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NEBRASKA COUNTY TREASURER'S MANUAL

REGISTRATION



Provided by
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TABLE OF CONTENTS

Chapter 1 - Definitions

Definitions.....	1-1
------------------	---------------------

Chapter 2 - Registrations

Motor Vehicles Exempt from Registration.....	2-1
Registration - Vehicle.....	2-2
Registration - Boat.....	2-4
Proof of Financial Responsibility.....	2-5
Nebraska Insurance Database.....	2-9
Registration Renewal.....	2-11
Registration Procedure – Owner Retains Salvage.....	2-13
Passenger.....	2-15
Leased Vehicles.....	2-16
Multiple Vehicle Registration.....	2-17
Commercial Motor Vehicles.....	2-19
Heavy Vehicle Use Tax (HVUT).....	2-23
IRP/County Registration.....	2-29
Farm Truck.....	2-30
Double Plating.....	2-32
Truck Safety Registration Declaration.....	2-33
Bus.....	2-34
Recreational Vehicle.....	2-37
Local Trucks.....	2-39
Special Mobile Equipment Plate (SME).....	2-41
Soil and Water Conservation Plates (A-Plate).....	2-43
Government Vehicles.....	2-45
Snowmobiles.....	2-47
Lost Registrations.....	2-50
Lost Plates.....	2-51
Cancelling a Registration.....	2-52
Registration Reprints, Changes, and Corrections.....	2-53
Low Speed Vehicles.....	2-56
Minitrucks.....	2-57
Motor Vehicle and Boat Registration Renewal Notice.....	2-58
Online License Plate Renewal.....	2-63
Online Proof of Insurance.....	2-84
Autocycles.....	2-93
QAS Pro Address Verification.....	2-94

Chapter 3 - Trailers

Cabin Trailers.....	3-1
Commercial Trailers.....	3-2
Farm Trailers.....	3-3
Fertilizer Trailers.....	3-5
Pole and Cable Reel Trailers.....	3-6
Utility Trailers.....	3-7

Towing.....	3-9
Self-Propelled Tow Dollies.....	3-11
Chapter 4 – Non-Resident	
Non-Resident 30 Day Plates.....	4-1
Non-Resident Military Personnel.....	4-5
Non-Resident Passenger Vehicles.....	4-7
Non-Resident Students.....	4-8
Non-Resident Trucks, Buses, and Trailers.....	4-9
Chapter 5 – Fees	
Registration Fees.....	5-1
Fees in Addition to Registration Fees.....	5-2
Motor Vehicle Fee.....	5-3
Motor Vehicle/Alternative Fuel Tax.....	5-4
Postage and Handling.....	5-5
Chapter 6 – Taxes	
Refunds and Credits.....	6-1
Motor Vehicle Tax.....	6-5
Motor Vehicle Tax Calculation Table.....	6-7
Motor Vehicle Fee Calculation Table.....	6-9
Disabled Motor Vehicle Tax Credit.....	6-10
Storage and Non-Use.....	6-11
Motor Vehicle Tax Exemption for Organizations.....	6-14
Motor Vehicle Tax Credit for Disabled American Veterans.....	6-16
Motor Vehicle Tax Credit for Native Americans.....	6-18
Chapter 7 - Dealers	
Dealer and Personal Use Dealer Plates.....	7-1
In-Transits.....	7-6
Dealer Directives.....	7-7
Chapter 8 - Permits	
Camper Unit Permits.....	8-1
Non-Resident Carnival Operator Permit.....	8-4
Farm Truck-Tractor Semi-Trailer Permit.....	8-6
Grail Hauling Permit.....	8-8
Handicap Parking Permit.....	8-10
Local Moving Permit.....	8-14
Livestock Forage Permit.....	8-15
Temporary Demonstration Permit.....	8-16
Chapter 9 – License Plates	
License Plates.....	9-1
Tax Exempt Plates.....	9-2
Handicap License Plates.....	9-4
Historical/Vintage License Plates.....	9-6
Specialty Plate Overview.....	9-10
Applying for Specialty Plates.....	9-11
Selecting a Message.....	9-13
Specialty Plate Processes – Transfers, Relinquishments, Space Changes.....	9-14

Message Plates.....	9-18
Husker Spirit Plates.....	9-20
County Message Plates.....	9-23
Special Interest.....	9-26
Approved Organizational Plates.....	9-29
Requirements for Certification of an Organization.....	9-31
Amateur Radio Plates.....	9-32
Gold Star Family Plates.....	9-34
Purple Heart Plates.....	9-37
Disabled American Veteran (DAV) Plates.....	9-39
Ex-Prisoner of War (EX- POW) Plates.....	9-41
Pearl Harbor Survivor Plates.....	9-43
Sample Plates.....	9-45
Boat Dealer Trailer Plates.....	9-46
Film Vehicle Plates.....	9-48
Repossession Plates.....	9-50
Transporter Plates.....	9-52
Undercover Plates.....	9-54
Ordering License Plates.....	9-55
Posting and Receiving Plates.....	9-59
Plate Type/Plate Code Chart.....	9-62
Decals.....	9-67
Military Honor Plates.....	9-69
Nebraska 150 Plates.....	9-72

Chapter 10 - Reports

VTR Reports Overview.....	10-1
Assessment Reports	
Renew Registration List.....	10-3
Renewal Notice/Monthly Billing.....	10-4
Vehicle Renewal Notice Creation.....	10-6
Alpha Boat List.....	10-20
Boat Renewal Notice Selection.....	10-21
Boat Renewal Notice Creation.....	10-23
Registration Reports	
One-Stop Daily Balancing Report.....	10-7
Daily Balancing Report.....	10-8
Tax and Fees Report.....	10-9
Tax and Fee Distribution Listing.....	10-10
Registration Count List.....	10-11
Informational Reports	
Sales Tax Summary Report.....	10-12
Sales Tax/Receipt Only.....	10-13
Specialty Plate Listing.....	10-14
Registration Warrant Report.....	10-15
Registration with Flagged Remarks Report.....	10-16
Audit – Overview Reports	
Subdivision Update List Report.....	10-17

District Tax Update List Report.....	10-18
Manual Change Audit List Report.....	10-19

Chapter 11 - Retention

Record Retention/Disclosure	11-1
-----------------------------------	----------------------

Chapter 12 – VTR

One Stop.....	12-1
New Assessment	12-9
Change Assessment	12-12
Add, Remove, or Change a Credit.....	12-14
New Registration	12-17
Renew Registration.....	12-21
Untitled Assess and Register	12-24
Commercial Vehicles.....	12-27
6 Month Registration – New.....	12-32
6 Month Registration – Renewal	12-35
Additional Weight.....	12-37
Plate Transfer	12-41
Refund Registration	12-47
Credit Process	12-51
Disabled Motor Vehicle Credit.....	12-53
Double Plate.....	12-55
Lost Plates.....	12-58
Lost Registration.....	12-60
Printing a Form 6 from VTR	12-62
Sales Tax Only.....	12-64
Vehicle Codes	12-66
Warrants	12-71
Remarks	12-72
Motor Vehicle Registration Renewal Creation Process.....	12-73
Boat Registration Renewal Creation Process	12-80

Appendix A – Notarization

Appendix B – Initialisms

Appendix C – Applications and Forms

Affidavit for Storage and Non-Use.....	A-17
Amateur Radio License Plates Application	A-33
Application for Self-Insurance.....	A-2
Approved Organizational License Plate Application	A-32
Boat Dealer Trailer License Plate Application	A-40
Boat Registration Renewal Notice Example.....	A-45
Camper Unit Permit and Decal Application	A-22
Certificate of Self-Insurance	A-1
Credit Application.....	A-44
Department of Revenue Form 25.....	A-20
Department of Revenue Form 453.....	A-19
Department of Revenue Form 457.....	A-18

Disabled American Veteran License Plate Application.....	A-37
Disabled Vehicle Credit Application.....	A-16
Ex-Prisoner of War License Plates Application.....	A-38
FCC Form 660.....	A-34
Film Vehicle License Plate Application.....	A-41
Gold Star Family License Plate Application.....	A-35
Handicap License Plate Application.....	A-24
Handicap Parking Permit Application.....	A-25
Handicap Parking Permit Receipt.....	A-26
Historical License Plate Application.....	A-29
IRP County Refund Letter.....	A-9
IRP Proof of Prorate.....	A-10
IRS HHVUT Memorandum of Understanding.....	A-7
IRS Transmittal Form 3210.....	A-8
Leave and Earnings Statement (LES).....	A-14
Livestock Forage Permit.....	A-28
Local Moving Permit.....	A-27
Military Honor License Plate Application.....	A-48
Motor Vehicle Registration Renewal Notice Example.....	A-3
Multiple Registration Renewal Notice Example.....	A-46
Nebraska 150 Plate Application.....	A-49
Non-Resident Carnival Operator Permit Application.....	A-23
Notice of Owner Retained Salvage.....	A-4
Pearl Harbor Survivor License Plate Application.....	A-39
Purple Heart License Plate Application.....	A-36
Refund Application.....	A-15
Registration Cancellation Notice Sample Letter.....	A-12
Repossession Plate Application.....	A-42
Schedule 1 (Form 2290)/Form 2290 V Voucher.....	A-6
Sesquicentennial License Plate Application.....	A-49
Snowmobile Registration and Decal Application.....	A-11
Specialty Plate Application.....	A-30
Specialty Plate Relinquishment.....	A-31
State Auditor's Online Registration Renewal Accounting Procedure Statement.....	A-47
Statement of VIN Clarification on Schedule 1 (Form 2290).....	A-5
Transporter Plate Application.....	A-43
Treasurer's Certificate for Issuance of Dealer Plates.....	A-21
User ID Authorization for Cancel Registration Menu Option.....	A-13
Vehicle Registration Renewal Notice.....	A-45

INDEX.....	I-1
-------------------	---------------------

Chapter 1 – Definitions – 1-1

Agricultural Floater-Spreader Implement: Any self-propelled equipment that is designed and used exclusively to carry and apply fertilizer, chemicals, or related products to agricultural soil and crops and that has a gross laden weight of forty-eight thousand (48,000) pounds or less and is equipped with floatation tires.

[Reference: §60-303]

Agricultural Products: Field crops and horticultural, viticultural, forestry, nut, dairy, livestock, poultry, bee, and farm products, including sod grown on the land owned or rented by the farmer, and the byproducts derived from any of them.

- **horticultural** - the science and art of growing fruits, vegetables, flowers, or ornamental plants;
- **viticultural** - the cultivation or culture of grapes especially for wine making;
- **forestry** - a) the science of developing, caring for, or cultivating forests; b) the management of growing timber.

[Reference: §60-304]

All-Terrain Vehicle (ATV): Any motorized off-highway vehicle which (1) is 50 inches or less in width; (2) has a dry weight of 1,200 pounds or less; (3) travels on 3 or more non-highway tires; and (4) is designed for operator use only with no passengers, or is specifically designed by the original manufacturer for the operator and one passenger. ATV's which have been modified or retrofitted with after-market parts to include additional equipment not required by sections §60-6,357 (lights) and §60-6,358 (brake and muffler systems and spark arrester) shall not be registered under the Motor Vehicle Registration Act, nor shall such modified or retrofitted vehicles be eligible for registration in any other category of vehicle.

[Reference: §60-305]

Alternative Fuel: Includes electricity, solar power, and any other source of energy not otherwise taxed under the motor fuel laws and that is used to power a motor vehicle. Alternative fuel does not include motor vehicle fuel, diesel fuel, or compressed fuel.

[Reference: §60-306]

Autocycle: A motor vehicle having a seat that does not require the operator to straddle or sit astride; designed to travel on three wheels in contact with the ground; in which the operator and passenger ride either side by side or in tandem in a seating area that is completely enclosed with a removable or fixed top and is equipped with manufacturer-installed air bags, roll cage, and three point safety belt system for each occupant; having anti-lock brakes; and designed to be controlled with a steering wheel and pedals.

Assembled Vehicle: A motor vehicle or trailer that is materially altered from its construction by the removal, addition, or substitution of new or used major component parts. Assembled vehicle also includes a specially constructed vehicle.

[Reference: §60-309]

Chapter 1 – Definitions – 1-2

Boat Dealer: Any person engaged in the business of buying, selling, or exchanging boats at retail who has a principal place of business for such purposes in this state.

[Reference: §60-312]

Bus: Every motor vehicle designed for carrying more than ten passengers and used for the transportation of persons and every motor vehicle, other than a taxi cab, designed and used for the transportation of persons for compensation.

[Reference: §60-313]

Cabin Trailer: Any trailer designed for living quarters and for being towed by a motor vehicle and not exceeding one hundred two (102) inches in width, forty (40) feet in length, or thirteen and one-half (13.5) feet in height, except a motor home or travel trailer that exceeds one hundred and two (102) inches in width due to an appurtenance that extends no more than six (6) inches beyond the body of the vehicle.

[References: §60-314, §60-6,288]

Commercial Motor Vehicle: Any motor vehicle used or maintained for the transportation of persons or property for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property and does not include farm trucks.

[Reference: §60-316]

Commercial Trailer: Any trailer or semi-trailer which has a gross weight, including load thereon, of more than nine thousand (9,000) pounds and which is designed, used, or maintained for the transportation of persons or property for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property. Commercial trailer does not include cabin trailers, farm trailers, fertilizer trailers, or utility trailers.

[Reference: §60-317]

Department: Department means the Department of Motor Vehicles.

[Reference: §60-319]

Diesel Fuel: All combustible liquids and biodiesel suitable for the generation of power for diesel powered vehicles, except that diesel fuel shall not include kerosene.

[Reference: §66-482(12)]

Farm Trailer: A trailer or semitrailer belonging to a farmer or rancher and used wholly and exclusively to carry supplies to or from the owner's farm or ranch, used by a farmer or rancher to carry his or her own agricultural products to or from storage or market, or used by a farmer or rancher for hauling of supplies or agricultural products in exchange of services. Farm trailer does not include a trailer so used when attached to a farm tractor.

[Reference: §60-324]

Farm Truck: A truck or sport utility vehicle, including any combination of a truck, truck-tractor, or sport utility vehicle, and a trailer or semitrailer, of a farmer or rancher (1) used exclusively to carry a farmer's or rancher's own supplies, farm equipment, and household goods to or from the

Chapter 1 – Definitions – 1-3

owner's farm or ranch, (2) used by the farmer or rancher to carry his or her own agricultural products to or from storage or market, (3) used by a farmer or rancher in exchange of services in such hauling of supplies or agricultural products, or (4) used occasionally to carry camper units, to tow boats or cabin trailers, or to carry or tow museum pieces or historical vehicles, without compensation, to events for public display or educational purposes.

[Reference: §60-325]

Fertilizer Trailer: Fertilizer trailer means any trailer, including gooseneck applicators or trailers, designed and used exclusively to carry or apply agricultural fertilizer or agricultural chemicals and having a gross weight, including load thereon, of twenty thousand (20,000) pounds or less.

[Reference: §60-326]

Fleet: Fleet means a group of at least five (5) vehicles that belong to the same owner.

[Reference: §60-387]

Golf Car Vehicle: A vehicle that has at least four wheels, has a maximum level ground speed of less than twenty (20) miles per hour, has a maximum payload capacity of one thousand two hundred (1,200) pounds, has a maximum gross vehicle weight of two thousand five hundred (2,500) pounds, has a maximum passenger capacity of not more than four (4) persons, and is designed and manufactured for operation on a golf course for sporting and recreational purposes.

[Reference: §60-329.01]

Gross Vehicle Weight: The sum of the empty weights of a truck or truck-tractor and the empty weights of any trailer, semi-trailer, or combination thereof with which the truck or truck-tractor is be operated in combination at any one time, plus the weight of the maximum load to be carried thereon at any one time.

[Reference: §60-330]

Gross Vehicle Weight Rating: The value specified by the manufacturer as the loaded weight of a single motor vehicle or trailer.

[Reference: §60-331]

Historical Vehicle: A motor vehicle or trailer which is thirty (30) or more years old, which is essentially unaltered from the original manufacturer's specifications, and which is, because of its significance, being collected, preserved, restored, or maintained by a collector as a leisure pursuit.

[Reference: §60-333]

In loco parentis: (*Latin for "in the place of a parent"*) – a legal doctrine under which an individual assumes parental rights, duties, and obligations without going through the formalities of legal adoption (e.g. a legal guardian or foster parent).

[Cornell University Law School]

Chapter 1 – Definitions – 1-4

Kit Vehicle: A vehicle assembled by a person other than a generally recognized manufacturer of vehicles by the use of a replica purchased from an authorized manufacturer and accompanied by a manufacturer's statement of origin. The term kit vehicle does not include Glider Kits.

[Reference §60-335]

Local Truck: A truck and combinations of trucks, truck-tractors, or trailers operated solely within an incorporated city or village or within ten miles of the corporate limits of the city or village in which they are owned, operated, and registered.

[Reference §60-336]

Low-Speed Vehicle: A four-wheeled motor vehicle whose speed attainable in one (1) mile is more than twenty (20) miles per hour and not more than twenty-five (25) miles per hour on a paved, level surface; whose gross vehicle weight rating is less than three thousand (3,000) pounds; and complies with 49 C.F.R., part 571.

[Reference §60-336.01]

Minibike: A two-wheeled motor vehicle that has a total wheel and tire diameter of less than fourteen (14) inches or an engine-rated capacity of less than forty five (45) cubic centimeters, or any other two-wheeled motor vehicle designed by the manufacturer for off-road use. A minibike must be titled if purchased new after January 1, 2004. It cannot be registered for operation on public roads.

[Reference: §60-337]

Minitruck: A foreign-manufactured import vehicle or domestic-manufactured vehicle which (1) is powered by an internal combustion engine with piston or rotor displacement of one thousand five hundred (1,500) cubic centimeters or less, (2) is sixty-seven (67) inches or less in width, (3) has a dry weight of four thousand two hundred (4,200) pounds or less, (4) travels on four or more tires, (5) has a top speed of approximately fifty-five (55) miles per hour, (6) is equipped with a bed or compartment for hauling, (7) has an enclosed passenger cab, (8) is equipped with headlights, taillights turn signals, windshield wipers, a rearview mirror, and an occupant protection system, and (9) has a four-speed, five-speed, or automatic transmission.

[Reference: §60-337.01]

Moped: A bicycle with fully operative pedals for propulsion by human power, an automatic transmission, and a motor with a cylinder capacity not exceeding fifty (50) cubic centimeters which produces no more than two (2) brake horsepower and is capable of propelling the bicycle at a maximum design speed of no more than thirty (30) miles per hour on level ground. mopeds without pedals are off-road vehicles unless they meet motorcycle requirements then they must be titled and registered for operation on public roads.

[Reference: §60-338]

Motorboat: Any watercraft propelled by machinery, including a temporary detachable motor. A motorboat is required to be titled.

[Reference: §37-1204]

Chapter 1 – Definitions – 1-5

Motorcycle: Any motor vehicle having a seat or saddle for the use of the rider and designed to travel on not more than three (3) wheels in contact with the ground but excluding a tractor or all-terrain vehicle.

[Reference: §60-340]

Motor Vehicle: Any vehicle propelled by any power other than muscular power **except**:

1. Mopeds;
2. Farm tractors;
3. Self-propelled equipment designed and used exclusively to carry and apply fertilizer, chemicals, or related products to agricultural soil and crops, agricultural floater-spreader implements, and other implements of husbandry designed for and used primarily for tilling the soil and harvesting crops or feeding livestock;
4. Power unit hay grinders or a combination that includes a power unit and a hay grinder when operated without cargo;
5. Vehicles that run only on rails or tracks;
6. Off-road designed vehicles, not authorized by law for use on a highway, including, but not limited to, golf car vehicles, go-carts, riding lawnmowers, garden tractors, all-terrain vehicles, utility-type vehicles, snowmobiles registered or exempt from registration under sections 60-3,207 to 60-3,219, and minibikes;
7. Road and general-purpose construction and maintenance machinery not designed or used primarily for the transportation of persons or property, including, but not limited to, ditch digging apparatus, asphalt spreaders, bucket loaders, leveling graders, earthmoving carryalls, power shovels, earth moving equipment, and crawler tractors;
8. Self-propelled chairs used by person who are disabled;
9. Electric personal assistive mobility devices.

[Reference: §60-339]

Motor Vehicle Fuel - Includes all products and fuel commonly or commercially known as gasoline, including casing head or natural gasoline, and shall include any other liquid and such other volatile and inflammable liquids as may be produced, compounded, or used for the purpose of operating or propelling motor vehicles, motorboats, or aircraft or as an ingredient in the manufacture of such fuel. Agricultural ethyl alcohol produced for use as a motor vehicle fuel shall be considered a motor vehicle fuel.

[Reference: §66-482(2)]

Owner: Owner means a person, firm, or corporation which holds a legal title of a motor vehicle or trailer. If (1) a motor vehicle or trailer is the subject of an agreement for the conditional sale thereof with the right of the purchase upon performance of the conditions stated in the agreement and with an immediate right of possession vested in the conditional vendee, (2) a motor vehicle or trailer is subject to a lease of thirty (30) days or more with an immediate right of possession vested in the lessee, or (3) a mortgagor of a motor vehicle or trailer is entitled to possession, then such conditional vendee, lessee, or mortgagor shall be deemed the owner for purposes of the Motor Vehicle Registration Act.

[Reference: §60-342]

Chapter 1 – Definitions – 1-6

Parts Vehicle: Parts vehicle means a vehicle the title to which has been surrendered to the Department as a junked vehicle or to any other state by the owner of the vehicle or an insurance company to render the vehicle fit for sale for scrap and parts only.

[Reference: §60-344]

Passenger Car: A motor vehicle designed and used to carry ten passengers or less and not used for hire. Passenger car may include a sport utility vehicle.

[Reference: §60-345]

Proof of Insurance: Evidence of the ability to respond in damages for liability, on account of accidents occurring subsequent to the effective date of such proof, arising out of the ownership, maintenance, or use of a motor vehicle. Coverage must be for a minimum of:

- \$25,000 because of bodily injury to or death of one person in any one accident;
- \$50,000 because of bodily injury to or death of two or more persons in any one accident;
- \$25,000 because of injury to or destruction of property of others in any one accident:

[Reference: §60-346]

Reciprocity: A mutual exchange of privileges; specifically: recognition by one of two countries or institutions of the validity of licenses or privileges granted by the other.

[Merriam-Webster Dictionary]

Recreational Vehicle: A motor vehicle designed for living quarters.

[Reference: §60-347]

SemiTrailer: Any trailer so constructed that its weight and that of its load rests upon or is carried by the towing vehicle.

[Reference: §60-348]

Situs – The tax district where the motor vehicle or trailer is stored and kept for the greater part of the calendar year. For a motor vehicle or trailer used or owned by a student, the situs is at the place of residence of the student if different from the place at which he or she is attending school.

[Reference: §60-349]

Snowmobile – A self-propelled vehicle designed to travel on snow or ice or a natural terrain steered by wheels, skis, or runners and propelled by a belt-driven track with or without steel cleats.

[Reference: §60-350]

Chapter 1 – Definitions – 1-7

Sport Utility Vehicle (SUV) – A high-performance motor vehicle weighing six thousand pounds or less designed to carry ten passengers or less or designated as a sport utility vehicle by the manufacturer.

[Reference: §60-354]

Trailer – Any device without motive power designed for carrying persons or property and being towed by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.

[Reference: §60-354]

Transporter: Any person lawfully engaged in the business of transporting motor vehicles or trailers not his or her own solely for delivery thereof (1) by driving singly, (2) by driving in combinations by the towbar, fullmount, or saddlemount method or any combination thereof, or (3) when a truck or truck-tractor tows a trailer.

[Reference: §60-355]

Truck: A motor vehicle that is designed, used, or maintained primarily for the transportation of property or designated as a truck by the manufacturer.

[Reference: §60-356]

Truck-tractor: Any motor vehicle designed and used primarily for towing other motor vehicles or trailers and not so constructed as to carry a load other than a part of the weight of the motor vehicle or trailer and load being towed.

[Reference: §60-357]

Utility Trailer: A trailer having a gross weight, including load thereon, of nine thousand (9,000) lbs or less.

[Reference: §60-358]

Utility-Type Vehicle (UTV): Any motorized off-highway device which (a) is seventy-four inches in width or less, (b) is not more than one hundred eighty inches, including the bumper, in length, (c) has a dry weight two thousand pounds or less, and (d) travels on four or more non-highway tires. UTV's which have been modified or retrofitted with after-market parts to include additional equipment not required by sections §60-6,357 (lights) and 60-§6,358 (brake and muffler systems, and spark arrester) shall not be registered under the Motor Vehicle Registration Act, nor shall such modified or retrofitted vehicles be eligible for registration in any other category of vehicle. UTV does not include golf carts or low-speed vehicles..

[Reference: §60-358.01]

Vessel: Any non-motorized watercraft. A vessel is exempt from titling.

[Reference: §37-1203]

Well-Boring Apparatus: Trucks, truck-tractors, or combinations of trucks or truck-tractors and trailers which are not for hire and are used exclusively to travel to and from the well site including (1) the well rig truck, (2) the boom truck, (3) the water tank truck, and (4) such other devices as are used exclusively for transporting well-boring apparatus to and from the well site including the drill stem, casing, drilling mud, pumps and related equipment, and well-site excavating machinery or equipment.

[Reference: §60-359]

Well-Servicing Equipment: Equipment used for the (1) care and replacement of down-hole production equipment and (2) restimulation of a well.

[Reference: §60-360]

Motor Vehicles Exempt from Registration

All motor vehicles and trailers used upon the highways and roads of the State of Nebraska must be registered, with the following exceptions:

- Off-road vehicles including, but not limited to:
- ATV
- Electric Personal Assistive Devices
- Electric Scooters
- Garden tractors
- Golf carts
- Go-carts
- Minibikes
- Mopeds
- Riding lawn mowers
- Vehicles which run on rails or tracks;
- Farm tractors;
- Self-propelled equipment designed and used exclusively to carry and apply fertilizer, chemicals, or related products to agricultural soil and crops;
- Agricultural floater-spreader implements and other implements of husbandry designed for and used primarily for tilling the soil and harvesting crops or feeding livestock;
- Hay spreaders and power unit hay grinders or a combination which includes a power unit and a hay grinder when operated without cargo;
- Welder if permanently mounted on a device that is towed;
- Pole diggers;
- Portable scales;
- Tow dollies and convertor gears;

Road and general purpose construction and maintenance machinery not designed or used for the transportation of persons or property including, but not limited to:

- ditch digging apparatus
- asphalt spreaders
- bucket loaders
- leveling graders
- earthmoving carryalls and equipment
- power shovels
- crawler tractors

Chapter 2 – Registrations – 2-2

Registration - Vehicle

All motor vehicles and trailers operated or parked on the highways of this state must be registered unless specifically exempted (for information on vehicles exempt from registration refer to page 2-1).

