

# ALABAMA DEPARTMENT OF REVENUE MOTOR VEHICLE DIVISION

Montgomery, Alabama 36132

FOR USE BY LICENSING OFFICIALS ONLY

# Motor Vehicle Inspection by a Government Official

Vehicle Identification Number:	
Make:	Year: Model:
Body Type:	Number of Cylinders:
Color:	Odometer Reading:
Other Description or Comments (if any)	
I hereby certify that I completed the mation is true and correct.	information above from a physical inspection of the motor vehicle and that all info
Name of Official (Print):	
Signature:	Date:
Agency:	Phone No.:
Agency Address:	
	Zip Code:
PART II - Appointment of Deputy I	y a Licensing Official
my deputy for the purpose of this plaw. I further certify that the vehic	hysical inspection of the motor vehicle as completed above and I appoint this official a hysical inspection required of me personally or <b>through any of my deputies</b> by State identification number and vehicle description completed above are the same as the for certificate of title and/or registration.
Signature:	Date:
Licensing Official:	Designated Agent No.:

NOTE: This form may be provided to owners of motor vehicles that cannot be driven or delivered to the licensing official's office for a physical inspection because of the size of vehicle or for other special reasons.

Please instruct the owner to deliver this form and the vehicle to a government official for inspection.

Please be reminded that the vehicle to be titled or registered <u>must be located in Alabama</u>.

## Guidelines for Vehicle Identification Number (VIN) Inspections by License Plate Issuing Officials and Their Deputies

- All vehicles not required to be titled, being registered for the first time in a new owner's name, must be physically inspected by the license plate issuing official. All vehicles required to be titled must be physically inspected by the license plate issuing official whenever that official is processing an application for first Alabama certificate of title. The physical inspection requirements do not apply to the following:
  - a. Registration renewals;
  - b. Vehicles registered pursuant to Section 32-6-56, Code of Alabama 1975 (IRP-registered vehicles);
  - c. 1975 and subsequent year motor vehicles owned by a manufacturer or dealer and held for sale or registered with dealer or manufacturer plates.
- 2. License plate issuing officials may appoint a government official, including a law enforcement officer, as a deputy for the purpose of inspecting a motor vehicle.
- All vehicles, other than trailers, must have a unique VIN. It is the registrant's responsibility to ensure that the VIN
  is permanently affixed to the vehicle. The VIN is not required to be 17 characters on trailers or on 1980 and prior
  year model motor vehicles.
- 4. Required ownership documentation for first time registrations for non-titled trailers and 1974 and prior year model motor vehicles is a bill of sale that contains the minimum requirements established in Department of Revenue Administrative Rule 810-5-1-.246. The VIN on the vehicle must be compared to the number appearing on the ownership documentation to ensure that the correct vehicle is being registered.

### General Inspection Guidelines

#### Where to find the VIN on the vehicle:

- 1. Passenger vehicles/pickup trucks driver's side windshield or inside driver's door jam
- 2. Motorcycle on front fork
- 3. Trailer on trailer frame or tongue
- Assembled vehicles driver's door jam
- 5. Homemade trailers on trailer frame or tongue
- 6. 1954 and prior year vehicles inner fender well or driver's door post. Motor number is to be used as VIN if there is not a VIN plate on the vehicle.