\$25 Master Mason fee; \$14 personalized fee)
- If you have current Master Mason plates, only the \$14 personalized fee is assessed.



Vanity Master Mason

- First-time issuance – \$194 (\$78 registration fee; \$25 Master Mason fee; \$94 vanity fee)
- If current plates do not expire within 90 days – \$119 (\$25 Master Mason fee; \$94 vanity fee)
- If you have current Master Mason plates, only the \$94 vanity fee is assessed.