Rebuttable presumption is that any motor vehicle stored and kept more than thirty (30) days in this state is being operated, parked, or towed on the highways of this state and therefore must be registered. The registration period begins:

- From the date of transfer of title;
- If no transfer in ownership of the motor vehicle or trailer has occurred from the expiration of the last registration period for which the motor vehicle was registered.

Application for registration is made to the county treasurer in the county where the motor vehicle or trailer has situs.

Application for registration is:

- For motor vehicles and trailers for which a title is required – a Nebraska title in the name of the applicant, or in the case of a leased vehicle, the name of the Lessor as it appears on the lease agreement.
- For motor vehicle and trailers which are exempt from titling – a bill or sale, purchase agreement, out-of-state registration, MSO, or other acceptable proof of ownership.

The certificate of registration serves a dual function. The registration provides the owner with necessary proof that the motor vehicle/trailer described on the certificate of registration is properly registered. It also acts as a receipt with a detailed breakdown of the registration fees and taxes paid for the registration period indicated on the certificate.

State of Nebraska - Vehicle Registration E 0591993				State of Nebraska - Registration Receipt			
JOHN SMITH, COUNTY TREASURER NEBRASKA COUNTY, LINCOLN, NE 68509				2013032605054442 20130326050442845 Renew online at: www.clickdmv.ne.gov			
Plate Number 41A300	Type/Class PA PA	Series Year 11	Tax Flag	Reg Weight	Tax District 1 STATE TEST DISTRICT	Tax & Fee Summary	
Reg Number 20130081	Reg Type NR	Reg Date 3/26/2013	Exp Date MAR 2014	Total Paid 344.40	2012 MSRP 13,260	MTR VEH TAX 9.80	MTR VEH FEE 5.00
V.I.N. 1G1JC524817238074	Title Number 13085410002	Vehicle Info 2001 CHEVROLET CAVALIER CAVALIER/CNG BLU GAS-CONV 4 DOOR SEDAN		Make CHEVROLET	Year 01	CORR/DIV/EMS 5.50	REG. FEE 15.00
Owner Info DOE, JANE 123 MAIN ST LINCOLN NE 68508				Model CAVALIER CAVALIER/CNG	Style 4 DOOR SEDAN		PLATE FEE 8.60
JTG REMARKS				V.I.N. 1G1JC524817238074	Reg Date 3/26/2013	TITLING FEES 10.00	
				Exp Date MAR 2014	SALES TAX 292.50		
				13085410002	5928	Total Paid 344.40	
An automobile liability policy or proof of financial responsibility is required at the time of registration and while the motor vehicle is operated on a public highway located in Nebraska.				Requests for refunds or credits of fees upon loss of possession or transfers of ownership of motor vehicle must be made within sixty days from the date of the loss or transfer.			

Chapter 2 – Registrations – 2-3

The top portion of the registration is given to the customer and the county retains the bottom portion.

A registration is valid only for the period of registration for which it was issued and must be renewed annually. Vehicle and trailer registrations expire on the first day of the month; however, the registrant has until the first day of the following month to renew or the registration becomes delinquent (refer to Registration Renewal – Vehicle, page 2-2).

The certificate of registration must be carried in the motor vehicle at all times, along with the required proof of financial responsibility.

Department of Health and Human Services Vouchers:

There may be instances where the registrant presents a voucher issued by the Nebraska Department of Health and Human Services for payment of vehicle registration fees. When this type of voucher is presented, remember to add a remark to the registration record that in the case of a refund (not a credit), the check issued by the treasurer's office should not be payable to the registrant. The check should be made payable to:

Dennis Ellis, Program Specialist
Nebraska Department of Health and Human Services
Economic Family Support
PO Box 95044
Lincoln, NE 68509-5044

The memo on the check should contain the name(s) of the registrants as they appear on the registration.

Additionally, vouchers are not intended to cover the cost of any specialty plates (message, spirit, organizational, etc.). If you receive a voucher that includes the specialty plate fee, contact Mr. Ellis at 402.471.6792 for guidance.

Registration - Boat

For information regarding requirements for the registration of a boat, refer to the County Treasurer Boat Registration Manual issued by Nebraska Game and Parks.

To obtain a copy of the County Treasurer Boat Registration Manual, contact:

Nebraska Game and Parks
Attn: Boating Law Administrator
2200 N 33rd St
PO Box 30370
Lincoln, NE 68503-0370
402.471.5579

Proof of Financial Responsibility (Proof of Insurance)

Proof of financial responsibility is required for all vehicles registered in Nebraska and must be carried in the vehicle at all times, with the following exceptions:

- Trailers (pulling unit insurance must provide coverage for the trailer);
- Snowmobiles;
- Boats;
- Dealer-plated vehicles;
- Campers on the back of trucks (proof is required for the truck on which the camper is mounted).

Proof of Financial Responsibility must be provided to the county treasurer every time a registration is issued. Proof may be shown by any of the following:

- **Proof of insurance available on the Nebraska Insurance Database** (for more information refer to page 2-9).
- **Certificate of Insurance** issued by an insurance company authorized to do business in Nebraska. Certificates of insurance include:
 - a card or similar document providing evidence of insurance coverage that meets Nebraska minimum requirements – **must be an original document, photocopies are not acceptable**;
 - an electronic image of a card or similar document on an electronic device;
 - a search of the motor vehicle insurance database by means of the VTR system;
 - Insurance policy issued by an insurance company authorized to do business in Nebraska.
 - a "binder" (temporary issuance of proof of insurance that covers the insured until the formal policy is issued). A binder may be accepted as proof as long as it meets all requirements of a certificate of insurance except policy number. Binders are generally presented when a person has purchased a new vehicle.

The Certificate of Insurance or insurance policy presented must have the following information:

- Name of the insurance carrier;
- Names of insured;
- Policy number;
- Year of vehicle;
- Make of the vehicle;
- "Model" of the vehicle (e.g., Ford "Mustang") and/or the last three digits of the Vehicle Identification Number;

Chapter 2 – Registrations – 2-6

- Effective and expiration dates of the liability coverage.

The certificate of insurance or insurance policy presented must show that the insurance is in effect on the date of registration.

Names on a certificate of insurance or insurance policy do not need to match the owner name(s) that appear on the title and registration, but there must be a sufficient description of the vehicle (year; make; model and minimum of the last three digits of the VIN) to allow it to be identified. If the name on the certificate of insurance or insurance policy is the previous owner of the vehicle, a statement from the insured is required to verify the insured is knowingly providing insurance to cover the new owner.

If on the bottom of the certificate of insurance it states that the certificate is valid "subject to premium payment" it is not necessary for you to verify premium payment. This is a warning to the insured only.

When a person has traded vehicles and the new car is covered under an old policy (usually for 30 days), written certification from the insurance company verifying that the new vehicle is covered under the old policy is required **before** you register the vehicle.

A fleet is defined as a group of five (5) or more vehicles owned by the same owner. For fleet vehicles, when the insurance card does not specifically describe the vehicle, a statement that insurance coverage is applicable to all vehicles owned by the named insured, or wording of similar effect, is acceptable in lieu of an explicit description. ***The name of the owner on the proof of insurance must match the name of the registered owner of the fleet vehicles.***

Verification that an insurance company is licensed to do business in Nebraska may be made through the Department of Insurance website at www.doi.nebraska.gov/entity-search.html (refer to page 2-8 for lookup procedure).

- **Bond** issued by a surety company authorized to do business in Nebraska.
 - The bond must be in the amount of \$75,000.
 - Evidence of the bond must be on file with the Department.
- **Property bond** that acts as a lien in favor of the state upon the real estate indicated in the bond and is used to pay damages to any holder of a final judgment against the holder of the bond due to damages resulting from the ownership, maintenance, use, or operation of a motor vehicle after the bond was filed. A property bond must be:
 - evidenced by a bond with at least two individual sureties who each own real estate within Nebraska that are listed in the bond approved by a judge of a court of record in Nebraska.
 - must provide for the payment of up to \$75,000.

Chapter 2 – Registrations – 2-7

- must be filed with the Department and can only be cancelled with ten (10) days' written notice to the Department.
- **Certificate of Deposit** from the State Treasurer that evidences that the person named therein has deposited with him/her \$75,000 in cash or securities.
- **Certificate of Self-Insurance** issued by the Department and bearing the Department seal (see appendix A-1). Types of coverage that may be self-insured are: bodily injury, death and property damage.

There is no fee to apply for self-insurance. The applicant must have a minimum of twenty-six (26) vehicles registered in Nebraska.

Initial applicants for self-insurance must submit to the Department:

- a completed Application for Self-Insurance (refer to appendix A-2);
- a copy of the most recently audited financial statement must accompany the initial application and be updated annually;
- a complete list of all vehicles registered in Nebraska must accompany the initial application and be updated annually.

Cancellation of a Certificate of Self-insurance by the Department may be implemented for any reasonable grounds, including but not limited to:

- any final judgment not paid within thirty (30) days
- failure to file an annual financial statement
- failure to maintain a minimum of twenty-six (26) vehicles registered in Nebraska

A Self-Insurer is provided with five (5) days' notice of any hearing to cancel its certificate.

A list of self-insured entities may be found on the Department website at: www.dmv.ne.gov/dvr/pdf/selfins_list.pdf

It will be extremely rare that a Bond, Property Bond or Certificate of Deposit will be presented to you. If they are, *the seal of the Department must appear on the document for it to be valid.*

The procedure for verification that an insurance company is licensed to do business in Nebraska using the Nebraska Department of Insurance lookup is as follows:

- Log in to the Department of Insurance webpage at: www.doi.ne.gov/entity-search.html;

Chapter 2 – Registrations – 2-8

- Click on “Company Search” button;
- Enter the insurance company name in the “Company Name” field*;
- From the “Company Status” dropdown menu, highlight and click on “Active”;
- From the Line of Business dropdown menu, highlight and click on “12 Vehicle Insurance” and click on “Submit” button;
- From the list of companies returned you can request more detailed information by clicking on the name of the company.

*An alternate procedure for search for an insurance company is:

- Click on “Company Search” button;
- Leave “Company Name” field blank;
- From the “Company Status” dropdown menu, highlight and click on “Active”;
- From the Line of Business dropdown menu, highlight and click on “12 Vehicle Insurance”;
- Click on “Submit” button (be patient - this will return all insurance companies licensed for vehicle insurance);
- Navigate through the alphabetized list to locate a specific insurance company;

Insurance requirements for motor carriers, common carriers and contract carriers fall under the jurisdiction of the Public Services Commission. Questions related to financial responsibility for these groups should be directed to the PSC at: 402.471.3101

Nebraska Insurance Database

The purpose of the Nebraska Insurance Database Program is to allow for the electronic verification of insurance at the time of renewal of a vehicle registration. The Insurance Database is managed by the Department.

The Insurance Database is composed of data provided by required and optional (e.g. commercial policies and those policies written by companies that write less than \$100,000 of premiums annually) insurance companies as reported to the Department.

Companies are required to report to the database twice each month. Once the data is received and processed by the Department, the liability insurance policy data is matched to the corresponding vehicle on the DMV system using the Vehicle Identification Number (VIN) and forwarded to the county vehicle database where the vehicle is registered. The county databases are updated with insurance information on the 4th and 14th working days of each month,

The following are excluded from reporting to the Nebraska Insurance Database:

- Any common, contract or private carrier of property by motor vehicles in interstate commerce that is registered with the Department of Motor Vehicles, Motor Carrier Services Division;
- Any person who qualifies as a self-insurer (a list of current self-insured entities may be found at: www.dmv.ne.gov/dvr/mvreg/insurance.html);
- Trailers (including cabin trailers, mobile homes, etc.);
- Vehicles not required to be registered (i.e. cranes, tractors, golf carts, ATVs, etc.);
- Snowmobiles;
- Motorboats;
- Excess liability policies; and,
- Physical damage only policies.

When an owner renews their vehicle registration, the system will allow processing without further verification if current insurance is found.

When you are processing a registration renewal, lost registration, lost plate or any other miscellaneous transaction, when a single insurance record matches the VIN and the policy has not expired, no informational prompt will appear. This means everything is considered valid and no further proof of insurance is required. This is what you will experience most of the time.

There are three visible responses that you may see when processing registrations. They are:

- **Insurance Not Available** – This appears when insurance information is not found on the county or state database. A review of an acceptable proof of insurance is required when this prompt appears.

Chapter 2 – Registrations – 2-10

- **Information Unavailable** – This appears when the system shows the insurance information is expired. It lists the policy owner name, policy number, and expiration date all in red text. A review of an acceptable proof of insurance is required when this prompt appears.
- **Insurance Information** – This appears when an active policy exists for a vehicle for which you are issuing a new registration. It will appear in the New Registration program to assist you in verifying whether or not the policy is in effect for the correct owner. The prompt will list the name, policy number, and expiration date in green text. A review of the vehicle owner name and policy name should be made to validate that this policy is in effect for the proper vehicle owner. To do this, you need to verify the relationship between the name displayed and the current owner name. If no relationship can be determined, a review of an acceptable form of insurance is required.

This prompt will also appear any time multiple insurance records exist for the same vehicle.

When viewing a registration record through menu option **12 - Registration Identification**, press the **F-21** key to view the insurance information.

Registration Renewal

Motor vehicle registrations are issued on an annual basis with the length of the registration period determined by the acquisition date of the vehicle as recorded on the certificate of title, unless the vehicle is leased or the registrant has elected to use the multiple vehicle registration option (refer to page 2-17).

Vehicle and trailer registrations expire on the first day of the month one year from the date of issuance. The registrant then has until the first day of the following month to renew or the registration becomes delinquent. For instance, a registration that is due in September is due on September 1st, but the grace period extended by statute deems that the registration is valid until October 1st.

Registrants may renew the registrations using the Online License Plate Renewal system under Vehicle Services tab at www.clickdmv.ne.gov, or through the county treasurer's office in the county where the vehicle has situs either by mail or in person.

When renewing in person or by mail, the registrant must submit:

- expiring registration and/or Motor Vehicle Registration Renewal Notice (refer to appendix page A-3);
- acceptable proof of insurance (refer to page 2-5);
- applicable registration fees and taxes;

Early Registration Renewal

Registrations may be renewed thirty (30) days prior to the date of expiration. (**Note:** if the registrant has used the early renewal option prior to completion of the renewal notice process, a registration renewal notice will not print. If the early renewal occurs after the renewal notice process has been completed a notice will print and be mailed to the registrant.)

In County Renewals: The early renewal option is processed using the Fleet Registration function. From the Motor Vehicle Registration menu, select **9- Fleet Registration** and press enter.

Press F6=Start a New Fleet Group and enter the customer's name in the Fleet Description field so the record may be identified if other groups already exist in Fleet. Press enter.

Select Renewal from the available functions by placing a 1 in the Opt field beside Renewal and press enter and the Registration Identification County Search screen will appear. Perform a registration search and process as normal. The record will not print after completion of the transaction.

Chapter 2 – Registrations – 2-12

To print the record, once you have completed processing all records for that customer, **F3=Exit** back to the **Fleet Registration Functions** menu and **F12=Cancel** to return to the **Active Fleet Groups** screen to find the record.

Select the registration to be printed by placing a 6 in the Opt field in front of the correct record and pressing enter. Select the correct printer from the pop-up box and press enter and the payment screen will appear. Enter the correct information on the payment screen and press enter. The registration will print and the transaction is complete.

Out of County Renewals:

From the **Motor Vehicle Assessment** menu, select **1 – New Assessment** and press enter. Press **F9=Registration Identification** and enter the out-of county title number to retrieve the record from the State. (If untitled, go to Untitled Assessment and build the record as it appears on the previous registration document, refer to page12-26.)

Process as normal while in Assessment. Set the expiration date to match the month of expiration, but with the new expiration year. Enter the current month and year in the in the “Last Exp” field. The system will pop a “Previous Tax” box, **F12=Cancel** to bypass the box.

Go to the **Motor Vehicle Registration** menu, select **9- Fleet Registration** and press enter.

Press **F6=Start a New Fleet Group**, enter the customer’s name in the Fleet Description field and press enter.

Select **New** from the available functions by placing a 1 in the Opt field beside New. Select the record from the Hold File list. Enter plate number, plate type, year and process the record all the way through.

Press **F3=Exit** to the **Fleet Registration Functions** menu and then **F12=Cancel** to return to the **Active Fleet Groups** screen to find the record.

To print the record, once you have completed processing all records for that customer, **F3=Exit** back to the **Fleet Registration Functions** menu and **F12=Cancel** to return to the **Active Fleet Groups** screen to find the record.

Select the registration to be printed by placing a 6 in the Opt field in front of the correct record and pressing enter. Select the correct printer from the pop-up box and press enter and the payment screen will appear. Enter the correct information on the payment screen and press enter. The registration will print and the transaction is complete.

Chapter 2 – Registrations – 2-13

Registration Procedure - Owner Retains Salvage

When the owner of a vehicle that has been declared a total loss by the insurance company chooses to retain the vehicle, the owner has thirty (30) days from the date of settlement to obtain the required salvage title (refer to the Chapter 6 in the County Official Titling Manual, page 6-2).

In the Owner Retains process, the insurance company notifies the Department that the owner has elected to retain the vehicle by submitting a Notice of Owner Retained Salvage (see appendix A-4). Upon receipt of the notice, the Department marks the record as “Salvage” on the system.

After the title record is marked, the title and registration records are flagged on the VTR system to ensure the required salvage and previously salvaged titles are obtained prior to any attempt to transfer the title or renew the registration.

A transferred row is added to the registration record that will cause the message “Record found, but no longer active,” to appear when a search for the record is made at the start of the registration renewal process.

VTR000510 ANY COUNTY USER ID
RENEWAL Registration Identification
County Search
Registration Number: _____
Title Number: NE _____
VIN/Hull Number: 1FTBX1EP7BHC32531
Plate Number: _____ Plate Type: _____ Plate Year: _____
Type / Name: I _____
Record found, but no longer active.
F9=Exit F4=Prompt F12=Cancel F16=Override CSR/VIN

VTR000501 ANY COUNTY USER ID
ORIGINAL Vehicle Identification
Previous Title State: NE
Previous Title: 1370011001
VIN/Hull Number: _____ Vehicle Type: _____
Remarks
DMV marked title as salvaged on 2014-10-19
Bottom
Press Enter to continue.
F3=Exit F12=Cancel

Important:

Using an improper procedure when issuing a registration in an owner retains situation will result in a pop-up box blocking the renewal process on the registration for every subsequent renewal. It is very important that the following procedure be followed to ensure that the pop-up box does not appear.

Chapter 2 – Registrations – 2-14

Once the previously salvaged title has been issued, and **BEFORE** a new registration is generated, you must process a **REFUND** of the existing registration.

- If the Previously Salvaged titled has been issued **in the middle of the registration period**, you will first need to refund the existing registration and then go into Assess and Register to issue a new registration.
- If the Previously Salvaged titled has been **issued in the month of renewal**, go into Assess and Register and press **F9** when you see the message indicating the vehicle has already been assessed and issue a **“New”** registration.

Refunding the existing registration and completing the assess and register process will eliminate the **“DMV Marked Title as Salvage on [Date]”** pop-up box at renewal and also properly apply the required 25% discount to motor vehicle tax provided in statute for previously salvaged vehicles.

If you are attempting to renew a registration and a pop-up box with the message **“DMV Marked Title as Salvage on [Date]”** appears, contact the DVR Help Desk for assistance.

DO NOT attempt to resolve the issue by performing a registration correction.

Passenger

A passenger vehicle is a vehicle designed and used to carry ten (10) passengers or less and *not used for hire*. Passenger vehicles include, but are not limited to, the following:

- Passenger;
- Station wagons;
- Utility vehicles;
- Vans with additional seating capacity greater than three (3), but not more than ten (10);
- Ambulances;
- Hearses; and,
- Taxis.

The registration fee for a passenger vehicle not used for hire is fifteen dollars (\$15.00).

Passenger Vehicles Used for Hire:

A passenger vehicle used for hire is a vehicle having a seating capacity of ten (10) persons or less and *used for hire* (e.g. limousines, and other passenger vehicles used for transportation services).

The registration fee is six dollars (\$6.00) plus an additional fee of four dollars (\$4.00) for every person such vehicle is equipped to carry in addition to the driver.

When registering a passenger vehicle used for hire, be sure that the Tax Flag is entered as L and that you enter the number of passengers the vehicle is equipped to handle in the capacity field to ensure the proper assessment of fees.

Passenger vehicles used for hire are issued regular county passenger license plates.

Passenger Vehicles Leased for Hire:

A passenger vehicle that is leased for hire, when no driver or chauffeur is provided by the lessor as part of the consideration paid for by the lessee, is registered for a fee of fifteen dollars (\$15.00).

Leased Vehicles

A leased vehicle is a vehicle that is owned by a lessor (financier) who in turn leases the vehicle to a lessee (customer) under terms specified in a lease agreement.

Before a registration may be issued to the lessee, a Nebraska title must first be issued for the vehicle in the name of the lessor (refer to page 1-19 in the County Officials Titling Manual).

To register the vehicle the lessee must then present:

- A copy of lease agreement;
- Acceptable proof of insurance; and,
- Payment of applicable registration fees and taxes.

The date of lease agreement determines start of registration period.

For information related to sales tax in a lease situation, contact:

Nebraska Department of Revenue
PO Box 94818
Lincoln, NE 68509-4818
402.471.2971
www.revenue.state.ne.us

VTR

From the **Motor Vehicle Registration** menu, select **6-Assess & Register**, after entering the record search criteria and selecting the correct record press **F19=Leased Vehicle**. Enter the lessee name(s) and update the in care of address information to reflect the lessee's address. If there are more than two lessees press the page down key after entering the second lessee name to enter the additional name(s). Press enter and complete the vehicle assessment and registration processes.

The lessee names (up to two) are followed by the lessor's name on the printed registration certificate.

Multiple Vehicle Registration

Any owner who has two or more motor vehicles or trailers required to be registered may register all such motor vehicles or trailers on a calendar-year basis, or on an annual basis, for the same registration period beginning in a month chosen by the owner.

All applicable registration fees and taxes are required for the number of months necessary to extend the current registration period to the registration period under which all such motor vehicles or trailers will be registered.

Credit is given for registration paid on each motor vehicle or trailer when the motor vehicle or trailer has a later expiration date than that chosen by the owner.

Thereafter the motor vehicles or trailers will be registered on an annual basis starting in the month chosen by the owner.

VTR

Vehicles purchased in different months where the customer wants them to expire in the same month:

- If the registration has already been issued (and the current date of transaction is passed) the customer will need to wait until the following registration year to change the registration month.
- If the registration has already been issued (and it is the same date) the registration may be voided (refer to page 2-54) and the assessment changed.

From the **Motor Vehicle Assessment** menu, select **8- One Stop** (or **1 – New Assessment** (refer to page 12-9) and perform the vehicle assessment **changing** the expiration date on the Tax Assessment screen to show the month in which the customer wishes the registrations to come due.

The fees will reflect the amount of months for the adjusted registration period (e.g. a vehicle purchased in June and the customer wishes the registration to expire in January, the system will calculate the fees to indicate 7 months not the full 12 months in a registration period) .

Vehicles where the registrations are due for renewal and the customer wants them to expire in the same month:

Go to the **Motor Vehicle Registration** menu, select **9- Fleet Registration** and press enter. **Press F6=Start a New Fleet Group**, enter the customer's name in the Fleet Description field and press enter.

Chapter 2 – Registrations – 2-18

Select Renewal by placing a 1 in the Opt field beside Renewal and press enter. Enter the title number of the first vehicle to renew. Verify insurance is current and valid and press enter for OK.

Continue to enter the remaining vehicle records for that customer until all are entered.

Press **F3=Exit** to the **Fleet Registration Functions** menu and then **F12=Cancel** to return to the **Active Fleet Groups** screen to find the records.

To print the record, once you have completed processing all records for that customer, **F3=Exit** back to the **Fleet Registration Functions** menu and **F12=Cancel** to return to the **Active Fleet Groups** screen to find the record.

Select the group to be printed by placing a 6 in the Opt field in front of the correct group and pressing enter. Select the correct printer from the pop-up box and press enter and the payment screen will appear. Enter the correct information on the payment screen for all records processed and press enter. The registrations will print and the transaction is complete.

Chapter 2 – Registrations – 2-19



**Commercial Plate
(Alpha/Numeric)**

Commercial Motor Vehicles



Commercial Plate

VTR Quick Reference for Commercial Motor Vehicle Plates

VTR Plate Type: TC | VTR Plate Class: TC, TR | Number of Plates: Truck – 2; Truck-Tractor - 1

A commercial motor vehicle is any motor vehicle used or maintained for the transportation of persons or property for hire, compensation, or profit, or designed, used, or maintained primarily for the transportation of property and does not include farm trucks.

A commercial vehicle includes:

- straight trucks;
- truck-tractors;
- pickup trucks (including vehicles designed for hauling which the manufacturer has identified as a truck, e.g. Chevrolet Avalanche);

A commercial vehicle may also be a:

- passenger vehicle, panel van, station wagon, or sport utility vehicle - if the vehicle is used in a commercial capacity.

The registration fee for commercial vehicles is based upon gross vehicle weight (GVW). GVW is the sum of the empty weights of the commercial motor vehicle and any eligible trailer (refer to Towing, page 3-8), plus the weight of the maximum load to be carried at any one time.

Fees – Commercial Motor Vehicle

	Total	County Fund	DMV/Registration	Recreation Road	Hiway Trust Mt. Veh. Registration	Hiway Trust Lic. Plate Fee	EMS Fund
Deposit Document Line #			5	9	10	11	18
Motor Vehicle	Varies	\$1.50	\$2.00	\$1.50	Refer to Fee Chart	\$3.30 \$6.60	\$.50
Lost							
1 Plate	\$ 11.30	\$1.50	\$2.00	\$1.50	\$2.50	\$3.30	\$.50
2 Plates	\$ 14.60	\$1.50	\$2.00	\$1.50	\$2.50	\$6.60	\$.50
Registration	\$ 6.50	\$1.50	\$2.00	\$1.50	\$1.00		\$.50

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

Chapter 2 – Registrations – 2-20

The registration fee for a commercial motor vehicle towing or hauling a disabled or wrecked motor vehicle that is properly registered for use on the highways shall be only the gross vehicle weight of the towing commercial motor vehicle, fully equipped, and not including the weight of the motor vehicle being towed or hauled.

