



# Scott Lunsford · Escambia County Tax Collector

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## Overview for Dealer Specialty License Plates

Thank you for your interest in purchasing dealer specialty plates.

A dealer, with authorization from the sponsoring specialty license plate organization, may purchase specialty license plates to be used on dealer vehicles in lieu of the standard dealer license plates. The dealer will need to contact the organization directly to obtain written permission to purchase.

This request will be processed three months prior to the renewal of license plates. Dealers will be responsible for all costs associated with the specialty license plate, including all annual use fees, processing fees, fees associated with switching license plate types, and any other applicable fees. Payment will be required the day the transactions are performed.

Requirements to submit to the department:

- Approval letter from the sponsoring organization that the dealer may purchase specialty license plates to be used on dealer vehicles
- A list of all the current valid license plates that are to be renewed and replaced with the specialty license plate (form document will be provided at [EscambiaTaxCollector.com/Dealer](http://EscambiaTaxCollector.com/Dealer))

The following should be submitted on your dealer letterhead:

- Specialty license plate requested
- Contact name and information for the person responsible for this request: name, phone number, and email address
- Address to mail the specialty license plates (all license plates will be mailed to one location)

When the license plates are received and the transactions are processed, the following will need to be provided:

- PIN from the dealer
- Valid insurance
- Payment (credit card number is preferred)

Specialty license plates will be ordered when all the required information is received.

Once completed, please scan the following and submit to [paulastanfield@flhsmv.gov](mailto:paulastanfield@flhsmv.gov):

- Specialty plate approval letter from sponsoring organization
- License Plate Replacement Form
- Contact information, mailing address, etc., noted above on your dealer letterhead

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## Timeframe for Purchase of Dealer Specialty Plates

|                           | <u>Due Date</u> | <u>Can Begin Ordering</u> |
|---------------------------|-----------------|---------------------------|
| Franchise Dealers .....   | December .....  | October 1                 |
| Independent Dealers ..... | April .....     | February 1                |
| RV Dealers.....           | September ..... | July 1                    |