Commercial Fee Schedule

Combined Gross Weight (Tons)	Registration Fee	Combined Gross Weight (Tons)	Registration Fee	Combined Gross Weight (Tons)	Registration Fee
3 or less	18.00	18	360.00	33	735.00
4	25.00	19	385.00	34	760.00
5*	35.00	20	410.00	35	785.00
6	60.00	21	435.00	36	810.00
7	85.00	22	460.00	37	840.00
8	110.00	23	485.00	38	870.00
9	135.00	24	510.00	39	900.00
10	160.00	25	535.00	40	930.00
11	185.00	26	560.00	41	960.00
12	210.00	27	585.00	42	990.00
13	235.00	28	610.00	43	1,020.00
14	260.00	29	635.00	44	1,050.00
15	285.00	30	660.00	45	1,080.00
16	310.00	31	685.00	46	1,110.00
17	335.00	32	710.00	47	1,140.00

*For vehicles registered for 5 ton and over a tonnage decal is required.

A tonnage decal indicating the registered weight of the vehicle is issued to all commercial motor vehicles registered at a weight of 5 ton or over. The decal is to be affixed to the commercial plate(s).

All applicants for registration of a vehicle with a declared GVW of 55,000 pounds (28 ton) or more must present proof of payment of Heavy Vehicle Use Tax (HVUT) (see page 2-23) before the vehicle may be registered unless they provide proof they are exempted by the IRS.

Each County Treasurer must retain a copy of the proof of payment accepted for a period of one (1) year and make such copies available to the Department and/or the Federal Highway Administration (FHWA) for purposes of evaluating compliance.

Please note that commercially plated vehicles registered for more than thirteen (13) ton that cross state lines are required to purchase a 72 hour fuel permit or be enrolled in the International Fuel Tax Agreement (IFTA) program. This should be taken into consideration before registering the vehicle for a weight greater than necessary.

For more information regarding the IFTA program, contact the Motor Carrier Services division of the Department at 402.471.4435 or online at www.dmv.ne.gov/mcs/

References: §60-316, §60-3,147, §60-3,148, §60-3,198

Revised 8/2015

Chapter 2 – Registrations – 2-21

Seventy-two (72) hour prorated/fuel permits are available for purchase online at www.clickdmv.ne.gov under the Motor Carrier Services tab.

Increase Tonnage:

For trucks that are properly registered, tonnage may be increased during a registration period by paying the difference in the fees for the increase to the county treasurer in the county where the original registration was issued.

For commercial vehicles only - if it is necessary to increase the tonnage on a properly registered commercial vehicle and the vehicle is more than one hundred (100) miles from the county seat where it is currently registered, upon receiving authorization from the Nebraska State Patrol or a State Scale Examiner, as in the case of an emergency, the registration to increase the tonnage may be issued in the nearest county.

If the tonnage increase for a commercial vehicle is transacted in a county other than the county where the commercial vehicle is currently registered, the registrant must surrender the current registration to the nearest county treasurer who will then issue a new registration for the additional tonnage with the original plate. The county treasurer who issues the new registration must notify the county treasurer in the county where the original registration was issued of the increase.

Decrease Tonnage:

Tonnage may **NOT** be decreased during a registration period. If the vehicle owner wishes to decrease tonnage that transaction must occur at the time of registration renewal.

Semi-Annual Registrations (6 Month Registrations):

Commercial motor vehicles registered at a weight of twelve (12) ton and over are eligible to pay their registration fees on a semi-annual basis (6 month registration).

The applicant must initially pay one-half (1/2) of the total registration fee for that registration period. The second half must be paid by the first day of the seventh (7th) month of the registration period. Payment of the second half if required before any subsequent registration or registration renewal.

Motor vehicle tax must be paid for the entire registration period with issuance of the initial registration.

If the vehicle is sold within the first six (6) months, the remaining motor vehicle tax and registration fee, if applicable, may be refunded. If the vehicle is sold after the first six (6) months the vehicle must be registered for the second six (6) month period and the refund calculated from the date of sale.

Chapter 2 – Registrations – 2-22

For VTR procedure for issuance of a six (6) month registration, refer to 12-32.

6 Month Registration Expiration

Month of Registration	Expiration Sticker	Registration Expires
January	July	Midnight July 31
February	August	Midnight August 31
March	September	Midnight September 30
April	October	Midnight October 31
May	November	Midnight November 30
June	December	Midnight December 31
July	January	Midnight January 31
August	February	Midnight February 28
September	March	Midnight March 31
October	April	Midnight April 30
November	May	Midnight May 31
December	June	Midnight June 30

Ten Percent Reduction:

The registration fees for motor vehicles used exclusively for the transportation of agricultural products (refer to page 1-1) shall be reduced by ten percent (10%).

Combined Gross Weight (Tons)	Registration Fee	Combined Gross Weight (Tons)	Registration Fee	Combined Gross Weight (Tons)	Registration Fee
3 or less	16.20	18	324.00	33	661.50
4	22.50	19	346.50	34	684.00
5*	31.50	20	369.00	35	706.50
6	54.00	21	391.50	36	729.00
7	76.50	22	414.00	37	756.00
8	99.00	23	436.50	38	783.00
9	121.50	24	459.00	39	810.00
10	144.00	25	481.50	40	837.00
11	166.50	26	504.00	41	864.00
12	189.00	27	526.50	42	891.00
13	211.50	28	549.00	43	918.00
14	234.00	29	571.50	44	945.00
15	256.50	30	594.00	45	972.00
16	279.00	31	616.50	46	999.00
17	301.50	32	639.00	47	1,026.00



Heavy Vehicle Use Tax

Heavy Vehicle Use Tax (HVUT) is an annual federal highway use tax imposed according to Federal Internal Revenue Code, 26 U.S.C 4481. The tax is paid to the Internal Revenue Service (IRS) and is applicable for all vehicles operating on public highways at a gross weight of 55,000 pounds or greater. The revenue generated from this tax is then distributed by the federal government back to the states for highway construction and maintenance projects.

All applicants for registration of a vehicle with a declared gross vehicle weight of 55,000 pounds (over 27 ton) or more must present proof of payment of HVUT before the vehicle may be registered unless they provide proof of HVUT suspension by the IRS.

The tax period for HVUT is from July 1st to June 30th. Applicants must file their Schedule 1 (Form 2290) annually for the current tax period before August 31st. The previous year's IRS stamped Schedule 1 (Form 2290) may be accepted up to September 30th. After September 30th the vehicle may not be registered unless the applicant provides acceptable HVUT proof of payment for the current tax period.

Proof of payment of HVUT must be presented each time a registration is issued for a vehicle subject to proof of payment. For vehicles where proof of payment has previously been provided for the current tax period, the county treasurer can search their records for the necessary proof or request that the customer provide proof.

Acceptable proof of payment must be in the form of:

- A receipted copy of the Schedule 1 (Form 2290);
- A photocopy of the Form 2290 and Schedule 1 with a copy of the front and back of the cancelled check used for payment;
- A copy of the electronic receipt of Schedule 1 (Form 2290) showing the dated e-file watermark;
- A copy of the Schedule 1 (Form 2290) with a copy of the electronic IRS payment confirmation screen;
- During the months of July, August and September only - a receipted Schedule 1, Form 2290 for the preceding taxable period.
- Alternative Proof of Payment Program

No proof of payment is required if the evidence of ownership indicates ownership of the vehicle has been transferred during the preceding sixty (60) days. In this situation, you should remind the owner that this exception does not eliminate their responsibility to properly file the Form 2290, Schedule 1 with the IRS by the due date.

Chapter 2 – Registrations – 2-24

The VIN on the Schedule 1 (Form 2290) must match the VIN on the registration. The Schedule 1 (Form 2290) may be accepted if the VIN discrepancy is limited to two characters or less and you complete the following:

- A state search of the incorrect VIN using the Registration Identification menu option on VTR to verify that the VIN is not assigned to another vehicle titled/registered in the State of Nebraska (if the VIN does belong to another vehicle, the Schedule 1 (Form 2290) must be rejected); AND,
- Make a note on the copy of the Schedule 1 (Form 2290) that you are retaining for your records that the VIN is incorrect, that it does not belong to another vehicle in Nebraska, that you have informed the taxpayer of the discrepancy, and indicate the correct VIN; OR,
- Have the applicant complete the Statement of VIN Clarification on Schedule 1 (Form 2290), see appendix A-5) and retain with your copies.

The name on the Schedule 1 (Form 2290) must match the name on the registration with the following exceptions:

- A slight variation in the name occurs (e.g. William vs. Bill; J Smith vs. John Smith; Smith Trucking vs. Smith Trucking Inc; etc.);
- Individual is doing business as (DBA) a company in a sole proprietorship situation [e.g. registration is in the name of Smith Trucking and the Schedule 1 (Form 2290) is in the name of John Smith]. In this case you will need to ask the applicant if the company is a sole proprietorship or if it is an LLC, corporation, etc. and make note of such on your copy of the Form 1 (Schedule 2290).

Note: in the case that either the name on the registration or the name on the Schedule 1, Form 2290 is a formal business entity (LLC, corporation, etc.) an individual's name cannot appear on the other document – the names must match (see information above on slight variations).

Methods of payment are:

- Electronic funds withdrawal (direct debit) if Form 2290, Schedule 1 is filed electronically;
- Electronic Federal Tax Payment System (EFTPS) – enrollment in EFTPS required;
- by mail or in person by completing Form 2290, Schedule 1 (Form 2290) and Form 2290-V voucher and submitting forms with payment to the IRS (refer to appendix A-6);
- Alternative Proof of Payment Program

Alternative Proof of Payment Program

The Alternative Proof of Payment Program allows payment directly to any county treasurer who has chosen to participate through a Memorandum of Understanding (MOU) with the IRS (refer to appendix A-7). The applicant must submit the completed Schedule 1 (Form 2290) and Form 2290-V voucher with payment to the county treasurer. For vehicles with a suspension of HVUT, the Schedule 1 (Form 2290) indicating the suspension is required. The vehicle may then be registered. The vehicle identification number on the Schedule 1 (Form 2290) must match the vehicle being registered. The applicant name on the Schedule 1 (Form 2290) must match the name on the vehicle registration with above stated exceptions.

References: §60-388, Internal Revenue Code, 26 U.S.C. 4481

Revised 8/2015

Chapter 2 – Registrations – 2-25

The county treasurer will forward the Schedule 1 (Form 2290), IRS Transmittal Form 3210 (refer to appendix A-8), and payment to the IRS on behalf of the applicant. Part 3 of the Form 3210 is returned to the county treasurer by the IRS and is an acknowledgment of receipt.

Applicants choosing this method of payment may do so in a county other than where the vehicle(s) is registered; however, must wait for the stamped copy of the Schedule 1 (Form 2290) to be returned from the IRS to present to the county of registration. A copy filed with any entity other than the IRS or the county of registration (when that county has signed an MOU with the IRS) cannot be accepted as proof of payment.

Groups Exempted from filing HVUT (not required to provide proof of filing):

- The Federal Government;
- State or local governments;
- The American Red Cross;
- Non-profit volunteer fire departments, ambulance associations or rescue squads;
- Indian tribal governments (for vehicles used in essential tribal government functions);
- Mass transportation authorities (under certain conditions).
- Vehicles not considered highway motor vehicles (e.g. mobile machinery for non-transportation functions, vehicles specifically designed for off-highway transportation, and non-transportation trailers and semi-trailers);
- Qualified blood collector vehicles used by qualified blood collector organizations;

Vehicles suspended from payment of HVUT (proof of filing for suspension required):

- Highway motor vehicles traveling fewer than 5,000 miles annually;
- Agriculture vehicles traveling fewer than 7,500 miles annually;

Applicants claiming suspension status must provide an IRS stamped copy of the Schedule 1 (Form 2290) indicating their suspension status. The IRS stamp is not required when submitting a completed Schedule 1 (Form 2290) to a county Treasurer who has a MOU with the IRS.

Each county treasurer must retain a copy of the proof of payment accepted for a period of one (1) year and make such copies available to the Department and/or the Federal Highway Administration (FHWA) for purposes of evaluating compliance.

County treasurers participating in the Alternative Payment Program with the IRS must retain a copy of the Schedule 1 (Form 2290) and part 3 of the Transmittal Form 3210 returned to them by the IRS for one (1) year from the date received back from the IRS for purposes of evaluating compliance.

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Chapter 2 – Registrations – 2-27

VTR

If the registered weight of a vehicle is over 27 tons, VTR will generate a prompt that asks “*Has proof of payment of the Heavy Highway Vehicle Use Tax been provided?*” on the Registration Screen.

VTR07200S40 One-Stop VIN/Hull Number: 1FUVDSEB8WP806044 Make Code : FRHT Desc. FREIGHTLINER Model Code : FLD Desc. CONVENTIONAL Style Code : TR Desc. TRACTOR TRUC District: 10 FREEMAN SCHOOL DIST Tax Year : 2012 M Expiration (m/y/c) : <u>6 14 0</u> Registered Weight : <u>35</u> Tons	ANY COUNTY Regis HHVUT Verification USER ID	Has proof of payment of the Heavy Highway Vehicle Use Tax been provided? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Claiming Suspension <input type="radio"/> Exempt <input type="radio"/> Within 60 days of acquisition
Wheels: _____ Purch. Price: _____ Trade-In: _____ Rebate: _____		
F3=Exit F12=Cancel F18=Printers		

The response selections are set-up to be chosen one of two ways. The selection may be made either by typing the first letter of the status (example, by typing a “Y” for Yes, the system will process) or by using your down arrow key to highlight the desired response and pressing the spacebar to actually select and process it.

Yes	Payment verified
No	Payment has not been verified
Claiming Suspension	Agricultural vehicles under 55,000/less than 7,500 miles annually Highway motor vehicles less than 5,000 miles annually
Exempt	Government owned vehicles
Within 60 days of acquisition	Proof not required

A “No” answer will return the user to the registration screen and deny issuance. The message “*HHVUT verification is a prerequisite to registration.*” will appear and you will not be allowed to process the registration until verification is presented.

Once a registration record successfully passes the HHVUT verification prompt, the registration will be printed and “HHVUT PROOF OF PAYMENT VERIFIED” will appear just above the owner name section.

Chapter 2 – Registrations – 2-28

If the owner wishes to split the weight between the truck and trailer for non-commercially plated vehicles, and each is registered under 27 ton but **together** is over 27 ton, payment of HHVUT is required. The VTR system will not prompt for HHVUT proof of payment because the total weight is not registered to one vehicle; it is shared by the combination of truck and trailer. County staff will need to recognize that HHVUT is required for this type of registration.

The message, “HHVUT PROOF OF PAYMENT VERIFIED” will not be printed on the registration by the system when weight is split between truck and trailer. The county has two options:

- Enter “HHVUT PROOF OF PAYMENT VERIFIED” in remarks, or
- Stamp the registration with a HVUT, PROOF OF PAYMENT VERIFIED stamp (if a stamp is available) and initial in the area indicated.

All responses will be archived within the VTR system for use at a later date, if necessary.

IRP/County Registration

County to IRP:

When an apportionable vehicle with a current county registration registers the vehicle as an apportioned vehicle through the Department of Motor Vehicles - Motor Carrier Services Division, the registrant of the apportionable vehicle may be entitled to receive a refund of the unused motor vehicle tax and motor vehicle fee for the time remaining in the county registration period.

The registrant making application for the refund must:

- submit the County Refund letter (see appendix page A-9) from the Motor Carrier Services Division certifying that the vehicle is registered as an apportioned vehicle;
- surrender the county issued plates, registration and validation decals.

The application for refund is made to the county treasurer in the county where the registration was issued and must be made within sixty (60) days of the issuance of the apportioned registration as indicated on the County Refund letter.

For vehicle changing from a county registration to an IRP registration:

- The refund is calculated from the date the IRP registration was issued.

IRP to County:

When an apportionable vehicle with an IRP registration registers the vehicle with the county, the registrant must present a Proof of Prorate letter (see appendix page A-10) from the Department of Motor Vehicles - Motor Carrier Services Division certifying that the vehicle has been registered as an apportioned vehicle so that the proper registration period may be determined.

For vehicles changing from an IRP registration to a county registration:

- If the IRP registration has expired and they chose not to renew, the county registration period will be January to January and no refund or credit is applicable;
- If the IRP registration has not expired, the county registration period begins on the date the registrant applies for the county registration.

The registrant making application for the refund will need to contact the Motor Carrier Services Division for information regarding that refund process.

Chapter 2 – Registrations – 2-30



Farm Truck



Farm Truck Plate

VTR Quick Reference for Farm Motor Vehicle Plates

VTR Plate Type: TF | VTR Plate Class: TF | Number of Plates: Truck – 2; Truck-Tractor - 1

Farm truck means a truck or sport utility vehicle, including any combination of a truck, truck-tractor, or sport utility vehicle and a trailer or semi-trailer, of a farmer or rancher:

1. used exclusively to carry a farmer's or rancher's own supplies, farm equipment, and household goods to or from the owner's farm or ranch;
2. used by the farmer or rancher to carry his or her own agricultural products to or from storage or market;
3. used by a farmer or rancher in exchange of services in such hauling of supplies or agricultural products, or;
4. used occasionally to carry camper units, to tow boats or cabin trailers, or to carry or tow museum pieces or historical vehicles, without compensation, to events for public display or educational purposes.

The registration fee for farm trucks is based upon gross vehicle weight (GVW). GVW is the sum of the empty weights of the farm truck and any eligible trailer (refer to Towing, page 3-8), plus the weight of the maximum load to be carried at any one time.

Farm trailers used with a registered farm truck may, at the option of the owner, be registered as a separate unit (refer to Farm Trailers, page 3-3); therefore, allowing the registered weight to be split between the pulling unit and the trailer.

Unregistered farm truck-tractors and semi-trailer combinations, where use meets eligibility, may obtain a Farm Truck-Tractor Semi-Trailer Permit (refer to page 8-6),

Fees – Farm Trucks

	Total	County Fund	DMV/Registration	Recreation Road	Hiway Trust Mt. Veh. Registration	Hiway Trust Lic. Plate Fee	EMS Fund
Deposit Document Line #			5	9	10	11	18
Farm Truck	Varies	\$1.50	\$2.00	\$1.50	Refer to Fee Chart	\$3.30 \$6.60	\$.50
Lost							
1 Plate	\$ 11.30	\$1.50	\$2.00	\$1.50	\$2.50	\$3.30	\$.50
2 Plates	\$ 14.60	\$1.50	\$2.00	\$1.50	\$2.50	\$6.60	\$.50
Registration	\$ 6.50	\$1.50	\$2.00	\$1.50	\$1.00		\$.50

References: §60-325, §60-3,146

Revised 8/2015

Chapter 2 – Registrations – 2-31

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

Please note that farm trucks registered for more than thirteen (13) ton that cross state lines are required to purchase a 72 hour fuel permit or be enrolled in the International Fuel Tax Agreement (IFTA) program. This should be taken into consideration before registering the vehicle for a weight greater than necessary.

For more information regarding the IFTA program, contact the Motor Carrier Services division of the Department at 402.471.4435 or online at www.dmv.ne.gov/mcs/.

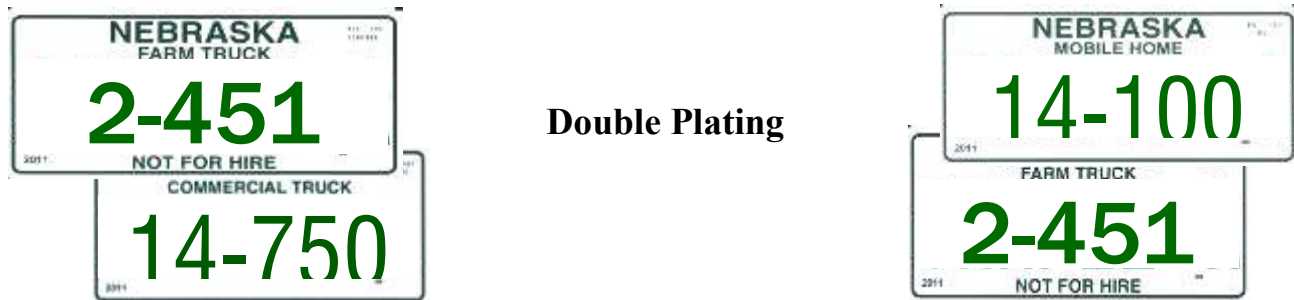
Farm Trucks – Fee Schedule

Combined Gross Weight (Tons)	Registration Fee	Combined Gross Weight (Tons)	Registration Fee	Combined Gross Weight (Tons)	Registration Fee
5 or less	18.00	26	125.00	37	235.00
6 to 16	22.00	27	135.00	38	245.00
17*	40.00	28	145.00	39	255.00
18	45.00	29	155.00	40	265.00
19	50.00	30	165.00	41	275.00
20	55.00	31	175.00	42	285.00
21	75.00	32	185.00	43	295.00
22	85.00	33	195.00	44	305.00
23	95.00	34	205.00	45	315.00
24	105.00	35	215.00	46	325.00
25	115.00	36	225.00	47	335.00

*For vehicles registered for 17 ton and over a tonnage decal is required.

Increased Tonnage:

Tonnage may be increased during a registration period however, it cannot be decreased. If the vehicle owner wishes to decrease tonnage that transaction must occur at the time of registration renewal.



Refer to specific registration type for appropriate plate type/class codes.

Vehicles are registered with a specific registration type that restricts operation of the vehicle to uses allowable for that registration type.

If the registrant will be using the vehicle for purposes outside of their current registration type, it may be possible to issue a second registration type that will allow the vehicle to be operated under a secondary use. This procedure is referred to as “double plating.”

The types of registrations that allow for double plating are:

- Commercial/Farm
- Commercial/Recreational Vehicle
- Bus Commercial/Bus School
- Farm/AppORTioned
- Farm/Recreational Vehicle
- Farm/Soil and Water

Trailers may not be double plated.

When double plating a vehicle, the second registration must be issued for a full registration period that is concurrent with the current registration period - regardless of when the request to double plate is made. All registration fees associated with the second registration type requested are applicable and must be paid for the full registration period.

Tonnage may not be decreased when double plating unless the transaction occurs in the month the registration is due.

Both sets of plates shall be displayed on the vehicle.

Truck Safety Registration Declaration

Reviewing and accepting the provisions of the Truck Safety Registration Declaration is mandatory for:

- All vehicles with a gross vehicle weight rating, gross combination weight rating, gross vehicle weight, or gross combination weight over ten thousand (10,000) lbs;
- All farm vehicles over sixteen (16) tons.

Registrants are required to read the supplemental form (refer below) and sign the registration form, anywhere there is room. Their signature on the registration form indicates that they have reviewed and understand that the Federal Motor Carrier Safety Regulations have been adopted as part of state law.

The registrant is not required to sign the registration in front of the county treasurer.

The county treasurer should have copies of the regulations in the event a registrant wants to review them, but is not required to answer questions related to the regulations. Questions regarding the actual regulations should be addressed to the Nebraska State Patrol, Carrier Enforcement Division at the address and telephone number indicated in the declaration below.

Truck Safety Registration Declaration

In 1986, the Nebraska Legislature adopted Federal Motor Carrier Safety Regulations as part of state law (§75-363 to (§75-369). These regulations apply to all interstate and intrastate in the operation of vehicles with a gross vehicle weight rating over ten thousand pounds, including highway relation portion of the Federal hazardous Material Regulations which are applicable to certain commercial vehicles. Questions about the program can be addressed to the Nebraska State Patrol, Carrier Enforcement Division, PO Box 94907, Lincoln, NE 68509-4907, 402.471.0105.

In order to notify all applicable commercial and farm vehicle registrants of these regulations, state law requires each commercial vehicle registrant with a gross weight over 10,000 pounds and farm vehicle registrant vehicle over 16 tons, to read this declaration and sign their motor vehicle registration in acknowledgement.

“I declare that I am aware that the Nebraska Legislature adopted as part of state law Federal Motor Carrier Safety Regulations, including highway related portions of the Federal Hazardous Material Regulations, which are applicable to certain commercial and farm motor vehicles.”



**Bus Plate
(Alpha/Numeric)**

Bus



Bus Plate

Bus means every motor vehicle designed for carrying more than ten (10) passengers and used for the transportation of persons and every motor vehicle, other than a taxicab, designed and used for the transportation of persons for compensation.

For buses that have been altered in a manner that reduces the number of seats to 10 or fewer, the use may be considered when registering the vehicle. It is not required that the vehicle type be changed on the title to register the vehicle based upon the alteration.

- If the vehicle is used to haul equipment, etc. for a business, it is registered commercial;
- If the vehicle is used as a mobile home, it may be registered as a recreational vehicle. To be considered a mobile home, the unit must provide at least four of the following:
 - cooking
 - refrigeration or ice box
 - self-contained toilet
 - heating and/or air conditioning
 - a potable water supply system, including a faucet and sink
 - separate 110-125 volt electrical power supply
 - an LP gas supply

and must not be used to haul equipment, etc. for a business venture (i.e. car racing, horse shows, party bus, etc.)

- If used as a passenger van, it is registered as a passenger vehicle.

When any school bus is sold and used for any other purpose than for transportation of school children, the following must be done:

- Bus must be painted any color other than “school bus” yellow; and
- The stop arms and alternating, flashing warning signals must be removed.

Chapter 2 – Registrations – 2-35

Fees – Buses

	Total	County Fund	DMV/Registration	Recreation Road	Hiway Trust Mt. Veh. Registration	Hiway Trust Lic. Plate Fee	EMS Fund
Deposit Document Line #			5	9	10	11	18
Bus	Varies	\$1.50	\$2.00	\$1.50	Refer to Fee Charts	\$3.30	\$.50
Lost							
Plate	\$ 11.30	\$1.50	\$2.00	\$1.50	\$2.50	\$3.30	\$.50
Registration	\$ 6.50	\$1.50	\$2.00	\$1.50	\$1.00		\$.50

Commercial Bus – Not for Hire	Plate Type: BU	Plate Class: BN	Number of plates: 1
Registration Fee: \$30.00			

Buses equipped to carry more than ten passengers where no compensation is received.

Commercial Bus – For Hire	Plate Type: BU	Plate Class: BC	Number of plates: 1
Registration Fee: Determined by weight – see below			

Buses equipped to carry ten passengers or more and engaged in the transportation of persons for compensation. The registration fee is determined by the unladen weight of the vehicle plus 200 pounds for each person the vehicle is equipped to carry. The unladen weight is determined by scale weighing the bus, fully equipped, at a weigh scale supervised by a member of the Nebraska State Patrol or Carrier Enforcement. Commercial for hire bus includes charter buses.

Less than 16,000 lbs	\$ 35.00	28,000 lbs – 29,999 lbs	\$160.00
16,000 lbs – 21,999 lbs	\$110.00	30,000 lbs – 31,999 lbs	\$185.00
22,000 lbs – 27,999 lbs	\$135.00	32,000 lbs – 33,999 lbs	\$210.00

Local Bus	Plate Type: BU	Plate Class: BL	Number of plates: 1
Registration Fee: \$75.00			

Buses equipped to carry ten passengers or more and engaged entirely in the transportation of passengers for hire within municipalities or within a radius of five miles of the municipality.

School Bus – Public	Plate Type: GS	Plate Class: GS	Number of plates: 1
Registration Fee: Exempt			

School buses owned by public schools. These buses are plated with School District plates and are exempt from registration fees and taxes.



Note: When issuing a School District plate in VTR, the classifying plate type box will not appear. The plate year is 84. Also, School District plates come in a set. You will only issue one plate if the vehicle is a bus.

Chapter 2 – Registrations – 2-36

School Bus – Private and Parochial	Plate Type: BU	Plate Type: BS	Number of plates: 1
			Registration Fee: \$10.00

School buses owned by private, parochial, or other schools that are not public schools and used exclusively for the transportation of children to and from school and other school activities.

Buses owned by tax exempt organizations shall be issued a bus plate.



Mobile Home Plate
(Alpha/Numeric)

Recreational Vehicle (Self-Propelled Mobile Home)



Mobile Home Plate

VTR Quick Reference for Recreational Vehicles

VTR Plate Type: MH | VTR Plate Class: RV | Number of Plates: 2

A recreational vehicle is a motor vehicle designed for living quarters.

To be considered a recreational vehicle, the vehicle must have at least four of the following:

- cooking;
- refrigeration or ice box;
- self-contained toilet;
- heating and/or air condition;
- a potable water supply system, including a faucet and sink;
- separate 110-125 volt electrical power supply;
- an LP gas supply.

Recreational Vehicle Fees

Combined Gross Weight (Tons)	Registration Fee
8,000 lbs or less	18.00
8,001 lbs thru 11,999 lbs	30.00
12,000 lbs and over	42.00

Dual Use:

When living quarters are added to a registered pickup or straight truck and the vehicle will have dual use (truck and RV), a recreational vehicle registration may be issued without surrender of the truck registration. While the living quarters are part of the truck, both the truck and recreational vehicle license plates must be displayed.

Conversion from truck to RV:

If the living quarters are added during a registration period, the owner must wait until the registration has expired to change the registration from commercial to recreational vehicle; however, it may be double plated for the remainder of the current registration period.

Chapter 2 – Registrations – 2-38

If the vehicle has a large storage area (i.e. race car, horse stalls, etc.) and used for commercial purposes (i.e. racing, rodeos, selling items at social gatherings, etc.) it must be registered as commercial. The unit may be double plated as commercial and recreational vehicle if used sometimes as commercial and sometimes as recreational.

The following process is in place to deal with recreational vehicles that are not properly registered in Nebraska:

- The Department or Department of Revenue may determine that a limited liability company, partnership, corporation, or other business entity that is organized under the laws of another state or country that owns or holds title to a recreational vehicle is a shell company used to avoid proper registration of the recreational vehicle in this state and that the recreational vehicle is controlled by a Nebraska resident.
- If the Department or Department of Revenue make this determination, such owner shall be notified that he is required to register the recreational vehicle in this state and is liable for all motor vehicle taxes, motor vehicle fees, registration fees, and applicable sales tax back to the date purchased. Such registration shall occur within 30 days of the notice unless the owner files an appeal with the Director of the agency that made the determination.
- If the owner fails to file such appeal or register such vehicle within the 30-day period a penalty of 50% of the unpaid fees and taxes shall be collected at the time of registration. The money collected for payment of the penalty shall be credited to the Highway Trust Fund.

Chapter 2 – Registrations – 2-39



Alpha/Numeric

Local Truck Plates



Remaining Counties

VTR Quick Reference for Local Truck Plates

VTR Plate Type: TL	VTR Plate Class: TL	Number of Plates: Motor Vehicle – 2; Trailers - 1
--------------------	---------------------	---

Local Trucks are operated solely within an incorporated city or village, or within ten miles of the corporate limits of the city or village in which they are owned, operated, and registered.

The registration fee is based upon the gross vehicle weight of the vehicle (GVW) and is thirty (30) percent of the commercial registration fees. No local truck may be registered for a fee less than \$18.00. Commercial pickup trucks with a gross load of over three tons must be registered for the fee provided for commercial motor vehicles (see page 2-19)

If any truck or truck-tractor operates outside of the limit of a local truck registration, they are required to register under a commercial truck classification. Trailers are registered commercial (see page 3-2).

There is no provision for refund of fees paid with a change in classification. There are two options available:

- Change the classification of the vehicle in the month of registration renewal. Under this option the vehicle cannot be operated outside of the ten-mile limit until the classification change has been processed.
- Double plate the vehicle with commercial plates. If double plating, the commercial registration must be for a full registration period beginning in the month the local truck registration was issued (see page 2-32).
- A local truck may be operated beyond the ten-mile limit for the sole purpose of having such vehicle equipped, modified, or serviced with the issuance of a Local Moving Permit (refer to page 8-14).

Fees – Local Truck

	Total	County Fund	DMV/Registration	Recreation Road	Hiway Trust Mt. Veh Registration	Hiway Trust Lic. Plate Fee	EMS Fund
Deposit Document Line #			5	9	10	11	18
Motor Vehicle	Varies	\$1.50	\$2.00	\$1.50	Refer to Fee Schedule	\$6.60	\$.50
Trailer	Varies	\$1.50	\$2.00	\$1.50	Refer to Fee Schedule	\$3.30	\$.50

References: §60-336, §60-3,145, §60-3,141

Revised 7/2014

Chapter 2 – Registrations – 2-40

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

Fee Schedule – Local Truck Plates

Combined Gross Weight (Tons)	Annual Fee \$	Combined Gross Weight (Tons)	Annual Fee \$	Combined Gross Weight (Tons)	Annual Fee \$
Up to 6	18.00	20	123.00	34	228.00
7	25.50	21	130.50	35	235.50
8	33.00	22	138.00	36	243.00
9	40.40	23	145.50	37	252.00
10	48.00	24	153.00	38	261.00
11	55.50	25	160.50	39	270.00
12	63.00	26	168.00	40	279.00
13	70.50	27	175.50	41	288.00
14	78.00	28	183.00	42	297.00
15	85.50	29	190.50	43	306.00
16	93.00	30	198.00	44	315.00
17	100.50	31	205.50	45	324.00
18	108.00	32	213.00	46	333.00
19	115.50	33	220.50	47	342.00

State of Nebraska - Vehicle Registration				E 0000000		State of Nebraska - Registration Receipt		Renew online at: www.clickdmv.ne.gov		
JOHN SMITH, COUNTY TREASURER NEBRASKA COUNTY, ANYTOWN, NE 68509				2013032208300207 2013032208224608				Tax & Fee Summary		
Plate Number 411	Type/Class TL TL	Series Year 11	Tax Flag 10 Tons	Reg Weight 10 Tons	Tax District 10 FREEMAN SCHOOL DIST			MTR VEH TAX	382.80	
Reg Number 20130086	Reg Type NR	Reg Date 3/22/2013	Exp Date MAR 2014	Total Paid 1,433.10	2012 GVWR 52,000			MTR VEH FEE	21.00	
V.I.N. 1XP5DB9X06N876213	Title Number 13081410001				Make PETERBILT	Year 06			CORP/DMV/EMS	5.50
Vehicle Info 2006 PETERBILT CONVENTIONAL 379 RED - BLK		DIESEL TRACTOR TRUCK			Model CONVENTIONAL 379			REG. FEE	48.00	
Owner Info SMITH TRUCKING 800 MAIN ST LINCOLN NE 68501					Style TRACTOR TRUCK			PLATE FEE	3.30	
JTG REMARKS				3/11/2013	V.I.N. 1XP5DB9X06N876213			TITLING FEES	10.00	
					Reg Date 3/22/2013			SALES TAX	962.50	
					Exp Date MAR 2014			Total Paid 1,433.10		
					13081410001					
					5821					

Example of a Local Truck Registration

Chapter 2 – Registrations – 2-41



Alpha/Numeric

Special Mobile Equipment Plate (SME)



Remaining Counties

VTR Quick Reference for Special Mobile Equipment Plate

VTR Plate Type: SE | VTR Plate Class: SE | Number of Plates: 2

Special Mobile Equipment Plates are available to well-boring apparatus (refer to page 1-8 for definition).

The registration fee is based upon the gross vehicle weight of the vehicle (GVW) and is one-twelfth (1/12) of the regular commercial registration fee.

Fees – Special Mobile Equipment Plates

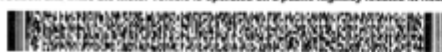
	Total	County Fund	DMV/ Registration	Recreation Road	Hiway Trust Mt. Veh. Registration	Hiway Trust Lic. Plate Fee	EMS Fund
Deposit Document Line #			5	9	10	11	18
Motor Vehicle	Varies	\$1.50	\$2.00	\$1.50	Refer to Fee Schedule	\$6.60	\$.50
Lost							
Plate	\$ 14.60	\$1.50	\$2.00	\$1.50	\$2.50	\$6.60	\$.50
Registration	\$ 6.50	\$1.50	\$2.00	\$1.50	\$1.00		\$.50

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

Chapter 2 – Registrations – 2-42

Fee Schedule – Special Mobile Equipment

Combined Gross Weight (Tons)	Annual Fee \$	Combined Gross Weight (Tons)	Annual Fee \$	Combined Gross Weight (Tons)	Annual Fee \$
3 or less	1.50	18	30.00	33	61.25
4	2.08	19	32.08	34	63.33
5	2.92	20	34.17	35	65.42
6	5.00	21	36.25	36	67.50
7	7.08	22	38.33	37	70.00
8	9.17	23	40.42	38	72.50
9	11.25	24	42.50	39	75.00
10	13.33	25	44.58	40	77.50
11	15.42	26	46.67	41	80.00
12	17.50	27	48.75	42	82.50
13	19.58	28	50.83	43	85.00
14	21.67	29	52.92	44	87.50
15	23.75	30	55.00	45	90.00
16	25.83	31	57.08	46	92.50
17	27.92	32	59.17	47	95.00

State of Nebraska - Vehicle Registration				State of Nebraska - Registration Receipt			
JOHN SMITH, COUNTY TREASURER NEBRASKA COUNTY, ANYTOWN, NE				2013032509103882 2013032508434671 Renew online at: www.clickdmv.ne.gov			
Plate Number 411	Type/Class SE SE	Series Year 11	Tax Flag	Reg Weight 22 Tons	Tax District 10 FREEMAN SCHOOL DIST 2012 GVWR 48,000		Tax & Fee Summary
Reg Number 20130067	Reg Type NR	Reg Date 3/25/2013	Exp Date MAR 2014	Total Paid 1,442.63	Make FREIGHTLINER	Year 98	MTR VEH FEE 10.50 CO/RR/DMV/EMS 5.50 REG. FEE 38.33 PLATE FEE 3.30 TITLING FEES 10.00 SALES TAX 1,375.00
V.I.N. 1FUYSSEB3WP934312	Title Number 13084410001						
Vehicle Info 1998 FREIGHTLINER CONVENTIONAL FLC120 DIESEL TRACTOR TRUCK RED				Model CONVENTIONAL FLC120			
Owner Info JONES WELL DRILLING COMPANY 234 MAIN ST LINCOLN NE 68501				Style TRACTOR TRUCK			
				V.I.N. 1FUYSSEB3WP934312			
				Reg Date 3/25/2013			
				Exp Date MAR 2014			
				13084410001			
				5922			
JTG						Total Paid 1,442.63	
REMARKS							
An automobile liability policy or proof of financial responsibility is required at the time of registration and while the motor vehicle is operated on a public highway located in Nebraska.				Requests for refunds or credits of fees upon loss of possession or transfers of ownership of motor vehicle must be made within sixty days from the date of the loss or transfer.			
							

Example of a Special Mobile Equipment Vehicle Registration

Chapter 2 – Registrations – 2-43



Alpha/Numeric

Soil and Water Conservation Plates (A-Plate)



Remaining Counties

VTR Quick Reference for Soil and Water Conservation Vehicle Plates

VTR Plate Type: SW | VTR Plate Class: SW | Number of Plates: 2

Soil and Water Conservation Vehicle Plates are available to trucks or the combinations of trucks/trailer and truck-tractors/trailer not for hire and engaged in soil and water conservation work and used for the purpose of transporting pipe and equipment exclusively used by such contractors for soil and water conservation construction.

The registration fee is based upon the gross vehicle weight of the vehicle (GVW) and is one-half of the commercial fees for similar commercial motor vehicles, except that the fee cannot be less than \$18.00.

Trailers are registered commercial (refer to Commercial Trailers, page 3-2).

If any truck or truck-tractor operates outside of the limit of a soil and water conservation registration, they are required to register under a commercial truck classification (refer to page 2-19).

If a change in classification becomes necessary there is no refund of fees paid under the soil and water conservation classification.

Fees – Soil and Water Conservation Vehicle

	Total	County Fund	DMV/ Registration	Recreation Road	Hiway Trust Mt. Veh. Registration	Hiway Trust Lic. Plate Fee	EMS Fund
Deposit Document Line #			5	9	10	11	18
Motor Vehicle	Varies	\$4.50	\$2.00	\$1.50	\$5.00	\$6.60	\$.50
Lost							
Plate	\$ 14.60	\$1.50	\$2.00	\$1.50	\$2.50	\$6.60	\$.50
Registration	\$ 6.50	\$1.50	\$2.00	\$1.50	\$1.00		\$.50

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

Chapter 2 – Registrations – 2-44

Fee Schedule – Soil and Water Conservation

Combined Gross Weight (Tons)	Annual Fee \$	Combined Gross Weight (Tons)	Annual Fee \$	Combined Gross Weight (Tons)	Annual Fee \$
5 or less	18.00	20	205.00	35	392.50
6	30.00	21	217.50	36	405.00
7	42.50	22	230.00	37	420.00
8	55.00	23	242.50	38	435.00
9	67.50	24	255.00	39	450.00
10	80.00	25	267.50	40	465.00
11	92.50	26	280.00	41	480.00
12	105.00	27	292.50	42	495.00
13	117.50	28	305.00	43	510.00
14	130.00	29	317.50	44	525.00
15	142.50	30	330.00	45	540.00
16	155.00	31	342.50	46	555.00
17	167.50	32	355.00	47	570.00
18	180.00	33	367.50		
19	192.50	34	380.00		

State of Nebraska - Vehicle Registration				State of Nebraska - Registration Receipt			
JOHN SMITH, COUNTY TREASURER NEBRASKA COUNTY, ANYTOWN, NE				2013032509480187 2013032509455318 Renew online at: www.clickdmv.ne.gov			
Plate Number 412	Type/Class SW SW	Series Year 11	Tax Flag	Reg Weight 12 Tons	Tax District 10 FREEMAN SCHOOL DIST	Tax & Fee Summary	
Reg Number 20130088	Reg Type NR	Reg Date 3/25/2013		Exp Date FEB 2014	2012 MSRP 26,429		
V.I.N. 1GCHK29UX1E158798	Title Number 13084410002			Total Paid 163.50	Make CHEVROLET	Year 01	MTR VEH TAX 29.40
Vehicle Info 2001 CHEVROLET SILVERADO K2500 HEAVY DU GAS 4DR EXTEND CAB BLU					Model SILVERADO K2500 HEAVY DU		MTR VEH FEE 7.00
Owner Info LINCOLN CONSERVATION 345 MAIN ST LINCOLN NE 68501					Style 4DR EXTEND CAB		CO/RR/DMV/EMS 5.50
JTG REMARKS				3/22/2013	V.I.N. 1GCHK29UX1E158798		REG. FEE 105.00
An automobile liability policy or proof of financial responsibility is required at the time of registration and while the motor vehicle is operated on a public highway located in Nebraska.					Reg Date 3/25/2013		PLATE FEE 6.60
					Exp Date FEB 2014		TITLING FEES 10.00
					13084410002		Total Paid 163.50
					5923		
					Requests for refunds or credits of fees upon loss of possession or transfers of ownership of motor vehicle must be made within sixty days from the date of the loss or transfer.		

Example of a Soil and Water Conservation Vehicle Registration

Government Vehicles



City



County



State



School



Motorcycle

Government motor vehicles and trailers are motor vehicles and trailers owned or leased and operated by the state, counties, municipalities, or school districts in Nebraska.

This includes motor vehicles and trailers owned, leased or operated by:

- any city or village of this state;
- rural fire protection districts;
- the Civil Air Patrol;
- public school districts;
- United States Government;
- Entities formed pursuant to the:
 - Interlocal Cooperative Act,
 - Integrated Solid Waste Management Act, or
 - Joint Public Agency Act;
- any municipal public body or authority used in operating a public passenger transportation system.

Government - City	Plate Type: GM	Plate Class: GM	Number of plates: 2*
Government - County	Plate Type: GC	Plate Class: GC	Number of plates: 2*
Government – School District	Plate Type: GS	Plate Class: GS	Number of plates: 2*
Government - State	Plate Type: GG	Plate Class: GG	Number of plates: 2*
Government - Motorcycle	Plate Type: MG	Plate Class: MG	Number of plates: 1

**Due to the small number of government trailers, and the cost involved to manufacturer such a small number of plates, trailers are issued one plate from a set of plates displaying the appropriate governmental description, and the second plate is destroyed.*

Government vehicles and trailers are exempt from motor vehicle tax, motor vehicle fees, registration fees and plate fees and the registrations issued are non-expiring.

Chapter 2 – Registrations – 2-46

There is no weight on government plates, so tonnage is not applicable.

Government vehicles are not exempt from IFTA requirements when crossing state lines, but are exempt from IRP and Trip Permit requirements.



Snowmobiles

VTR Plate Type: SB, SD, SM | VTR Plate Class: SB, SD

Snowmobiles are exempt from titling. However, they are required to be registered unless the vehicle is:

- Owned and used by the United States, another state, or political subdivision thereof;
- Registered in another country other than the United States and temporarily used within this state;
- Covered by a valid license of another state and has not been in this state for more than 30 consecutive days; and
- Operated only on land owned or leased by the owner of the vehicle.

Application for registration must be made to any county treasurer within **fifteen (15)** days of purchase of the snowmobile.

To obtain a snowmobile registration, the following documentation must be surrendered to any county treasurer:

- A properly completed Application for Snowmobile Registration and Decal (see appendix page A-11 for an example);
- Proof of ownership in the form of a bill of sale, receipt or purchase agreement in the name of the applicant;
- Appropriate registration fee;

Fees – Snowmobiles

(All fees are based on a two-year registration period.)

	Total	County Fund	Snowmobile	Snowmobile Trail Fund
Deposit Document Line #			1	8
Individuals	\$ 16.00	\$.25	\$3.94	\$11.81
Dealers	\$ 50.00	\$.25	\$12.44	\$37.31
Manufacturer	\$200.00	\$.25	\$49.94	\$149.81
Transfer / Duplicate (All)	\$1.00	\$.25	\$.19	\$.56
Replacement Registration/Decal	\$1.00	\$.25	\$.19	\$.56

Chapter 2 – Registrations – 2-48

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

In the event a snowmobile registration is lost or damaged, a replacement registration is issued through Lost Registration. Lost or damaged decals are replaced using the Lost Plate function.

VTR

Snowmobiles are issued through **5 - Untitled Assess and Register** on the **Motor Vehicle Assessment** menu. Refer to page **A.3(1)** in the **VTR Assessment Manual** and page **A.2(1)** in the **VTR Registration Manual**.

On the Untitled Tax Assessment screen, the Vehicle Type for a snowmobile is the letter “O” for Other. After all information is entered, proceed to New Registration. Enter the snowmobile decal number in the Plate Number field. The Plate Year is the year the registration is issued. The Plate Type will determine the fee which is based on a two-year registration period. Snowmobile registrations always expire in September.

A lost/damaged decal is issued in **7 - Lost Plate on the Motor Vehicle Registration** screen.

A lost/replacement registration is issued in **5 - Lost Registration on the Motor Vehicle Registration** screen.

State of Nebraska - Use Permit				E 0000000		State of Nebraska - Permit Receipt		Tax & Fee Summary		
JOHN SMITH, COUNTY TREASURER NEBRASKA COUNTY, ANYTOWN, NE 68509						2013041608245336 2013041608000064				
Permit Number 14	Type/Class SB SB	Series Year 11	Tax Flag	Reg Weight	Tax District 25 TEST DISTRICT 25		REG. FEE 16.00			
Reg Number 20130109	Permit Type NR	Reg Date 4/16/2013	Exp Date SEP 2014	Total Paid 16.00	Make SKIDOO	Year 13				
V.I.N. 2BPSTCDB6DV000360				Title Number UNTITLED		Model S43005		Total Paid 16.00		
Vehicle Info 2013 SKIDOO S43005 RED				SNOWMOBILE		Style SNOWMOBILE				
Owner Info JOHNSON, HAROLD 123 1ST ST LINCOLN NE 68501				V.I.N. 2BPSTCDB6DV000360		Reg Date 4/16/2013		Total Paid 16.00		
JTG				Exp Date SEP 2014		UNTITLED				
REMARKS				4/03/2013		5944		Total Paid 16.00		
An automobile liability policy or proof of financial responsibility is required in Nebraska. By paying the required registration fees, every person whose name appears on the registration of the motor vehicle certifies that a current and effective automobile liability policy or proof of financial responsibility will be maintained for the motor vehicle at the time of registration and while the motor vehicle is operated on a public highway of the state and that he or she will also provide a current and effective automobile liability policy evidence of insurance, or proof of financial responsibility for the motor vehicle upon demand.						Requests for refunds or credits of fees upon loss of possession or transfers of ownership of motor vehicle must be made within sixty days from the date of the loss or transfer.				

Example of a Snowmobile Registration

Chapter 2 – Registrations – 2-49

Also issued is a decal that must be affixed to the upper right half of the snowmobile hood. If the registration is issued to a dealer or manufacturer, the decal does not need to be affixed to the snowmobile hood, but must be carried with the vehicle at all times.



These decals are ordered by the Department in June. Decals are then shipped to county offices directly from Corrections.

The registration expires on the last day of September two years after the year of issuance. Snowmobile registrations issued in July of 2017 would expire on the last day of September 2018. (July 2017 to September 2017 = 1 year; September 2017 to September 2018 = 1 year, for a total of two years.)

The registration also expires upon transfer of ownership or loss of possession. The registered owner may make application for a refund on the unexpired months remaining in the registration period (refer to Refunds and Credits, page 6-1).

Snowmobile registration renewals are issued in the same manner as the original. The previous registration should be surrendered at the time of renewal.

Lost Registrations

If a registration certificate is lost, mutilated or has become unreadable, the registrant must request a duplicate registration through the county treasurer where the initial registration was issued.

The fee for a duplicate registration is one dollar (\$1.00), along with additional fees applicable each time a registration is issued.

Fees - Lost Registration

	Total	County Fund	DMV/ Registration	Recreation Road	Hiway Trust Mt. Veh. Registration	Hiway Trust Lic. Plate Fee	EMS Fund
Deposit Document Line #			5	9	10	11	18
Lost							
Registration	\$ 6.50	\$1.50	\$2.00	\$1.50	\$1.00	N/A	\$.50

VTR

From the **Motor Vehicle Registration** menu, select **5 – Lost Registration** and press enter. Perform a search to locate the correct registration on the system.

Select the correct registration by placing a 1 in the Opt field beside the record. Enter plate number, plate type, year and process the record all the way through. Verify current and valid insurance and press enter for OK.

Verify the information on the registration and press enter. On the next screen, verify or select the correct printer by pressing **F18=Printers**. Enter User Initials and press enter and the registration will print.

Chapter 2 – Registrations – 2-51

Lost Plates

If properly registered license plates have been lost or damaged, the registrant must request replacement plates from the county treasurer's office in the county where the vehicle is currently registered.

Fees – Lost Plates

	Total	County Fund	DMV/Registration	Recreation Road	Hiway Trust Mt. Veh. Registration	Hiway Trust Lic. Plate Fee	EMS Fund
Deposit Document Line #			5	9	10	11	18
Motor Vehicle - Resident	\$14.60	\$1.50	\$2.00	\$1.50	\$2.50	\$6.60	\$.50
Motor Vehicle - NonResident	\$17.60	\$4.50	\$2.00	\$1.50	\$2.50	\$6.60	\$.50
Trailer/Motorcycle - Resident	\$11.30	\$1.50	\$2.00	\$1.50	\$2.50	\$3.30	\$.50
Trailer/Motorcycle - NonResident	\$14.30	\$4.50	\$2.00	\$1.50	\$2.50	\$3.30	\$.50

If the lost/damaged plate(s) must be remade, the county treasurer's office must fax or email a request to the Department. The request must contain:

- County (including contact information);
- Plate number or message;
- Plate Type;

The order is then faxed to the Department at 402.471.8694 or emailed to dmv.dvrweb@nebraska.gov.

If a motor vehicle or trailer has been reported stolen no registration fee (\$2.50) is required for lost license plates.

If the applicant requests a refund, the amount of a registration refund is not reduced for a lost plate charge.

If the applicant requests a credit, the amount may be reduced for a lost plate charge, but the applicant is not required to pay the plate fee for the new plates.

VTR

From the **Motor Vehicle Registration** menu, select **7 – Lost Plate** and press enter. Perform a search to locate the correct registration on the system.

Verify current and valid insurance and press enter for OK.

Enter the replacement plate number and press enter. On the next screen, verify or select the correct printer by pressing **F18=Printers**. Enter User Initials and press enter and the registration will print.

Cancelling a Registration

A county treasurer may cancel, or refuse to issue or renew, a registration when payment for a required vehicle registration fee or tax is returned for:

- Insufficient funds;
- No account;
- Stop-payment; or
- Any other reason

Upon receipt of a notice from the county treasurer's bank, or Nebraska.gov if the transaction occurred using the Online License Plate Renewal System, a written notice must be sent to the applicant/registrant at the last known address as shown on the application for registration or renewal, advising them of the reason for the action (see appendix page A-12 for sample letter).

Notice may be sent by first class, certified, or registered mail. The applicant/registrant must be allowed seven (7) days to respond with certified payment of the fees and taxes owed (plus any reasonable administrative costs not to exceed \$25.00).

A registrant who has received a notice from the county treasurer and fails to make restitution within ten (10) business days is required to surrender the registration and plates to the county treasurer. If the registrant fails to surrender the plates and registration, the county treasurer shall notify the Sheriff who may recover the registration and plates and return them to the county treasurer.

If, after cancellation of the registration, the registrant makes the payment of certified funds, the county treasurer must reinstate the cancelled registration immediately.

Cancellation Process - VTR

Note: Authorization of the User ID to grant access to the required menu option is required. To request access for a county User ID, you must complete a User ID Authorization for Cancel Registration Menu Option form (refer to page A-13) and fax it to the Department at 402.471.8694.

From **4 – Motor Vehicle System**, select **5 – Motor Vehicle Registration**, **13 – Supervisor Menu**, and then **50 – Cancel Registration**.

This menu option will subtract the appropriate dollar amounts from your reports, make the vehicle eligible for registration renewal, and mark the Department mainframe record (law enforcement access) with a "Cancelled" status.

Registration Reprints, Changes and Corrections

Reprints:

In the event a registration does not print (e.g. printer jam, no registrations in the printer) a reprint may be processed.

From the **Motor Vehicle Registration** menu, select **29-Registration Reprint** and press enter. Enter search criteria to locate the correct registration and press enter.

Select the registration by placing a 1 in the Opt field beside the correct record and press enter. A System Number Request pop-up box will appear “*Confirmation of Registration Reprint Request? Y Y=Yes, N=No.*”

Verify the proper printer by pressing **F18=Printers**, Answer Y for yes for the reprint. You will also enter any remarks to appear on the registration at this time. Press enter and the registration will print.

Name Change or Addition:

A registration that is in the name of one spouse may be transferred to the other spouse for a fee of one dollar and fifty cents (\$1.50).

As long as one name remains the same on a **non-commercial** motor vehicle or trailer, other names may be deleted, or new names added to the registration, for a fee of one dollar and fifty cents (\$1.50).

If the registration is for a commercial vehicle, refund the remaining amount on the existing registration and issue a new registration in the new name. As an example, a name change/addition/deletion for registrations issued to:

- ABC Power, or
- ABC Power and John Smith,

must be refunded and a new registration, with a new renewal period, issued.

Once the name change or addition has been made to the title and the new title issued (refer to the Chapter 11 in the County Official Titling Manual, page 11-1), from the **Motor Vehicle Registration** menu, select **26 – Miscellaneous Registrations** and then select **2 – Name Change or Addition**.

Enter the title number from the previous title. A pop-up box will appear requesting the new title number. Enter the new title number. The Insurance Information box will appear. Verify the insurance is current and valid and press enter for OK.

The names that appear on the new title should be the only names that appear for the registration document. Verify that all information is correct and press enter, type in user initials and press enter to print the registration.

Registration Correction:

A corrected registration may only be issued if a corrected title has been issued or when the county has made an error when issuing the registration. Corrections on a registration document, once the error is confirmed, are made at no charge to the registrant.

Instances when a corrected registration would be issued are:

- A name is spelled incorrectly after a name change has been processed;
- Street and/or City spelled wrong after an address change has been processed;
- Untitled registration name/address correction;
- Color change to the vehicle (if correction is made in a month other than the month of renewal);

Corrected Registration Due to Title Correction

To issue a corrected registration once a corrected title has been issued: from the **Motor Vehicle Registration** menu, select **26 – Miscellaneous Registrations** and then select **4 – Registration Correction**.

Enter the original title number and press enter. Select registration by placing a 1 in the Opt field in front of the correct registration record and pressing enter. The Insurance Information box will appear. Verify the insurance is current and valid and press enter for OK.

Change the title number to the current title number shown on the corrected title and change the title issued date to the date the corrected title was issued and press enter.

Make the corrections **exactly** as they appear on the corrected title and press enter. Do NOT add fees.

Press **F10=Open Fees** and add remarks to print on the registration document (“Corrected Registration for ____.”) and press enter.

A box will appear asking, “*Do you want to print a registration/receipt? Y Y=Yes, N=No*” and “*Print receipt with next registration number? Y Y=Yes, N=No.*” Answer Yes to both questions and press enter to print the corrected registration.

Corrected Registration Due to County Error

To issue a corrected registration due to county error: from the **Motor Vehicle Registration** menu, select **26 – Miscellaneous Registrations** and then select **4 – Registration Correction**.

Enter the title number and press enter. Select registration by placing a 1 in the Opt field in front of the correct registration record and pressing enter. The Insurance Information box will appear. Verify the insurance is current and valid and press enter for OK.

Make the necessary correction press enter. Do NOT add fees.

Chapter 2 – Registrations – 2-55

Press **F10=Open Fees** and add remarks to print on the registration document (“Corrected Registration for ____.”) and press enter.

A box will appear asking, “*Do you want to print a registration/receipt? Y=Yes, N=No*” and “*Print receipt with next registration number? Y=Yes, N=No.*” Answer Yes to both questions and press enter to print the corrected registration.

Voiding a Registration:

Instances when a registration would be voided are:

- Plate type is incorrect;
- Plate number is incorrect;
- Tax District entered incorrectly;
- Expiration month is incorrect (e.g. vehicle purchased in January, customer requests May renewal, assessment wasn’t changed for a May expiration and the registration was issued through January in error);
- Registered weight was entered incorrectly;
- Base Tax was incorrect and the State must update the MSRP on the AS400;
- Specialty Plate fees were missed;
- Tax Flag is wrong;
- Trade-in or rebate information not entered;
- Fuel type is incorrect and the alternative fuel fee was assessed/not assessed improperly;
- Motor Vehicle fee did not appear on a renewal.

To void a registration, from the **Motor Vehicle Registration** menu, select **3-Void Registration** and press enter. Enter the search criteria to locate the registration record on the Registration Identification screen and press enter.

Verify that the correct record appears. (No information may be changed while in Void Registration.) Enter user initials and press enter to void the record.

The voided amounts will appear on the Daily Balance report (refer to page 10-9) for the day the void is transacted.



Low Speed Vehicles



Passenger Plate

VTR Quick Reference for Low Speed Vehicles Plates

VTR Plate Type: Refer to page 9-62 | VTR Plate Class: LV | Number of Plates: 2

All low speed vehicles purchased new after January 1, 2012 and any low speed vehicle that the owner is planning to register for use on public roads, must be titled (refer to page 1-38 in the Titling Manual).

Proof of insurance is required at the time of registration (see page 2-5).

The registration fee, motor vehicle fee, and motor vehicle tax for low speed vehicles are:

- Registration Fee – \$15.00
- Base Motor Vehicle Fee - \$10.00
- Base Motor Vehicle Tax - \$50.00

Low speed vehicles that are powered electronically are assessed a \$75.00 alternative fuel fee (refer to page 5-4).

Low speed vehicles may not tow any type of trailer.

A properly registered low speed vehicle may only be operated on roadways where the speed limit is 35 MPH or less. They may cross a highway on which the speed limit is more than 35 MPH.

A county, city, or village may adopt more stringent ordinances governing low speed vehicle operation if they determine that such ordinance is necessary in the interest of public safety.



**Minitruck Plate
(Alpha/Numeric)**

Minitrucks



Minitruck Plate

VTR Quick Reference for Minitruck Plates

VTR Plate Type: MT | VTR Plate Class: MT | Number of Plates: 1

A minitruck must have a Nebraska certificate of title if the owner is planning to register the vehicle for operation on public roads (refer to Titling Manual, page 1-37).

Proof of insurance is required at the time of registration (see page 2-5).



The registration fee, motor vehicle fee, and motor vehicle tax for a minitruck are:

- Registration Fee – \$15.00
- Base Motor Vehicle Fee - \$10.00
- Base Motor Vehicle Tax - \$50.00

For information regarding what types of trailers may be towed by a minitruck, refer to page 3-9.

Minitrucks are restricted from operation on the Interstate, expressways or freeways and must always be operated with its headlights and taillights on.

Motor Vehicle and Boat Registration Renewal

Motor vehicle renewal notices are mailed each month for vehicles with registrations due to expire in each county. County treasurers are required to complete the Motor Vehicle Registration Renewal Process (refer to page 12-73) and submit their renewal data file to the Department by the 15th of each month. In the event the 15th falls on a weekend or a holiday, the data file must be submitted by the end of the previous workday.

Boat registration renewal data files are generated each year through the Boat Registration Renewal Process (refer to page 12-80). The data file must be submitted to the Department by the 15th of November. As with motor vehicle data files, in the event the 15th falls on a weekend or holiday, the data file must be submitted by the end of the previous workday.

Once all data files are received they are transmitted by secure FTP to the State Print Shop and the notices are printed and placed in envelopes for mailing. The notices are mailed on the last working day of the month prior to expiration.

Database Information

Registered Owner Information:

Consistency when entering information into the system is an important element in ensuring that the data housed on the system remains clean and uniform. This is important for not only current processing, but any future upgrades that require a clean transfer of the existing data.

In relation to the registration renewal process, uniformity allows for multiple renewals to be sent in one notice.

It is important that the name format be correct in the system (refer to page 1-30 in the Titling Manual for information regarding correct entry of names and valid suffix entries when issuing titles and registrations).

County Treasurer Information:

It is important that the County Treasurer information be correct on the system to ensure that it appears correctly on the registration renewal notice. This should be verified and any necessary corrections or changes made each month prior to generating the registration renewal notices (refer to page 12-75).

Mailing Address:

If the registered owner of the vehicle wishes to use separate domiciled and mailing addresses:

On the Registered Owners screen, press **F20=Change Address** to open the field in the In Care of Type/Name section.

VTR0700530 Any County User ID
RENEWAL Registered Owners

Owner Type/Name: I JONES, MICHAEL

Owner Address Line 1: 500 W OAK ST
Address Line 2:
City: LINCOLN State: NE Zip: 68508

In Care of Type/Name: I JONES, MICHAEL
Address Line 1: 500 W OAK ST LINCOLN NE 68508
Address Line 2: 123 MAIN ST
City: KEARNEY State: NE Zip: 68847

VIN/Null Number: 2G1WT58L269364254

F3=Exit F4=Prompt F12=Cancel F18=Leased Vehicle

Example; Domiciled address and mailing address in different city (this could also include a different state).

Example: Domiciled address and PO Box in same city/state.

VTR0700530 Any County User ID
RENEWAL Registered Owners

Owner Type/Name: I JONES, MICHAEL

Owner Address Line 1: 500 W OAK ST
Address Line 2:
City: LINCOLN State: NE Zip: 68508

In Care of Type/Name: I JONES, MICHAEL
Address Line 1: 500 W OAK ST
Address Line 2: PO BOX 999
City: LINCOLN State: NE Zip: 68509

VIN/Null Number: 2G1WT58L269364254

F3=Exit F4=Prompt F12=Cancel F18=Leased Vehicle

The address where the vehicle has situs is entered in its entirety (address, city, state and zip) on the Address Line 1.

The mailing address is entered on the Address Line 2. The address, city, state, and zip are then entered according to the mailing address.

Each notice mailed goes through the US Postal Service's National Change of Address program to ensure notices are sent to the most current address available. In the event a more current address is found, a yellow sticker with a barcode containing the new address will be applied under the old address that appears in the envelope window.

Chapter 2 – Registrations – 2-60

Some of the most common address abbreviations approved by the Post Office include:

Word	Abbr	Word	Abbr	Word	Abbr
APARTMENT	APT	DRIVE	DR	PLACE	PL
AVENUE	AV	FIELD	FLD	PLAZA	PLZ
BASEMENT	BSMT	FLOOR	FL	REAR	REAR
BLUFF	BLF	FRONT	FRNT	ROAD	RD
BOULEVARD	BLVD	GARDEN	GDN	ROOM	RM
BUILDING	BLDG	HIGHWAY	HWY	ROUTE	RTE
CAPITAL	CPTAL	JUNCTION	JCT	STREET	ST
CENTER	CTR	LAKE	LK	SUITE	STE
CIRCLE	CIR	LOT	LOT	TERRACE	TER
COURT	CT	LOWER	LOWR	UNIT	UNIT
CREEK	CRK	MALL	MALL	UPPER	UPPR
CROSSING	XING	OFFICE	OFC	VIEW	VW
DEPARTMENT	DEPT	PARKWAY	PKWY	WAY	WAY

Unit Numbers:

When the registered owner has multiple vehicle(s) and has requested a specific form of identification, such as a Unit Number, these identifiers **cannot** be entered anywhere in the address fields.

Customer requested identifiers may be entered in the Capacity field **IF** the Capacity field is not already in use (i.e. boats, limousines, taxis, etc.)

The data in the Capacity field will print on both the registration and the registration renewal notice.

Single/Multiple Notices:

Single: Registered owners with only one vehicle to be renewed, or where an exact match cannot be made for multiple vehicles, will receive a single notice (refer to Appendix A-3 for an example of a Motor Vehicle Registration Renewal Notice and Appendix A-45 for an example of a Boat Registration Renewal Notice).

Multiple: When practicable renewal notices going to the same registered owner are printed on the same notice and mailed in the same envelope. However, to ensure the security of protected information, the process combines notices only in instances where the name, address and city are **exact matches** and the vehicles expire in the same month. Multiple notices can include up to 28 notices in the same envelope (refer to Appendix A-46 for an example of a Multiple Registration Renewal Notice form).

Chapter 2 – Registrations – 2-61

Match Criteria:

Individual:	Owner Name 1 (<i>First and Last</i>)	Business:	Owner Name 1
	Owner Address 1		Owner Address 1
	Owner Address 2		Owner Address 2
	Owner City		Owner City

Special Messages:

There is a maximum of three special messages allowed for each renewal notice, the first two are reserved for the Department's use and will include the following (when applicable):

- Registered weight > 27 tons
 - HVUT Schedule 1, Form 2290 is required at time of registration. A 2290 is required for truck/trailers that have a combined registered weight of over 27 ton. 2290 must be filed under same ownership as listed above.
- Tax Flag = M
 - Copy of end of month Military Leave and Earnings Statement (LES) and a military ID is required at time of registration.
- Plate type = TE
 - An approved Form 457, Application for Exemption from Motor Vehicle Taxes by Qualifying Nonprofit Organizations, must be presented at time of registration.
- Plate type = AM
 - A photocopy of your valid Amateur Radio Station License must be presented at time of registration.
- Plate type = PD
 - The Treasurer's Certificate for Issuance of Dealer Plates issued by the Motor Vehicle Industry Licensing Board must be presented at time of registration.
- Plate type = MD
 - The Treasurer's Certificate for Issuance of Dealer Plates issued by the Motor Vehicle Industry Licensing Board must be presented at time of registration.

The third special message is reserved for county treasurer use to allow an opportunity to provide process related information to customers that applies to all records. For example, requests from county treasurers for special messages include such information as:

1. Out-of-state checks are not accepted.

Chapter 2 – Registrations – 2-62

2. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.
3. Per Omaha ordinance, vehicle owners within the city limits will be assessed a \$25.00 late fee if not paid within 5 calendar days of expiration. To renew by phone please call 402-444-7103. (note: space left intentionally)

Requests for adding or updating a message (maximum of 215 characters) should be forwarded to the Department. Requested messages must be process related, are subject to the approval of the Department, and cannot be frequently altered.

Bar and QR Codes on the Renewal Notice Form:

There are 5 bar/QR codes that appear on a Registration Renewal Notice form. These codes may be scanned for quick access to information contained in the code:

DOUGLAS COUNTY TREASURER
JOHN W. EWING, JR.
1819 FARNAM ST
OMAHA, NE 68183

00000
PUBLIC JOHN Q
123 MAIN ST
PO BOX 000
VALLEY, NE 68064

RENEW ONLINE!
clickdmv
www.clickdmv.ne.gov
Securely from home or mobile device

Total Amount Due \$115.00
Postage (if renewing by mail) \$0.00
Renewal by mail \$115.00

Vehicle Registration Renewal Notice

Online renewals have the following availability:
* Bottom portion of this form at the vehicle registration * Contact your County Treasurer if information indicated for the vehicle in this notice is incorrect or has changed. * Note: *

- 1 & 5 – Contains the vehicle's title number that may be scanned by county offices to more quickly locate the vehicle record on the system.
- 2 – Number of the vehicle record in the county data file.
- 3 – Allows the inserter at the Print Shop to identify multiple pages to be inserted and mailed in the same envelope.
- 4 – Provides customer access to the Department's Online Services at www.clickDMV.ne.gov enabling them to more quickly renew via the online process.

Per Omaha ordinance, vehicle owners within the city limits will be assessed a \$25 late fee, if not paid within 5 calendar days of expiration.
To renew by phone please call 402-444-7103.

Renew online @ www.clickDMV.ne.gov or detach the bottom portion of this form and remit with payment to your County Treasurer.

PUBLIC JOHN Q 123 MAIN ST
PO BOX 000
VALLEY, NE 68064

Description	Amount
Motor Vehicle Fee	\$5.00
Registration Fee	\$20.00
Wheel Tax	\$60.00
Message Plate Fee	\$40.00
Total Amount Due	\$115.00
Postage (if renewing by mail)	\$0.00
Renewal by mail	\$115.00

Renewal Period: 5/2014 to 5/2015
Plate Number: ABC123 Plate Type: PA
Registered Weight:
District: VALLEY
Year: 2005 Make: DODG Model: CSE
VIN: 5D5BE7323AE144733

Title: 1473947000 PR# 0000999998

DOUGLAS COUNTY TREASURER JOHN W. EWING, JR. 402-444-7103

Online License Plate Renewal

Overview:

Customers using the online license plate renewal process are directly interfacing with their registration records located in their county's specific database. VTR will process the registrations through the Fleet Registration process.

Each day, the first online transaction in each county will create a new fleet group. The county office will access this function to determine if any vehicles registered in that county were renewed online. If renewal records are present, the county office will complete the fleet renewal process by printing the registrations and mailing the renewed registrations along with the validation stickers to the registrant.

County treasurers will have the ability to balance the monies collected through the Fleet Registration process on VTR with those collected online by use of TPE (The Payment Engine). The dollar amounts appearing on TPE will be electronically deposited in the county bank account five (5) business days later.

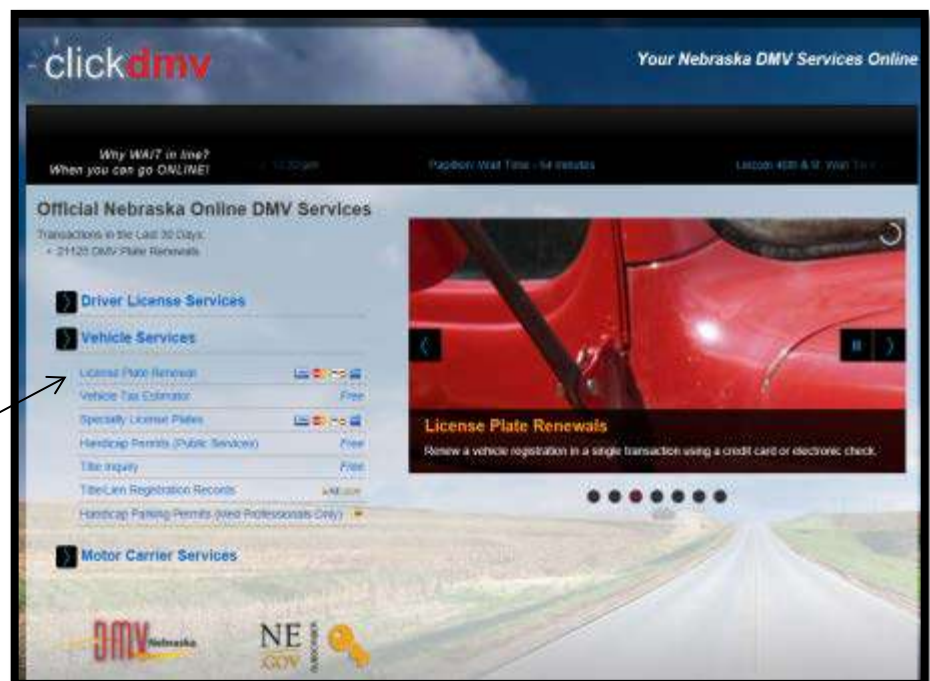
In cases where funds are not available to be collected (either from the customer's bank account or credit card account), the county will be notified and the funds will be deducted from the amount due for that county's next deposit. If the notice is received within the initial five-day period, the funds will be withheld from the deposit due on that original fifth day. If the county is not owed a deposit, they may be invoiced for the amount of the uncollectable funds.

Customer Process:

Customers will start the online license plate renewal process at: www.clickdmv.ne.gov.

On the clickDMV homepage they will select:

“License Plate Renewal.”



Chapter 2 – Registrations – 2-64

The screenshot shows the 'clickdmv' logo and 'YOUR NEBRASKA DMV ONLINE' header. The page title is 'VEHICLE AND BOAT REGISTRATION RENEWAL' with a 'Cost Avoidance Calculator' link. A welcome message states: 'Welcome to the Nebraska Department of Motor Vehicles online motor vehicle and boat registration renewal application. You are not eligible to renew online if: You have changes to the information on your registration, The vehicle you wish to renew is a truck that has a registered weight of more than 27,000, or Your most current registration has been expired for one year or more. You will need the following items to complete your registration renewal: Your renewal notice or current registration document that contains the registered name or business name, plate number, registration number as well as the plate type, and Checking account or Credit Card information. Online Renewal Notes: Your registration will be mailed to the address on the renewal notice. If that is not your current address, you will need to renew in person with your local county treasurer's office. Please allow 5 business days for receipt of your renewed registration and stickers. The system may be down nightly from 3-5am for maintenance. Check out our list of Frequently Asked Questions for more information.' Below this is a question: 'Is your current address the same as listed on your registration card?' with 'Yes' and 'No' radio buttons. A 'View Registration Renewal' button is at the bottom.

Information about the online process appears and the customer is asked to verify their address is the same as it appears on their expiring registration.

Clicking “Yes” will bring up the “Begin Registration Renewal” button. Clicking “No” will result in a message informing the customer they must renew at their county treasurer’s office.

On the next screen the owner is required to enter the owner information as it appears on their registration or their motor vehicle registration notice:

- county of registration
- indicate if owner is an individual or business
- enter owner’s name (either first and last name OR business name),
- license plate number
- registration number
- plate type)

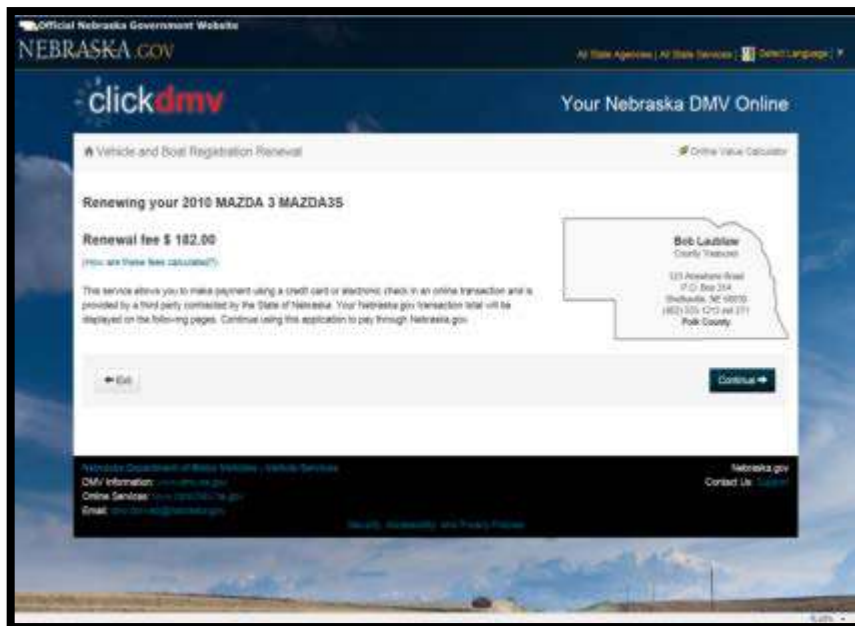
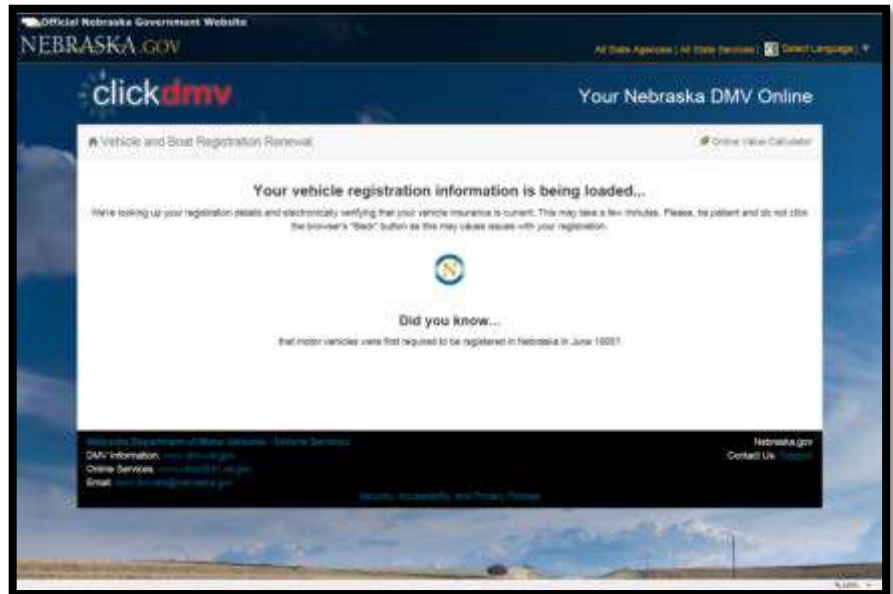
The screenshot shows the 'clickdmv' logo and 'YOUR NEBRASKA DMV ONLINE' header. The page title is 'VEHICLE AND BOAT REGISTRATION RENEWAL' with a 'Cost Avoidance Calculator' link. The 'Owner Information' section includes: 'Select County' (dropdown), 'Individual or Business' (radio buttons for Individual and Business), 'First Name' (text input), 'Last Name' (text input), 'Plate Number' (text input), 'Registration Number (VIN)' (text input), 'Plate Type' (dropdown), and 'Select One' (dropdown). To the right is an image of a registration renewal notice with red dots indicating where to find the information. Below the image are links: 'View Sample Renewal Letter' and 'View Sample Registration (Pink Slip)'. A note states: 'If renewing online during the last week of the month, you may not receive your renewed registration and license plate before the expiration of your current registration and license plates.' At the bottom are 'Edit', 'Reset', and 'Submit' buttons.

Images of both a registration and motor vehicle registration renewal notice appear with indicates of where the required information may be located. Each document may be viewed by either clicking the buttons “View Sample Renewal Letter,” “View Sample Registration) or by clicking directly on the image of the document they wish to see.

Once all required information has been entered, the customer will click “Submit”.

Chapter 2 – Registrations – 2-65

A page will appear informing the customer that their registration information is being loaded.



A response indicating the vehicle information (year, make, and model) and the total amount due for the renewal will display. The customer will then click "Continue" to move forward.

If the system is unable to locate current proof of insurance on the Nebraska Insurance Database, the customer may be provided the opportunity to submit proof online by uploading an image of their proof of insurance for their county treasurer's office to review and the accept or deny. For additional information regarding this process, refer to Online Proof of Insurance, page 2-84.

Chapter 2 – Registrations – 2-66

The customer then enters the billing information and selects check or credit card from the payment options.

Credit card payment will add a 3% portal fee to the total registration fees and taxes due along with any handling fee the county has requested.

A check payment will add a \$3.00 portal fee to the total registration fees and taxes due, along with any handling fee the county has requested.

Note: The customer's email address and phone number are not shared outside of this application and are for our official use only.

The screenshot shows the 'NEBRASKA ONLINE PAYMENTS' interface. At the top, there are logos for 'Clickdmv', 'Nebraska.gov SECURED', and 'Verizon Cybertrust Security'. The main heading is 'Payment Information'. Below it, a warning says 'Please do not use the browser's back button'. The 'Billing Information' section includes a 'Clear Billing Information' button and fields for Name, Address (with a 'Name' dropdown), City, State/Province (set to 'Nebraska'), Zip Code, Country (set to 'United States'), Phone Number, and Email Address. A note states: 'It is our policy not to use your telephone number or e-mail address for any purpose other than to contact you regarding this online transaction.' The 'Account Information' section asks for payment type: 'e-check' (Play Online with Electronic Check through Nebraska.gov \$29.00) or 'Credit Card' (Play Online with Credit Card through Nebraska.gov \$29.00). Below this is a table for the 'Nebraska.gov Order Total'.

Description	ID	Quantity	
Nebraska DMV VTR Fee	ne546b4abc56ad	1	
Nebraska.gov Total			\$ 29.00

At the bottom right, there is a 'Verify Information' button and 'Nebraska.gov Contact Us' link.

This form is titled 'Checking Account Information'. It includes a 'Routing Number' field with a 'Verify Routing Number' field below it. It also has an 'Account Number' field with a 'Verify Account Number' field below it. The 'Account Type' is set to 'Checking'. There is a checkbox for 'Select if this payment is being funded specifically by a foreign source (bank or company), an International ACH Transaction (IAT)? Inquire here'. A note at the bottom says: 'Note: These fields are for business use only and are not required for personal use.'

E-check Information Box

Credit Card Information Box

This form is titled 'Credit Card Account Information'. It has three main sections: 'Card Number' with a dropdown for card type (Visa, MasterCard, Discover, American Express) and a 'What's This?' link; 'CVV Number'; and 'Expiration Date' with two dropdown menus for month and year.

Chapter 2 – Registrations – 2-67

Once the customer has entered the payment information and pressed enter, a final verification screen is presented.

If all information is correct and the payment amount is acceptable to the customer they click on “I Agree/Submit Payment.”

If the customer does not wish to proceed with the transaction, they can click “I Disagree/Cancel Order,” and back out of the transaction.

Note: The customer can end the transaction at any time in the process before clicking the “I Agree/Submit Payment” button.

The screenshot shows the 'Verify Information and Submit Payment' page on the Nebraska.gov website. The page is titled 'NEBRASKA ONLINE PAYMENTS' and includes a 'ClickDMV' logo and a 'Nebraska.gov SECURED' badge. The main heading is 'Verify Information and Submit Payment'. Below this, there are instructions: 'Please review the information below. If there are changes you need to make, select the "Make Changes" button to edit the information. After verifying all the information is correct, select the "I Agree" button to proceed.' The page is divided into three main sections: 'Contact Information', 'Account Information', and 'Nebraska.gov Order Total'. The 'Contact Information' section includes fields for Name, Address, City, State/Province, Zip Code, Country, Phone Number, and Email Address. The 'Account Information' section includes Card Type, Card Number, and Expiration Date. The 'Nebraska.gov Order Total' section shows a table with columns for Description, ID, Quantity, and Price. The total amount is \$28.00. At the bottom, there are two buttons: 'I Disagree / Cancel Order' and 'I Agree / Submit Payment'.

Nebraska.gov Order Total (Includes the payment(s) that will be remitted to the agency)			
Description	ID	Quantity	Price
Nebraska DMV VTR Fee	ne548bb979caad	1	\$28.00
Nebraska.gov Total			\$28.00

The screenshot shows the receipt page on the Nebraska.gov website. The page is titled 'Vehicle and Boat Registration Renewal' and includes a 'ClickDMV' logo and a 'Nebraska.gov SECURED' badge. The main heading is 'Vehicle and Boat Registration Renewal'. Below this, there are details about the order: 'Order ID Number: 5435773', 'Vehicle Information: 1988 DODGE CARAVAN', 'Nebraska.gov Order Total Paid: \$28.00', 'Merchant: NICUSA NE-NEEDMV', 'Billed to: Visa Card XXXX XXXX XXXX 9876', and 'Order Processed: November 18 2014 03:30:56 PM'. There is a map of Nebraska with the location of the County Treasurer's office: '666 Laubak County Treasurer, 523 Attyehon Road, P.O. Box 314, Shelbourn, NE 68030, (402) 368-5212 ext 277, P.O. County'. Below the map, there is a message: 'Your payment has been received. Please print a copy of this receipt for your records. A copy of this receipt has been sent to the e-mail address you provided. You will receive your new registration and stickers in the mail. This confirmation page does not replace the registration. If you do not receive the registration within 5 business days from the date of this receipt, please contact your county treasurer's office. Please take a moment and complete this online survey to let us know how we did.' There are two buttons: 'Print Receipt' and 'Register Another Vehicle'. Below this, there is a section titled 'Additional Online Services You May Need' with three tiles: 'Order Specialty Plates Online', 'Pay Your Ticket Online', and 'NE Background Checks'. At the bottom, there is a footer with contact information: 'Nebraska Department of Motor Vehicles - Vehicle Services, DMV Information: www.dmv.ne.gov, Online Services: www.clickdmv.ne.gov, Email: dmva@dmv.ne.gov, Nebraska.gov, Contact Us: Support, Security, Accessibility, and Privacy Policies'.

The customer may then print the receipt that appears confirming the completion of the online process.

The option to renew the registration of additional vehicles due for renewal is available or the customer may exit the program.

A confirmation email will also be sent to the customer. An example is below:

Date: Wednesday, November 12, 2008 11:35 AM

From: ne_support@nicusa.com

To: JohnQCustomer@neb.rr.com

Subject: Nebraska DMV Online Vehicle Registration Receipt

Order ID Number: 3404

Vehicle Information: 1999 PLYMOUTH VOYAGER (FWD) GRAND VOYA

Amount Paid: \$118.97

Order Processed: November 12 2008, 11:35:08 AM

Your payment has been received.

You will receive your new registration and license plate stickers in the mail. This confirmation receipt does not replace the registration.

If you do not receive the registration within 5 business days from the date of this receipt, please contact your county treasurer's office.

Eligibility

Not Eligible:

Vehicles that meet the following criteria are not eligible for online renewal:

- Truck Registration is for more than 27 tons (subject to HVUT requirements)
- Change of name, address, or registered weight
- Records with warnings, remarks or warrants
- Tax flag ≠ "R" (tax exempt, non-resident, military)
- Initial Six-month commercial registrations (payment of the 2nd half is allowed)
- Plate type =
 - All Dealer
 - Pearl Harbor Survivor (*requires proof of current membership in the Nebraska Chapter of the Pearl Harbor Survivors Association*)
 - Amateur Radio (*requires valid Amateur Radio license be submitted at renewal*)
 - Camper Permits
 - Snowmobile Permits

Eligible:

Valid Plate Types Used for Online Registration

AS/400 VTR Plate Type	Plate Type Description
BU	Bus
DV	Disabled Veteran
GK	Gold Star Family Message
GL	Gold Star Family Numeric
HM	Husker Message
HN	Husker Numeric
MC	Motorcycle
MH	Recreational Vehicle
MT	Minitruck
OP	Organizational
PA	Passenger
PL	Paraplegic*
PM	Message
PT	Purple Heart
PW	Ex-Prisoner of War
SE	Special Mobile Equip
SI	Special Interest Message
SN	Special Interest Numeric
SW	Soil & Water
TC	Truck Commercial
TF	Truck Farm
TL	Truck Local
WC	Watercraft
XF	Trailer Farm
XT	Trailer

*May not renew on line in a new plate series year - medical recertification is required.

VTR (AS400) Daily Process

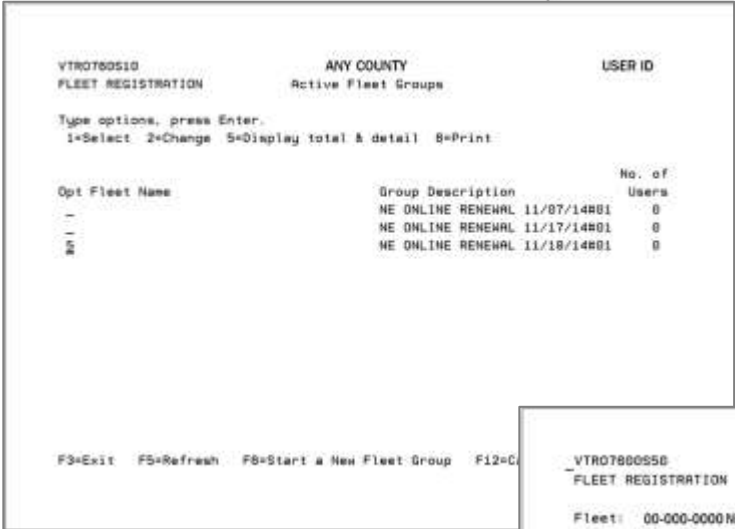
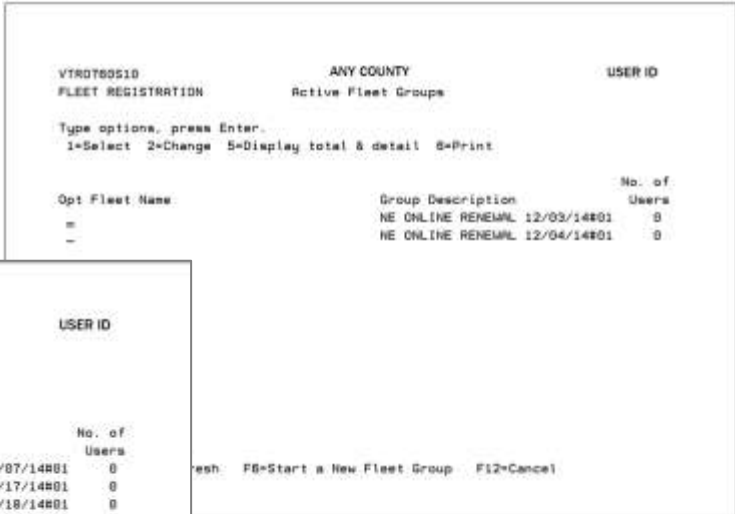
Processing Registrations:

The following procedures must be completed one time each workday, at a minimum. It is preferable that the process is completed the first thing each morning.

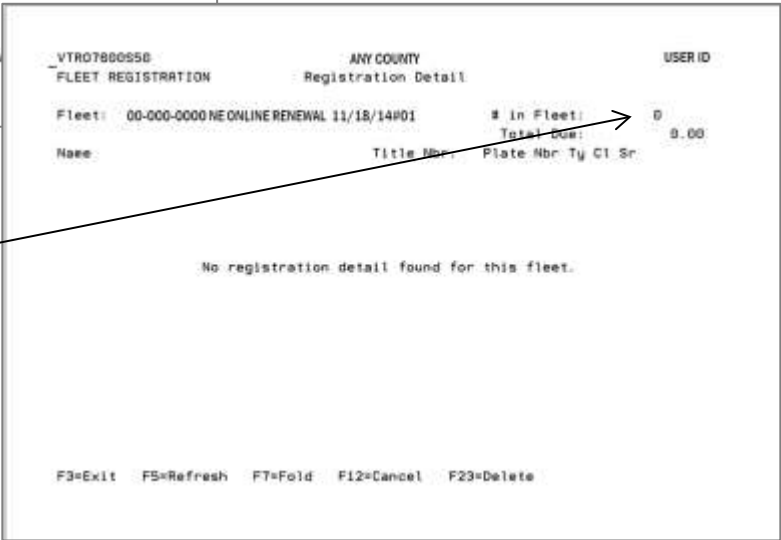
Step 1

From the Main Registration Menu select **9 - Fleet Registration** and enter.

If any online registrations are waiting for processing, you will see these fleet groups (sample fleet name: NE ONLINE RENEWAL 12/04/14#01).



Display total and detail of the first fleet group by entering 5 in the Opt line in for that group and enter.



- If the number in fleet is 0, press **F23=Delete** two times to delete the fleet group.
- If the number in fleet is greater than 0, press **F12=Cancel** to return to the fleet group list.

Chapter 2 – Registrations – 2-71

Repeat this process for each fleet group displayed and make a note of the date of each fleet group that contains registrations to be renewed.

Then **F3=Exit** back to the Main Registration Menu.

Step 2

From the Motor Vehicle Registration Menu, select **13 - Supervisor Menu**, and then **13 - Change Operator ID**.

```
VTR0600ST5          ANY COUNTY          USER ID
CHANGE              Operator ID

User ID: _____

Business Day (MM/DD/YY/C):

Site ID:

Name:

Initials:

Cash drawer:

Authority to change IN CARE OF ADDRESS: N

F3=Exit              F12=Can
```

➤ Type User ID and enter.

```
VTR0600ST5          ANY COUNTY          USER ID
CHANGE              Operator ID

User ID: S2499999

Business Day (MM/DD/YY/C): 11 15 14

Site ID: NOL

Name: USER NAME

Initials: UN

Cash drawer: 99

Authority to change IN CARE OF ADDRESS: Y

F3=Exit              F12=Cancel
```

- Type over the pre-filled Business Day with the date of the first fleet group, tab to the Site ID and type over the pre-filled site with “NOL” and enter.

Press **F3-Exit** and return to Main Registration Menu.

Step 3

On the Main Registration Menu, select **9 - Fleet Registration** and enter. Locate the fleet group with the date that equals the business day entered in Step 2.

- Print the fleet group by placing a 6 on the Opt line for that group and enter.

Chapter 2 – Registrations – 2-72

- A select printer box will display. Select the registration printer where the registrations are to be printed placing a 1 on the Opt line for that printer and enter.

```
Printer Selection
1 = Select

Opt Name      Description      Site ID
- ISPR7       Laser Reg Printer #1  C41
- ISPR97       Laser Reg Printer #2  C41
- VTRTREA     Registration Printer  C41

CURRENT REGISTRATION PRINTER IS ISPR7
F3=Exit      F12=Cancel
```

```
VTR0700550          ANY COUNTY          USERNAME
FLEET              PAYMENT

Total Tax:          .00
Registration Fees:  26.00      Total Due:    26.00
Check:  26.00

Cashier Initials:  UN
Cash Drawer:
```

- The payment screen will appear. Locate the total due for this fleet group (on the right of the display screen), type the total due on the check line and enter. The registrations will begin printing.

F3=Exit back to the Main Registration Menu.

Step 4

From the Motor Vehicle Registration Menu, select **13 - Supervisor Menu**, and then **13 - Change Operator ID**.

- If there are additional fleet groups to be processed, type over the pre-filled Business Day with the date of the next fleet group and hit enter.

F3=Exit back to Main Registration Menu.

Step 5

Repeat Steps 3 and 4 until the last fleet group is processed.

Step 6

From the Motor Vehicle Registration Menu, select **13 - Supervisor Menu**, and then **13 - Change Operator ID**.

- Type over the pre-filled Business Day with the business date currently being used for when processing counter registrations. Tab to the Site ID and type over the pre-filled site with the county Site ID (i.e. “C41”) and enter.

F3=Exit back to Main Registration Menu.

Balancing Daily Reports:

A Daily Balancing Report will need to be run for each date used for the processing of the online registrations. These reports will then be used for comparison/balancing against the TPE reports and for determining the deposit amounts that will be electronically made into each county bank account.

Complete the following steps to run these reports at the end of each workday.

Step 1

From the Main Registration Menu select **10 - Reports Menu**, then **8 - Daily Balancing Report**.

Type the date corresponding to the first fleet group processed. To Site ID and type over the pre-filled site with “NOL” and enter.

Step 2

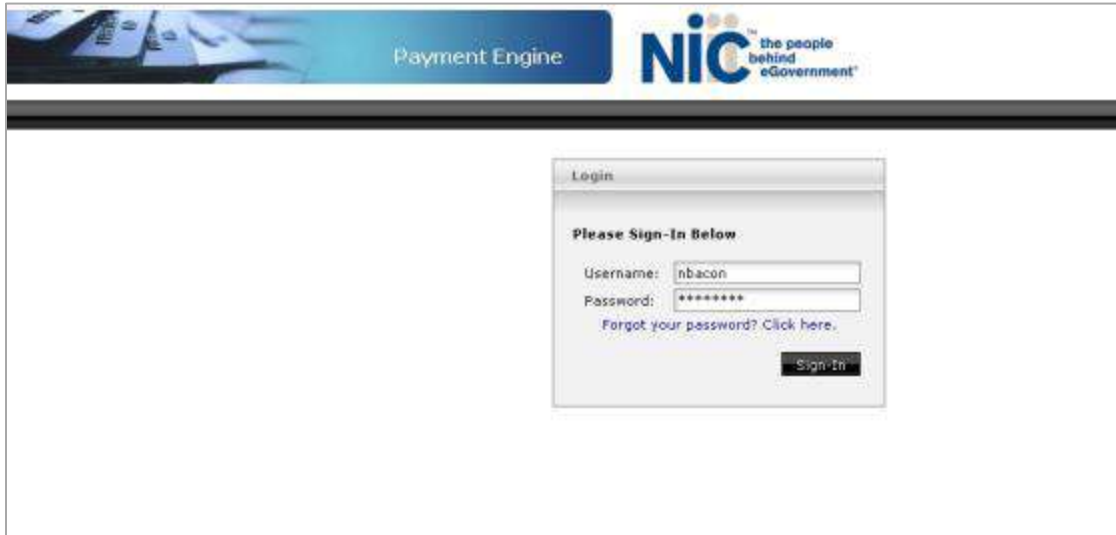
Repeat Step 2 for each date corresponding to the fleet groups processed.

Step 3

Complete your normal process for printing reports.

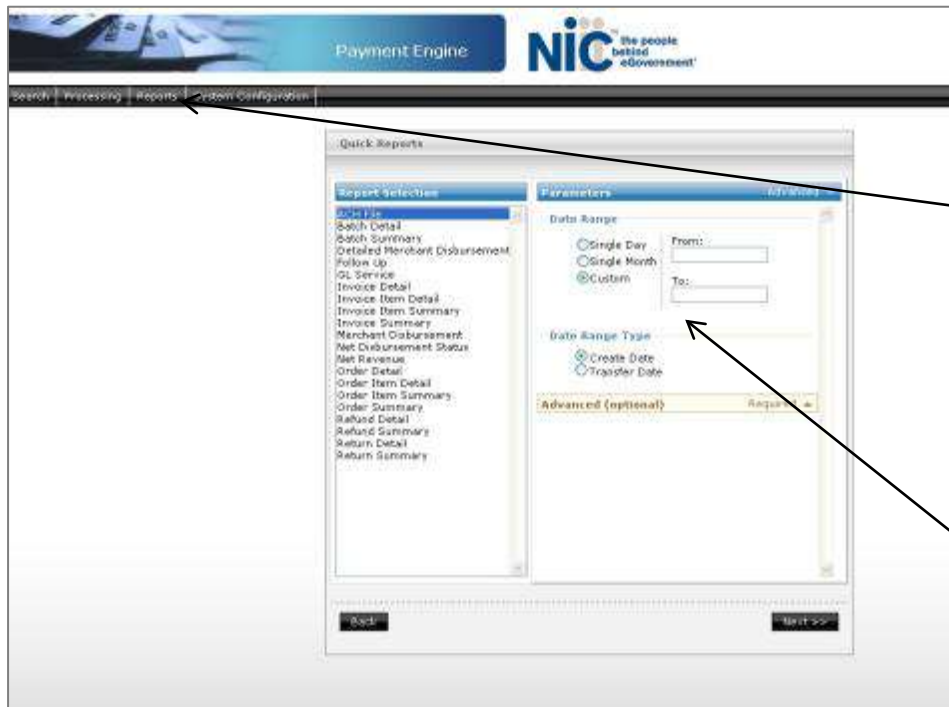
The Payment Engine (TPE)

TPE can be located by opening your internet browser and typing in the following address:
<https://tpe2admin.cdc.nicusa.com/Nebraska/>.



Step 1

Enter your unique username and password, click on “Sign-In.”



Step 2

Click on “Reports” tab. A list of all available reports will appear.

Step 3

Click on the type of report you want to view, click on “Single Day”, “Single Month” or “Custom”, enter the “From” and “To” dates and click on “Next”.

Invoice Item Summary Report

This report provides a total number of transactions and the total dollar amount of those transactions for the period you have selected.

The screenshot shows the 'Payment Engine' interface with the 'Quick Reports' window open. The 'Report Selection' pane on the left lists various reports, with 'Invoice Item Summary' highlighted. The 'Merchants & Services' pane in the middle shows 'Douglas County' and 'Motor Vehicle Renewals' selected. The 'Parameters' pane on the right shows 'Date Range' set to 'Single Day' with a date of 11/12/2008, and 'Origin' set to 'All'. There are 'Back' and 'Next >>' buttons at the bottom of the window.

The screenshot shows the 'Report Viewer' displaying the 'Invoice Item Summary Report' for the date 11/12/2008. The report includes a table with the following data:

Merchant	Service	SKU	Volume	Quantity	Amount
Nebraska Test	Nebraska Ach , Co combined Service	YTRFEE	206	206	\$51,736.35
Nebraska Test	Nebraska Ach , Co combined Service	YTRPF	206	206	\$1,552.77
Totals:			412	412	\$53,289.12

The report also shows 'Page 1 of 1' and 'Executed on 11/13/2008 4:28:56 PM, EST'.

Merchant Disbursement Report

This report provides the total dollar amount that was disbursed into the designated bank account, on the specific date selected.

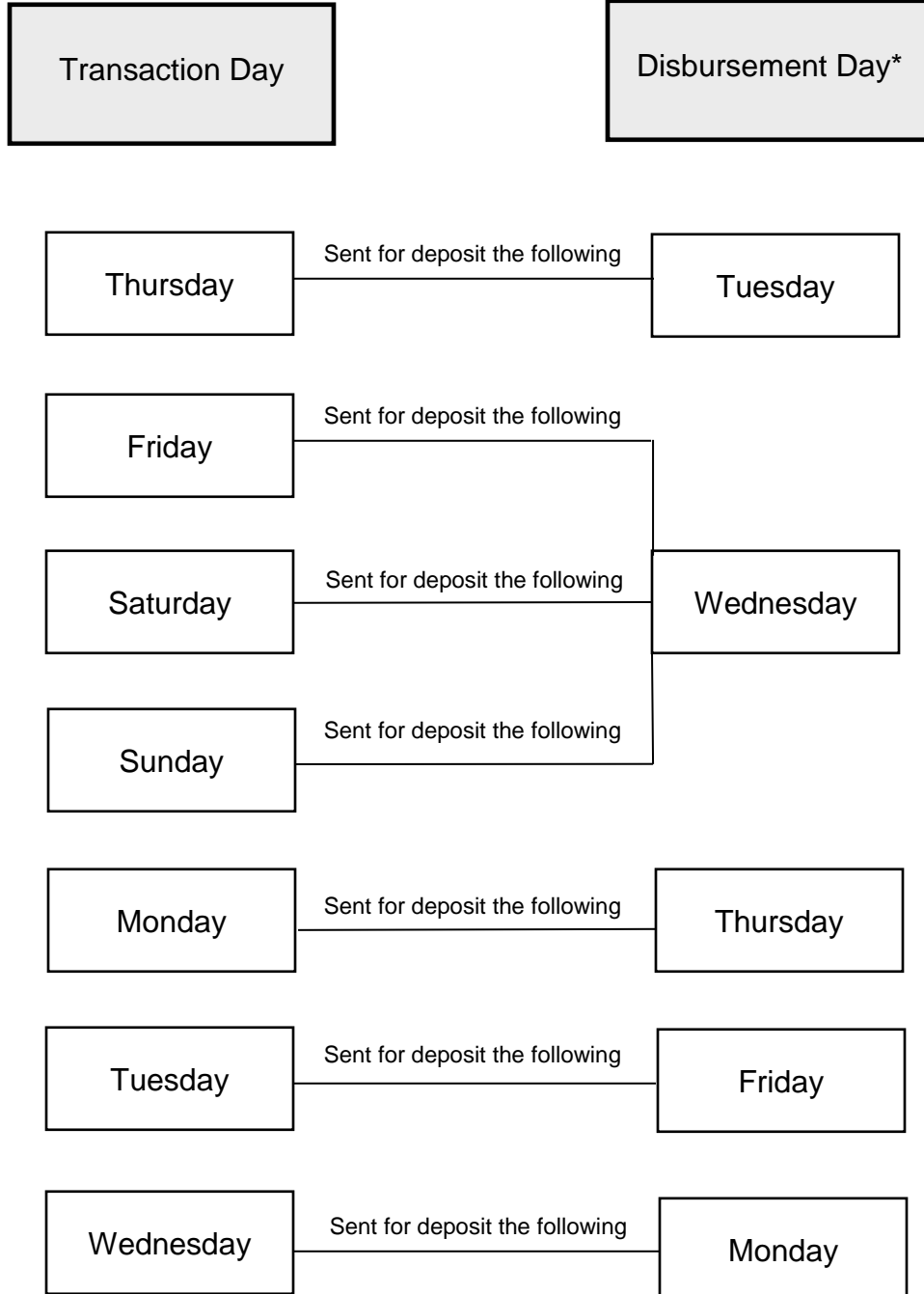
The screenshot shows the 'Payment Engine' interface with the 'NIC' logo and the tagline 'the people behind eGovernment'. The navigation menu includes 'Search', 'Processing', 'Reports', and 'System Configuration'. The 'Report Viewer' window displays the 'Merchant Disbursement Report' for the period 11/17/2008 to 11/17/2008. The report includes a table with columns for View, Effective Date, Disburse Date, Merchant, Service, Disburse Amount, Addenda, and Order Date Range. The total amount is \$51,736.35.

View	Effective Date	Disburse Date	Merchant	Service	Disburse Amount	Addenda	Order Date Range	
	11/17/2008	11/17/2008	PLATE01	PLATEFDS	Total:	\$51,736.35	Douglas County DMV 01	11/12/2008 to 11/12/2008

Page 7 of 1 Executed on 11/17/2008 5:26:26 PM EST

The chart on the following page explains the disbursement schedule for funds:

Disbursement Schedule for Funds



*Disbursement occurs after 2 p.m. The funds may not be reflected in your account until the following morning.

Note: when there is a holiday, the disbursement will happen the next business day.

Order Item Detail

This report provides a full listing of all transactions that occurred on the selected date.

Payment Engine NIC the people behind eGovernment

Search Processing Reports System Configuration

Quick Reports

Report Selection

- ACH File
- Batch Detail
- Batch Summary
- Detailed Merchant Disbursement
- Follow Up
- IGL Service
- Invoice Detail
- Invoice Item Detail
- Invoice Item Summary
- Invoice Summary
- Merchant Disbursement
- Net Disbursement Status
- Net Revenue
- Order Detail
- Order Item Detail**
- Order Item Summary
- Order Summary
- Refund Detail
- Refund Summary
- Return Detail
- Return Summary

Merchants & Services

- Douglas County
- Motor Vehicle Renewals

Parameters

Date Range

Single Day
 Single Month
 Custom

Select a date: 11/12/2008

Clear Today Close

Advanced (optional)

SKU

Origin

[ALL]
 INTERNET ORDER
 PHONE ORDER
 MOBILE ORDER
 OVER THE COUNTER

Orders

Include Open Orders
 Include Closed Orders

Back Next

Payment Engine NIC the people behind eGovernment

Search Processing Reports System Configuration

Report Viewer

Order Item Detail Report

Start Date: 11/12/2008 End Date: 11/12/2008

Order ID	Date	Reference	Merchant	Service	SKU	Instance ID	Quantity	Amount
3295	11/12/2008		Nebraska Test	Nebraska Ach, Co combined Service	VTAPF		1	\$6.00
3295	11/12/2008		Nebraska Test	Nebraska Ach, Co combined Service	VTAFEE		1	\$265.50
3295	11/12/2008		Nebraska Test	Nebraska Ach, Co combined Service	VTAPF		1	\$2.66
3296	11/12/2008		Nebraska Test	Nebraska Ach, Co combined Service	VTAFEE		1	\$69.50
3297	11/12/2008		Nebraska Test	Nebraska Ach, Co combined Service	VTAFEE		1	\$230.10
3298	11/12/2008		Nebraska Test	Nebraska Ach, Co combined Service	VTAPF		1	\$5.90
3301	11/12/2008		Nebraska Test	Nebraska Ach, Co combined Service	VTAFEE		1	\$100.50
3301	11/12/2008		Nebraska Test	Nebraska Ach, Co combined Service	VTAPF		1	\$3.00
3302	11/12/2008		Nebraska Test	Nebraska Ach, Co combined Service	VTAFEE		1	\$61.80
3302	11/12/2008		Nebraska Test	Nebraska Ach, Co combined Service	VTAPF		1	\$1.85
3303	11/12/2008		Nebraska Test	Nebraska Ach, Co combined Service	VTAFEE		1	\$79.70
3303	11/12/2008		Nebraska Test	Nebraska Ach, Co combined Service	VTAPF		1	\$2.29
3304	11/12/2008		Nebraska Test	Nebraska Ach, Co combined Service	VTAFEE		1	\$109.70
3304	11/12/2008		Nebraska Test	Nebraska Ach, Co combined Service	VTAPF		1	\$3.29
3305	11/12/2008		Nebraska Test	Nebraska Ach, Co combined Service	VTAFEE		1	\$109.70
3305	11/12/2008		Nebraska Test	Nebraska Ach, Co combined Service	VTAPF		1	\$3.29

Specific Order Number Search

To access detailed information about a specific transaction, from the homepage of TPE, click on “Search” tab, where you enter the order number and click on “Go.”



Accounting procedures for online license plate renewal have been prescribed by the Nebraska Auditor of Public Accounts (refer to Appendix page A-47).

Requests for a username or for issues related to a county username or password, payment, or TPE reports should be directed to Nebraska.gov at ne.support@egov.com or by calling 1-800-747-8177.

Customer Service Troubleshooting

The error messages displayed during the online registration process may lead to customer questions. Following is a list of those error messages with information related to what research may be done to provide information to customers regarding the messages.

- This vehicle record indicates that this vehicle is not subject to motor vehicle taxes. Annual recertification of this tax status must be presented to the County Treasurer at time of renewal. Please visit your local County Treasurer's Office to complete this transaction.
 - This error message will occur when the tax flag on a record is E (exempt), N (non-resident) or M (military). A quick check of the record will confirm the tax flag. For each of these tax flags (E, N or M), the vehicle owner is required to present evidence of their ongoing qualification for tax exemption at each renewal.
- This vehicle record indicates that this vehicle has a current registered weight for more than 27 tons. Proof of compliance with the Heavy Vehicle Use Tax requirements must be presented to the County Treasurer at time of renewal. Please visit your local County Treasurer's Office to complete this transaction.
 - This error message will occur anytime the registered weight of a vehicle is greater than 27 ton. The vehicle owner is required to present proof of compliance with the HVUT requirements.
- This vehicle record indicates that the DMV does not currently have proof of a current, valid insurance policy on file for this vehicle. Original proof of insurance must be presented to the County Treasurer at time of renewal. Please visit your local County Treasurer's Office to complete this transaction.
 - This error message will appear to the customers renewing registrations in those counties that are not participants in Online Proof of Insurance (refer to page 2-84). This message appears anytime the "insurance" box does during county processing of a registration. Information provided to customers should include a description of the insurance database process (refer to page 2-5) and questions should include:

Chapter 2 – Registrations – 2-81

1. is their policy a commercial policy;
2. have they have recently changed insurance companies;
3. does the VIN on their vehicle match the VIN on their insurance card and on their registration;
4. did they move to Nebraska from another state and if so, what state of residency does their insurance company show for them;

If one of the following is does not pertain to the customer's situation, they should be referred to their insurance agent for further assistance.

- This vehicle record indicates that the County Treasurer has placed a notation on the record that requires a visit to their office to complete renewal. Please visit your local County Treasurer's Office to complete this transaction.
 - This error message will appear when a county has a flagged remark or warrant appearing on a record. Be prepared to access the vehicle record on VTR and explain to the customer what this remark or warrant is and why it appears on their record.
- This vehicle record indicates that special manual processing by the County Treasurer's Office is required to renew this vehicle. Please visit your local County Treasurer's Office to complete this transaction.
 - This error message will appear any time that a warning appears with the registration. This may be that a tax district is not present or that some other error is present on the record. Be prepared to access the vehicle record on VTR and explain to the customer why the record needed special processing.
- This vehicle record indicates that this vehicle is currently registered with a type of plate or permit that is not currently available for renewal online. These plates/permits include Pearl Harbor Survivor, Amateur Radio, Dealer, Camper and Snowmobile. Please visit your local County Treasurer's Office to complete this transaction.
 - Pearl Harbor Survivor, Amateur Radio and Dealer plate holders are required to provide evidence of qualification at each renewal; therefore, these plates cannot be renewed online. Camper and snowmobile permits were not included for the online processing because of their limited number and the special programming that would have been required to account for the bi-annual renewal period.
- We are sorry you encountered an internal system error. Please try again.
 - If the customer receives this error more than once and is not able to renew online, please contact the DVR Help Desk and report it.

Chapter 2 – Registrations – 2-82

- We are sorry the motor vehicle registration system is currently unavailable. Scheduled maintenance is 3:00 – 5:00 am daily. If outside of this timeframe an unscheduled downtime has occurred. Please return later.
 - This message will display anytime that a county AS400 or the State AS400 are down. It will also display anytime that there are communication failures between the State and a county.

- The owner's name entered does not match the name on the motor vehicle record for the registration and plate number entered. The name appearing on the first line of the renewal notice postcard or registration is the only name that may be entered. If this name is for an individual, only the first name and last name should be entered. Please try again.
 - The name entered as part of this process, must be the first name listed on the postcard/registration/record. There is not room for multiple names and any name other than the first listed will not pass through the name comparison process. For an individual, first name and last name are all that can be entered into the appropriate fields. For a business name, the complete name as it appears on line one of the postcard/registration/record must be entered. This error may also appear if the name has been incorrectly entered on the vehicle record (i.e. Smith,John entered as John Smith, using a "B" name type instead of an "I" name type). It may be necessary for the county to access the record and determine how the name appears on the record in order to assist the customer.

- The owner's name, plate number and registration number entered must all match. The information must be entered as it appears on your renewal notice postcard or registration. The name appearing on the first line of the renewal notice postcard or registration is the only name that may be entered. If this name is for an individual, only the first name and last name should be entered. Please try again.
 - The plate and registration numbers entered as part of this process must match the current registration record exactly. If the registration number has changed on the registration record since printing of the postcard or registration it will cause this error (corrected registration, etc.). The plate number must not contain any dashes, special characters or spaces.

- This vehicle record indicates that this vehicle's registration has been expired for one year or more. Therefore, special manual processing by the County Treasurer's Office is required to renew this vehicle. Please visit your local County Treasurer's Office to complete this transaction.
 - This error message will appear any time that the expired warning message appears with the registration. Be prepared to access the vehicle record on VTR and explain to the customer that payment of two or more years of registration fees is required.

- This vehicle record indicates that this vehicle's registration is not eligible for renewal at this time. Vehicle registrations may only be renewed during their month of expiration and one month prior to such time. Please revisit our online renewal process within the renewal period.
 - This error message will occur anytime the customer attempts to renew a registration that is outside of its renewal period (or 30 days prior).
- According to our records, this registration has already been renewed using ClickRenew. Please allow 5 business days for receipt of your renewed registration and license plate stickers.
 - If this error appears, a renewal record should either be appearing in a fleet group in the county of registration or has already been processed and mailed. A check of the vehicle record or any remaining fleet groups will provide renewal information.

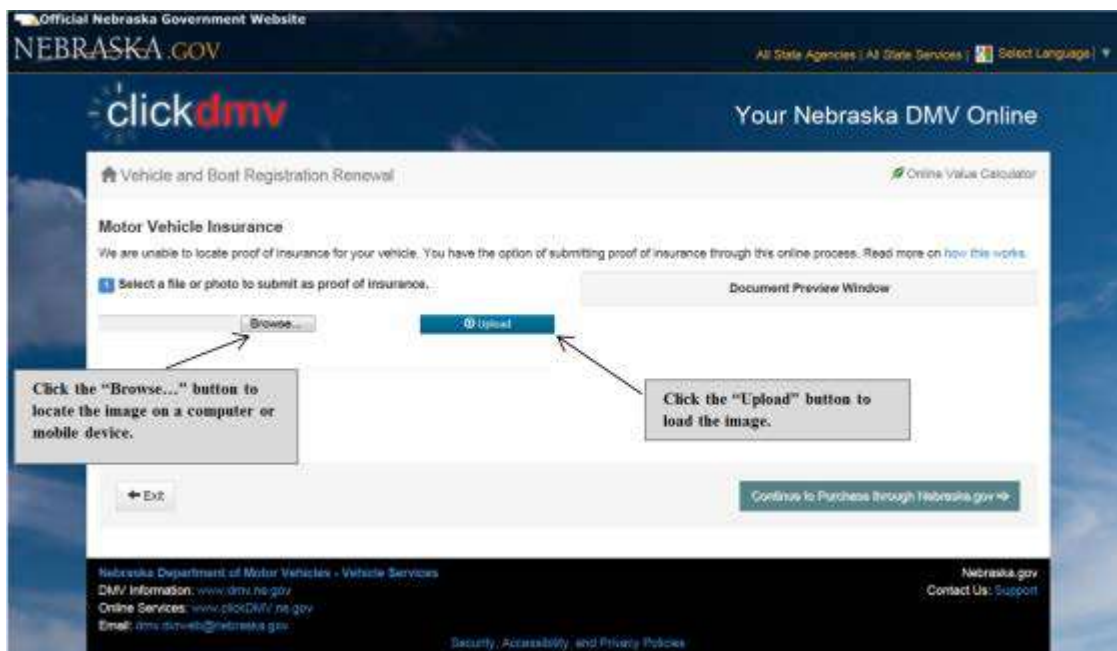
Online Proof of Insurance

The Online Proof of Insurance system is designed to allow customers renewing their registrations via online registration renewal to submit proof of insurance if the system is unable to locate current proof of insurance on the Nebraska Insurance Database. Customers in participating counties are given the opportunity to submit their proof of insurance online by uploading an image of their proof of insurance for the county to review and then accept or deny.

Customer Process:

When renewing a registration using the online renewal system the customer first enters the information that allows the system to find their vehicle's record and verify that current insurance appears on the insurance database.

If current insurance is not found the system redirects the customer to the Online Proof of Insurance system. The customer is notified the system was unable to find insurance and then advised of the option to submit proof online.

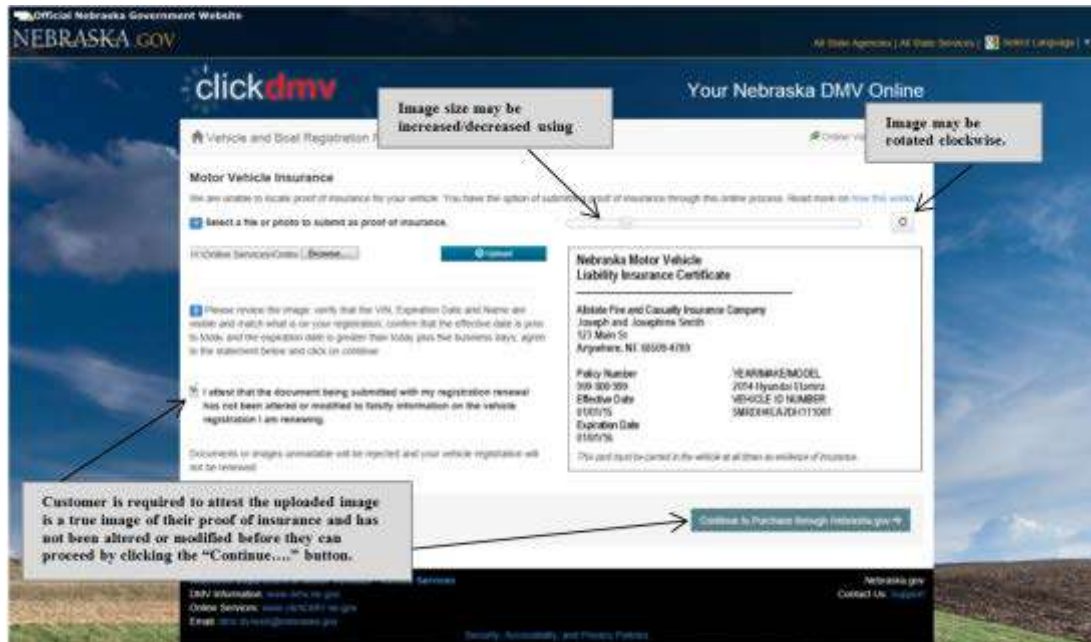


The customer is instructed to select the proof of insurance from its location (i.e. hard drive of their computer, their mobile device, etc.). Any proof in an electronic format may be uploaded. Once they have located the proof they wish to submit they then click on the “Upload” button.

(Note: if the customer's county treasurer is non-participating they will notified proof of insurance could not be found and they will need to renew by mail or in person at their county treasurer's office).

Chapter 2 – Registrations – 2-85

The customer is then instructed to review the image and make sure that the insurance displayed is correct for the vehicle registration they are renewing, that it is current, and that the uploaded image is clear and readable.



The customer must also attest to the fact that the image is a true image of their proof of insurance and has not been altered or modified by clicking on the box before they can proceed. Once they have completed the attestation they may proceed by clicking on the “Continue to Purchase through Nebraska.gov” button.

The customer is then returned to the payment screen for the online registration renewal to complete renewal process.

County Process:

Counties enroll in the Online Proof of Insurance system through the Department. Residents of counties who choose not to participate will continue to be notified that they must renew in person or by mail through their county treasurer’s office.

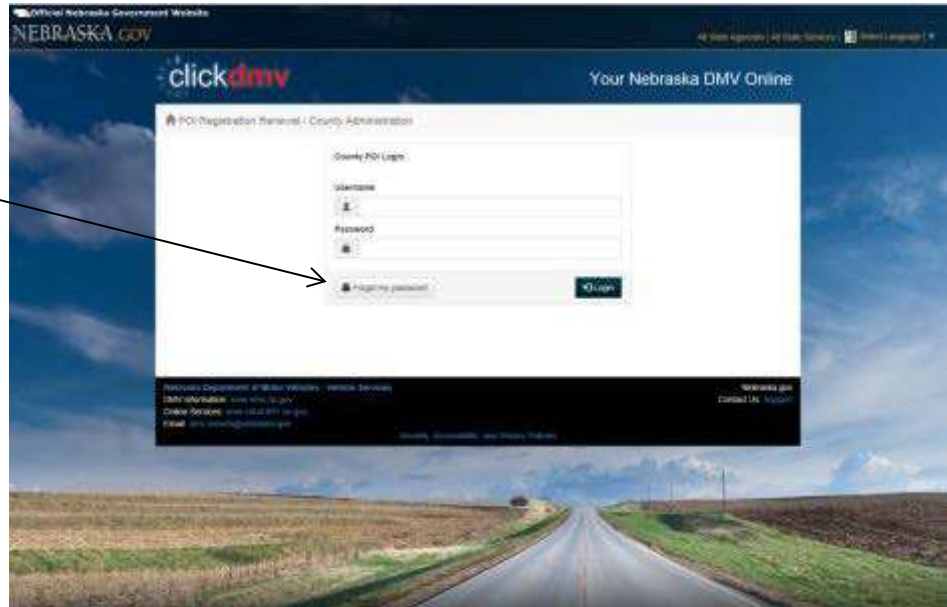
Once a county is enrolled, issues related to a county username or password should be directed the Department through the DVR Help Desk. Issues related to the system may be addressed to Nebraska.gov at ne-support@egov.com.

The Online Proof of Insurance system may be accessed by participating counties at <https://www.clickdmv.ne.gov/regrenew/county/>.

If a county user forgets their Username they should contact the Department through the DVR Help Desk.

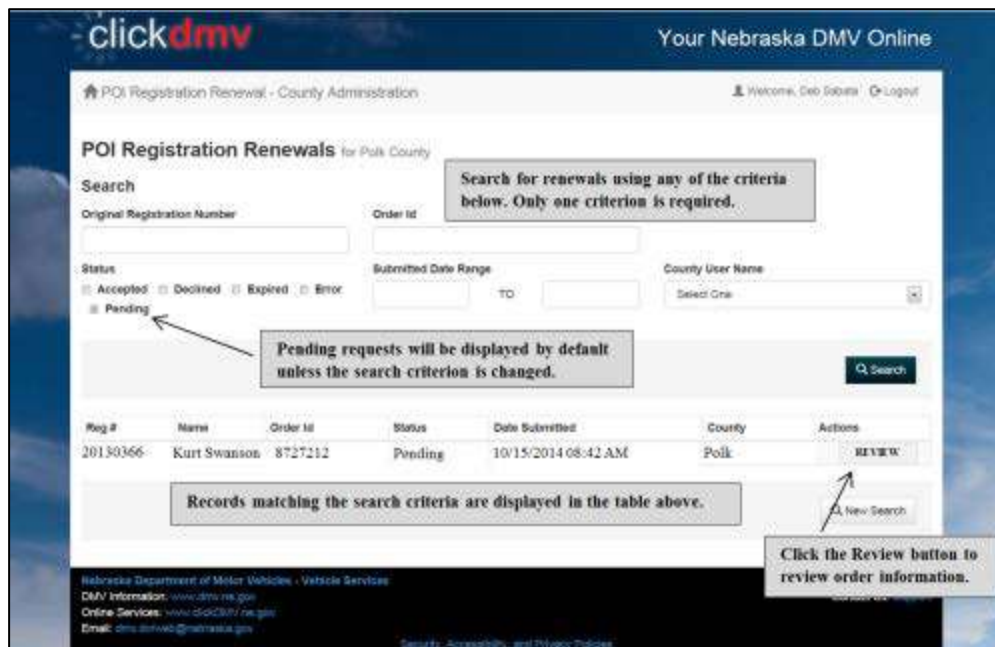
If a county user forgets their password, a new system generated password can be requested by clicking on the “Forgot my password” button. The new password is sent to the user via email.

Logging into the County Admin portion of the system allows the user access to all registration renewals submitted with electronic proof of insurance for that county.



Records searches may be conducted by:

- Original Registration Number
- Submitted Date Range
- Order ID
- County User Name
- Status



Searching by Original Registration Number or Order ID Number can target a specific record.

Selecting from five (5) available statuses allows the county user to search via a specific record status. Available statuses are:

- Accepted
- Declined
- Pending (*default status*)
- Expired
- Error

Records returned based upon the search criterion are displayed in a table format. The Action section of the table allows the county user to Review if the record is in a Pending status or View if the record is in an Accepted, Declined, Expired or Error status.

Submitted Date Range searches returns records processed during the dates specified and a search by County Use Name returns those records processed by a specific county user.

Once the pending records are returned the county user clicks the Review button to access the order information.

The screenshot shows the 'POI Registration Renewals' interface for Polk County. The search filters are as follows:

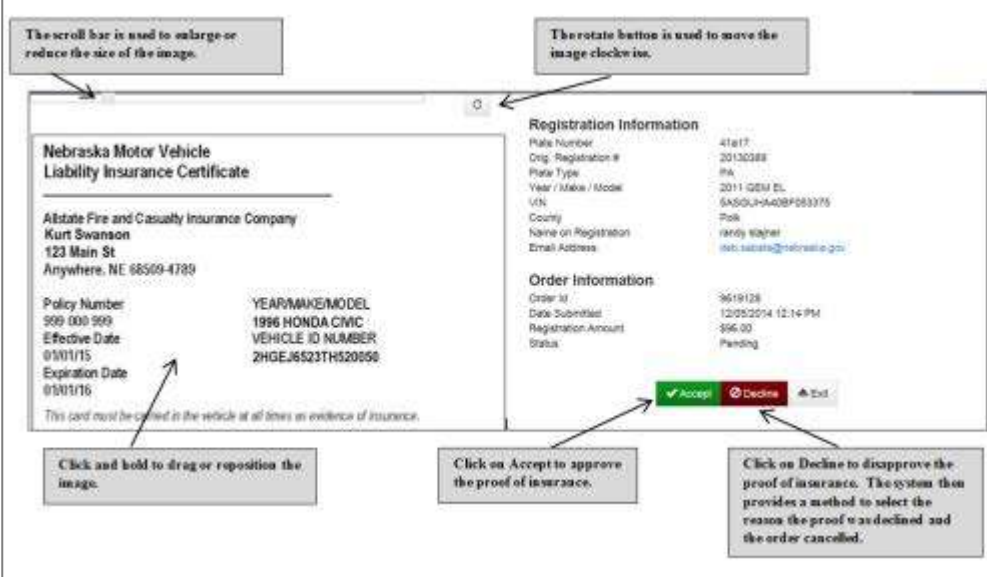
- Original Registration Number: [Empty]
- Order Id: [Empty]
- Status: Pending, Accepted, Declined, Expired, Error
- Submitted Date Range: [Empty] TO [Empty]
- County User Name: [Select One]

The search results table is as follows:


Reg #	Name	Order Id	Status	Date Submitted	County	Actions
20130352	bill smith	9618512	Pending	12/05/2014 11:09 AM	Polk	Review
20130389	jane doe	9619128	Pending	12/05/2014 12:14 PM	Polk	Review
20130351	boles auto	9619150	Pending	12/05/2014 12:18 PM	Polk	Review
20130379	john public	9619184	Pending	12/05/2014 12:21 PM	Polk	Review

Chapter 2 – Registrations – 2-88

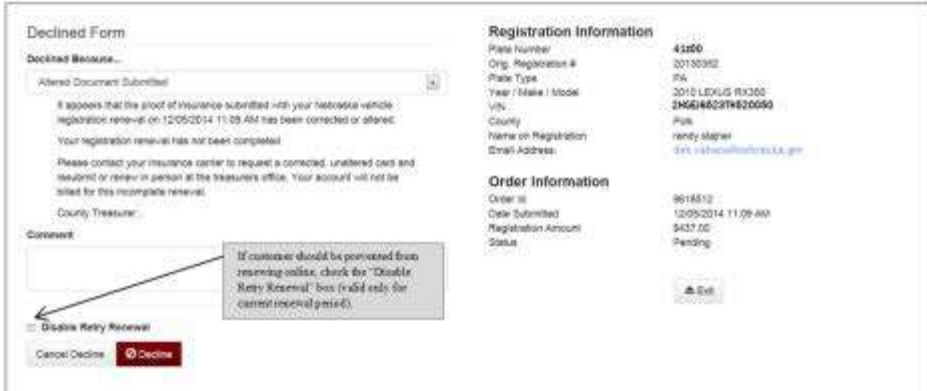
After click “Review” the system will display the order information and the proof of insurance image for the user to Accept or Decline.



When a county declines an order because the proof of insurance submitted is not acceptable the denial message that describes the reason for the denial should then be selected. This denial message indicating the reason for the denial and confirmation that the registration renewal has not been completed will be included in an email notification to the customer (refer to page 2-90).



Once the denial reason is selected, the denial message will be displayed along with a comment box. Any information in addition to the denial message may be added by the county user in the Comment field. **Note:** Information entered into the comment field will appear exactly as entered by the user.



Chapter 2 – Registrations – 2-89

Be sure to review the comments carefully to ensure that they are professional and error free before completing the process by clicking on the decline button. This will send the email to the customer and cancel that registration renewal transaction.

Approval Email Example

From: no-reply@egov.com [mailto:no-reply@egov.com]
Sent: Friday, December 05, 2014 12:18 PM
To: Swanson, Kurt
Subject: Nebraska DMV Online Vehicle Registration Receipt

Your renewal with proof of insurance submission will be reviewed at the Polk County Treasurer's office. If your proof of insurance is readable and verified as valid, it will be approved and your registration renewal will be processed (payment collected and registration and validation stickers mailed) and you will be notified via email. If your proof of insurance is denied, you will be sent notification and an explanation for the denial via email. This process will not take more than 3 business days.

If you do not receive notification within 5 business days from the date of this receipt, please contact your County Treasurer's office. Your registration renewal is not complete until you receive your registration and validation stickers.

Polk County Treasurer
Bob Laublaw
123 Anywhere Road
P.O. Box 314
Shelbyville, NE 68030
(402) 555-1212 ext 271

Order ID Number: 9619150
Vehicle Information: 2010 MERCEDES BENZ GLK350 4MATIC

Nebraska.gov Total Authorized: \$432.60
Merchant: NICUSA NI-NEDMV (This will appear on your payment statement)

Billed to Visa Card XXXX XXXX XXXX 0019
Order Authorized: December 5 2014, 12:18:10 PM

The Nebraska Department of Motor Vehicles
<http://www.dmv.ne.gov/>
Email dmv.dvrweb@nebraska.gov
Driver and Vehicle Records Division (402) 471-3918

Denial Email Example

From: ne-support@egov.com [mailto:ne-support@egov.com]
Sent: Monday, September 22, 2014 4:47 PM
To: Swanson, Kurt
Subject: Nebraska DMV Online Vehicle Registration - ACTION NEEDED

The document submitted with your Nebraska vehicle registration renewal on 09/22/2014 04:46 PM was reviewed and does not meet the requirements for acceptable proof of insurance. **Your registration renewal has not been completed.** Please try again with proof of insurance that follows the insurance requirements in Nebraska, or renew in person at the [treasurer's office](#). Your account *will not* be billed for this incomplete renewal.

Bob Laublaw
Polk County Treasurer
123 Anywhere Road
P.O. Box 314
Shelbyville, NE 68030
68030-271

There is also an option to prevent the customer from attempting to renew online again in this registration period. This may be enabled by checking the “Disable Retry Renewal” box below the Comment field.

Proof of Insurance Denial Messages

Unreadable	<p>The proof of insurance submitted with your Nebraska vehicle registration renewal on [completed date] was reviewed and deemed unreadable.</p> <p>Your registration renewal has not been completed.</p> <p>Please try again with a clearer document or photo of your proof of insurance or renew in person at the treasurer's office. Your account <i>will not</i> be billed for this incomplete renewal.</p> <p>[treasurer_name] [county_name] County Treasurer [address1] [address2] [city], [state] [zip] [phone]</p>
-------------------	--

Denial messages continued on next page

Chapter 2 – Registrations – 2-91

Invalid Document Submitted	<p>The document submitted with your Nebraska vehicle registration renewal on [completed date] was reviewed and does not meet the requirements for acceptable proof of insurance.</p> <p>The proof of insurance submitted must:</p> <ul style="list-style-type: none">• Provide effective and expiration dates;• Must be in effect on the dates of submission and review by this office;• Must contain a vehicle identification number that matches the registration you are renewing or a statement that the policy covers all owned vehicles;• Policy number;• Name of insured; and,• Name of the insurance carrier. <p>Your registration renewal has not been completed.</p> <p>Please try again with proof of insurance that follows the insurance requirements outlined above, or renew in person at the treasurer's office. Your account <i>will not</i> be billed for this incomplete renewal.</p> <p>[treasurer_ name] [county_ name] County Treasurer [address1] [address2] [city], [state] [zip] [phone]</p>
Ins Co Not Licensed in Nebraska	<p>The proof of insurance submitted with your Nebraska vehicle registration renewal on [completed date] indicates that your vehicle is insured by a carrier that is not licensed to conduct business in the State of Nebraska.</p> <p>Your registration renewal has not been completed.</p> <p>Please try again with proof of insurance from a carrier that is licensed to conduct business in Nebraska or renew in person at the treasurer's office. Your account <i>will not</i> be billed for this incomplete renewal.</p> <p>[treasurer_ name] [county_ name] County Treasurer [address1] [address2] [city], [state] [zip] [phone]</p>

Denial messages continued on next page

Chapter 2 – Registrations – 2-92

Altered Document Submitted	<p>It appears that the proof of insurance submitted with your Nebraska vehicle registration renewal on [completed date] has been corrected or altered.</p> <p>Your registration renewal has not been completed.</p> <p>Please contact your insurance carrier to request a corrected, unaltered card and resubmit or renew in person at the treasurer's office. Your account <i>will not</i> be billed for this incomplete renewal.</p> <p>[treasurer_name] [county_name] County Treasurer [address1] [address2] [city], [state] [zip] [phone]</p>
Other	<div data-bbox="516 751 1354 890" style="border: 1px solid black; padding: 10px; text-align: center;"><p>Open field for county user to place specific comments related to the denial. Be careful that messages are professional and error free.</p></div> <p>Your registration renewal has not been completed. Please try again with a clearer document or photo of your proof of insurance or renew in person at the treasurer's office. Your account <i>will not</i> be billed for this incomplete renewal.</p> <p>[treasurer_name] [county_name] County Treasurer [address1] [address2] [city], [state] [zip] [phone]</p>



Alpha/Numeric

Autocycles



Remaining Counties

VTR Quick Reference for Autocycle Plates

VTR Plate Type: AY

| VTR Plate Class: AY

| Number of Plates: 1

All autocycles that the owner is planning to register for use on public roads, must be titled (refer to page 1-41 in the Titling Manual).

Proof of insurance is required at the time of registration (see page 2-5).

The registration fee, motor vehicle fee, and motor vehicle tax for autocycles are:

- Registration Fee – \$15.00
- Base Motor Vehicle Fee – based on MSRP (see page 6-9)
- Base Motor Vehicle Tax – based on MSRP (see page 6-8)

The operator of an autocycle is required to hold a class O operator license or learners permit. Occupants of an autocycle are subject to seatbelt requirements and are not required to wear helmets.



QAS Pro Address Verification

QAS Pro is address verification software that enables users to identify proper addressing structure, abbreviations, and valid addresses. This software is an invaluable resource for ensuring that addresses entered in the system are consistent, accurate and valid.

This software is available in all county offices on State owned thin clients and is to be used with all VTR processes where an address is entered.

The address verification software may be used to populate all address fields in all VTR programs. The steps for using QAS Pro are as follows:

1. Place the cursor in the first space of the address line 1 field.
2. Preset Alt and “B” at the same time, the QAS screen will appear.

VTR06400S01 State of Nebraska User ID
Untitled Assessment

Owner Type/Name: I SMITH,JOHN

Owner Type/Name: _

Owner address line 1: _____

Address line 2: _____

City: _____

In care of type/name: I

Address line 1: _____

Address line 2: _____

City: _____

Previous title number: NE

Previous plate number: _____

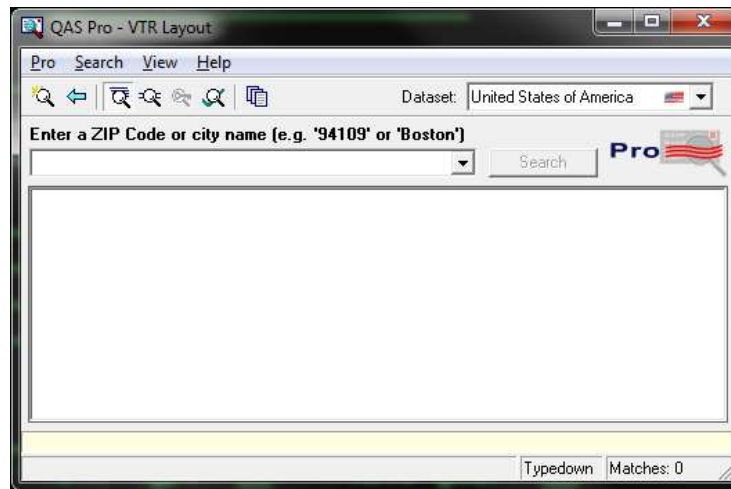
VIN/Hull number: _____

F3=Exit F4=Prompt F12=Ca
Alt+B=Address Verification

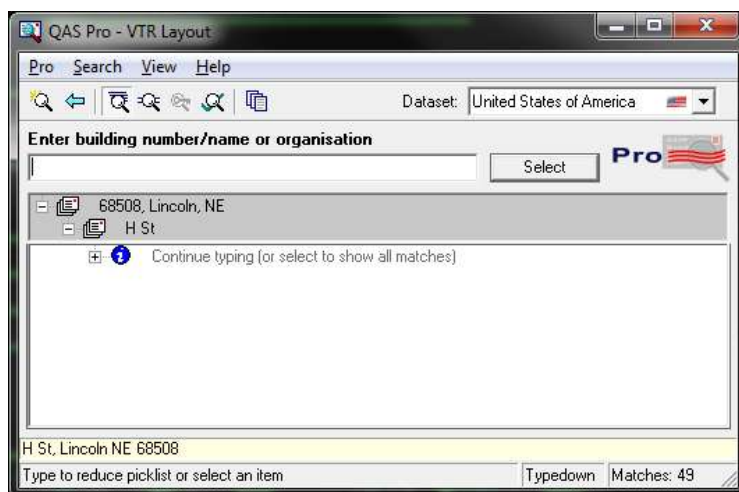
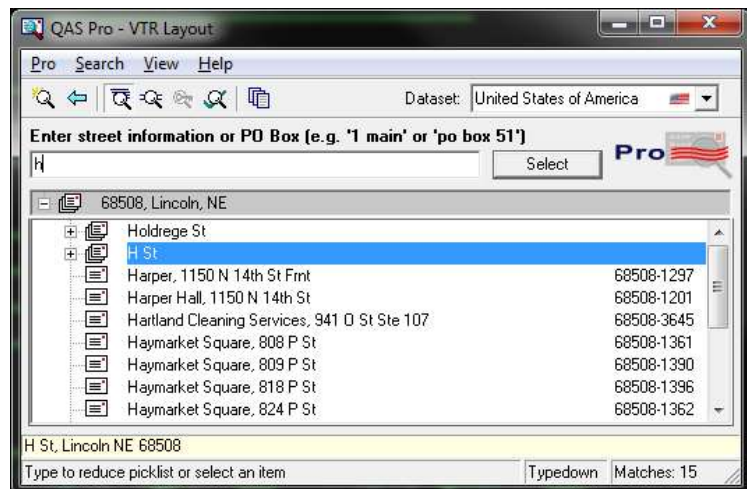
MW 04/027

Chapter 2 – Registrations – 2-95

3. Type the zip code and press enter. If the zip code is valid it will return the correct city. If no city appears, verify that the correct zip code has been provided and entered correctly.



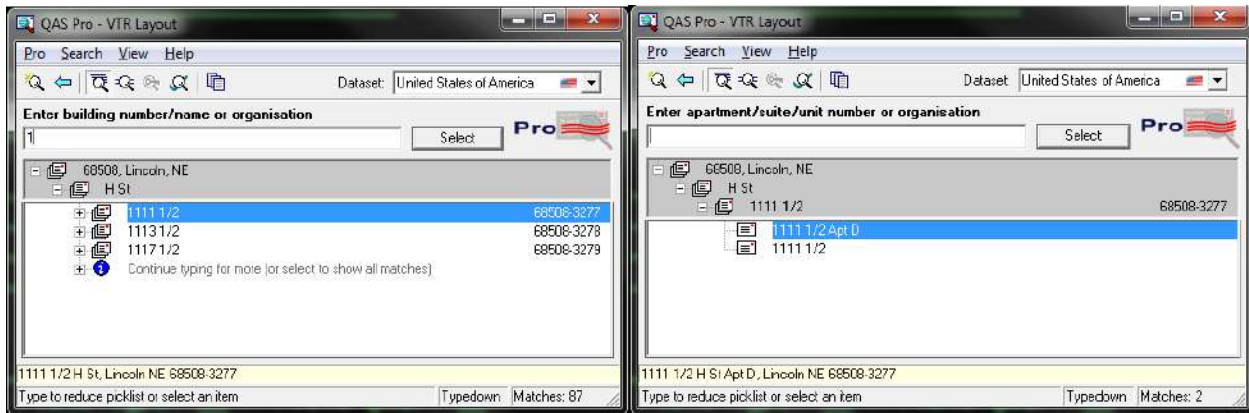
4. Begin typing the street name. As you progress through the street name you will see a list of street names in the zip code area that matches your entry. You may at any time select the desired street by clicking on it (or using the down arrow to highlight) and pressing enter.



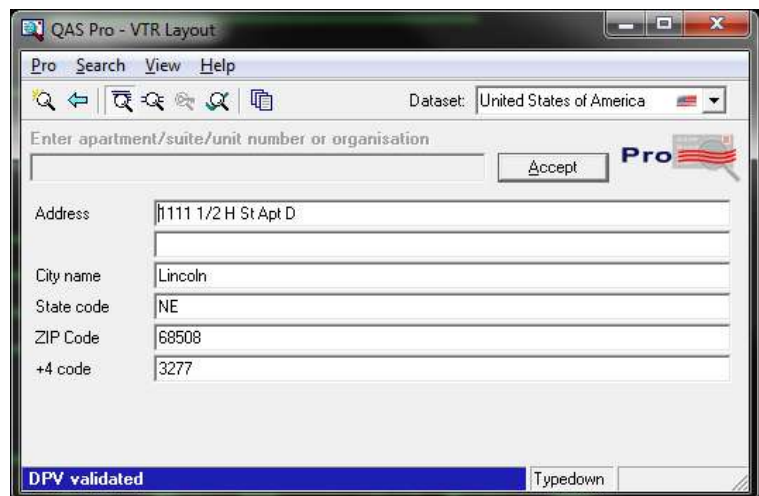
5. Begin typing the building number, as you progress through the number you will see a list of valid numbers for the street in the zip code area which match your entry. You may at any time select the desired number by clicking on it (or using the down arrow to highlight) and pressing enter.

Chapter 2 – Registrations – 2-96

If an apartment or suite number is required, the available apartment/suite numbers will be displayed next:



6. After selecting the correct building number (if no apartment or suite number is needed) or after selecting the correct apartment or suite number, press enter. The complete address will then appear.



VTR06400S01	DEV: POLK COUNTY	User ID
Assess/Register	Untitled Assessment	
Owner Type/Name: I	SMITH, JOHN	
Owner Type/Name: _		
Owner address line 1:		
Address line 2:		
City:		State: Zip:
In care of type/name: I		
Address line 1:	1111 1/2 H ST APT D	
Address line 2:		
City:	LINCOLN	State: NE Zip: 68508 3277
Previous title number:	NE	
Previous plate number:		Plate type: Plate year:
VIN/Hull number:		Year:
F3=Exit F4=Prompt F12=Cancel F16=Override CDR/VIN F19=Leased vehicle Alt+B=Address Verification		
A	MW	18/030

7. After reviewing the address information to ensure accuracy, press enter. The VTR address will be populated with the information displayed in the QAS program.

Additional information about QAS Pro

- The information displayed will be different depending on the address format. Continued use will give you opportunities to see all of the possibilities.
- Use of QAS will reduce the keystrokes necessary to complete an address. Continued use will result in this becoming a habit (especially entering the address backwards) which will result in a decrease in time spent entering the address.
- Not all addresses will appear immediately in QAS. The database is updated frequently with new addresses.
- Use of QAS will ensure better mail delivery for registrations and renewal notices.
- Use of QAS will ensure better accuracy when batching renewal notices in the same envelope.
- QAS may be used in all VTR functions where an address is required – titling, assessment, and registration (new, renewal, correction, etc.).
- The QAS function will type over an existing address. When using over top of an existing address be sure to clear the fields in case the new address contains fewer characters than the old address.
- There is a “Help” function available on the QAS window that may answer any questions regarding functionality.

Chapter 3 – Trailers – 3-1



Cabin Trailers



**Mobile Home Plate
(Alpha/Numeric)**

Mobile Home Plate

VTR Plate Type: MH | VTR Plate Class: MH | Number of plates: 1

A cabin trailer is any trailer designed for living quarters and for being towed by a motor vehicle and not exceeding one hundred two (102) inches in width, forty (40) feet in length, or thirteen and one half (13.5) feet in height.

The trailer may exceed one hundred two (102) inches in width when the trailer includes an appurtenance that extends no more than six (6) inches beyond the body of the vehicle.

An appurtenance includes an awning and its support hardware and any appendage that is intended to be an integral part of the trailer and is installed by the manufacture or dealer. An appurtenance does not include items temporarily affixed or attached to the exterior of the trailer for purposes of transporting the trailer. The weight of any appurtenances is not included when calculating the gross weight of the trailer.

A cabin trailer is required to be titled, but is exempt from vehicle inspection requirements. For information regarding issuing a title for a cabin trailer, refer to the Titling Manual, page 13-4.

Fees - Cabin Trailer

	Total	County Fund	DMV/Registration	Recreation Road	Hiway Trust Mt. Veh Registration	Hiway Trust Lic. Plate Fee	EMS Fund
Deposit Document Line #			5	9	10	11	18
1,000 lbs or less	\$17.80	\$1.50	\$2.00	\$1.50	9.00	\$3.30	\$.50
< 2,000 - > 1,000	20.80	\$1.50	\$2.00	\$1.50	12.00	\$3.30	\$.50
2000 lbs or more	23.80	\$1.50	\$2.00	\$1.50	15.00	\$3.30	\$.50
Lost							
Plate	\$ 14.60	\$1.50	\$2.00	\$1.50	\$2.50	\$3.30	\$.50
Registration	\$ 6.50	\$1.50	\$2.00	\$1.50	\$1.00		\$.50

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

The operator of a vehicle towing a cabin trailer may carry either the original or a copy of the trailer registration certificate on the trailer or in the motor vehicle that is towing such trailer.

A Park Model Home is not considered a cabin trailer for registration purposes; therefore, is not eligible for registration.



**Commercial Plate
(Alpha/Numeric)**

Commercial Trailers



Commercial Plate

VTR Plate Type: XT | VTR Plate Class: XC, SX | Number of plates: 1

A commercial trailer is any trailer or semi-trailer that has a gross weight, including load thereon, of more than nine thousand (9,000) pounds and that is designed, used, or maintained for the transportation of persons or property for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property.



Commercial trailer does not include cabin trailers, farm trailers, fertilizer trailers, or utility trailers.

Commercial trailers are registered for a fee of one dollar (\$1.00).

Fees – Commercial Trailer

	Total	County Fund	DMV/ Registration	Recreation Road	Hiway Trust Mt. Veh. Registration	Hiway Trust Lic. Plate Fee	EMS Fund
Deposit Document Line #			5	9	10	11	18
Trailer	\$9.80	\$1.50	\$2.00	\$1.50	\$1.00	\$3.30	\$.50
Lost							
Plate	\$ 14.60	\$1.50	\$2.00	\$1.50	\$2.50	\$3.30	\$.50
Registration	\$ 6.50	\$1.50	\$2.00	\$1.50	\$1.00		\$.50

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

The operator of a vehicle towing a commercial trailer may carry either the original or a copy of the trailer registration certificate on the trailer or in the motor vehicle that is towing such trailer.



Farm Plate
(Alpha/Numeric)

Farm Trailers



Farm Plate

Non-Alpha/Numeric	VTR Plate Type: XT	VTR Plate Class: XF, FX	Number of plates: 1
Alpha/Numeric	VTR Plate Type: XF	VTR Plate Class: XF, FX	Number of plates: 1

A farm trailer is a trailer or semitrailer belonging to a farmer or rancher that is used wholly and exclusively to carry supplies to or from the owner’s farm or ranch, used by the farmer or rancher to carry his or her own agricultural products to or from storage or market, or used by a farmer or rancher for hauling of supplies or agricultural products in the exchange of services.



A farm trailer does not include a trailer being used when attached to a farm tractor. A trailer used in that capacity is exempt from registration.

Farm trailers are not required to be titled, but may be titled at the option of the owner. To issue a title for a farm trailer, refer to the Titling Manual, page 1-16.

The weight of a farm trailer is registered on the pulling unit unless the farm trailer is being towed by a registered farm truck when, at the option of the registrant, the trailer may be registered as a separate unit (refer to fee chart below). If the trailer is registered as a separate unit the registered weight of the trailer must appear on the registration.

Fees – Farm Trailer

	Total	County Fund	DMV/Registration	Recreation Road	Hiway Trust Mt. Veh. Registration	Hiway Trust Lic. Plate Fee	EMS Fund
Deposit Document Line #			5	9	10	11	18
Trailer	\$9.80	\$1.50	\$2.00	\$1.50	\$1.00	\$3.30	\$.50
Trailer w/Farm Truck	Varies	\$1.50	\$2.00	\$1.50	See Fee Chart	\$3.30	\$.50
Lost							
Plate	\$ 14.60	\$1.50	\$2.00	\$1.50	\$2.50	\$3.30	\$.50
Registration	\$ 6.50	\$1.50	\$2.00	\$1.50	\$1.00		\$.50

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

The operator of a vehicle towing a farm trailer may carry either the original or a copy of the trailer registration certificate on the trailer or in the motor vehicle that is towing such trailer.

Farm Trailer with Farm Truck Fee Chart

Gross Vehicle WT (lbs)	Registration Fee	Gross Vehicle WT (lbs)	Registration Fee	Gross Vehicle WT (lbs)	Registration Fee
2,000	3.00	16,000	24.00	30,000	45.00
4,000	6.00	18,000	27.00	32,000	48.00
6,000	9.00	20,000	30.00	34,000	51.00
8,000	12.00	22,000	33.00	36,000	54.00
10,000	15.00	24,000	36.00	38,000	57.00
12,000	18.00	26,000	39.00	40,000	60.00
14,000	21.00	28,000	42.00	40,001 or <	60.00 + *

*Add \$3.00 for each 2,000 lbs over 40,000.



Tender Trailer

Tender trailers and trailers designed to haul seed, purchased in bulk, to the field where it is transferred to the planter for actual planting must be properly registered either farm or commercial, unless they are being pulled by a farm tractor.

If a tender trailer is not designed to haul seed from one location to another, it is exempt from registration.



Hay Grinder Trailer

Hay grinder trailers not designed to haul hay from one location to another are exempt from registration.

Hay grinder trailers designed to haul hay from one location to another must be properly registered either farm or commercial, unless they are being pulled by a farm tractor.

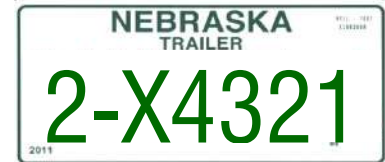
For more information on power unit hay grinders refer to page 2-1.

For farm vehicles not registered because they are used exclusively on the farm, but must be temporarily operated on public roads under eligible circumstances, refer to Farm Truck-Tractor Semi-Trailer Permits on page 8-6.



Fertilizer Trailer Plate
(Alpha/Numeric)

Fertilizer Trailers



Fertilizer Trailer Plate

VTR Plate Type: XT | VTR Plate Class: XZ | Number of plates: 1

A Fertilizer Trailer is any trailer, including gooseneck applicators or trailers, designed and used exclusively to carry or apply agricultural fertilizer or agricultural chemicals and having a gross weight, including load thereon, of twenty thousand (20,000) pounds or less.



Fertilizer trailers over 20,000 pounds are registered according use. If the trailer is owned by a farmer/rancher and used to haul their own fertilizer, register the trailer farm. If not owned by a farmer/rancher, or the fertilizer is being hauled for compensation, the trailer is registered commercial.

Fertilizer trailers are exempt from registration if towed by a tractor.

The registration fee for a fertilizer trailer is one dollar (\$1.00).

Fees – Fertilizer Trailer

	Total	County Fund	DMV/Registration	Recreation Road	Hiway Trust Mt. Veh. Registration	Hiway Trust Lic. Plate Fee	EMS Fund
Deposit Document Line #			5	9	10	11	18
Fertilizer Trailer	\$9.80	\$1.50	\$2.00	\$1.50	\$1.00	\$3.30	\$.50
Lost							
Plate	\$ 14.60	\$1.50	\$2.00	\$1.50	\$2.50	\$3.30	\$.50
Registration	\$ 6.50	\$1.50	\$2.00	\$1.50	\$1.00		\$.50

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.



Self-propelled fertilizer spreaders designed to carry or apply fertilizer are exempt from registration.

The registration certificate for a fertilizer trailer shall be kept at the principle place of business of the owner of such trailer.

Reference: §60-3,151(6), §60-326



Pole and Cable Reel Trailers



Pole and Cable Reel Trailer Plate (Alpha/Numeric)

Pole and Cable Reel Trailer Plate

VTR Plate Type: XT | VTR Plate Class: XP | Number of plates: 1

Trailer used to haul poles and cable reels and that are owned and operated exclusively by a public utility company are registered at a fee based on two dollars (\$2.00) for each one thousand (1,000) pound load, or any fraction thereof. The load cannot exceed sixteen thousand (16,000) pounds.



Fees – Pole and Cable Reel Trailers

	Total	County Fund	DMV/Registration	Recreation Road	Hiway Trust Mt. Veh. Registration	Hiway Trust Lic. Plate Fee	EMS Fund
Deposit Document Line #			5	9	10	11	18
Pole & Cable Reel Trailer	Varies	\$1.50	\$2.00	\$1.50	Refer to Chart	\$3.30	\$.50
Lost							
Plate	\$ 14.60	\$1.50	\$2.00	\$1.50	\$2.50	\$3.30	\$.50
Registration	\$ 6.50	\$1.50	\$2.00	\$1.50	\$1.00		\$.50

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

Pole and Cable Reel Trailer Fee Chart

Load Capacity (lbs)	Registration Fee	Load Capacity (lbs)	Registration Fee
1,000 or less	2.00	9,000	18.00
2,000	4.00	10,000	20.00
3,000	6.00	11,000	22.00
4,000	8.00	12,000	24.00
5,000	10.00	13,000	26.00
6,000	12.00	14,000	28.00
7,000	14.00	15,000	30.00
8,000	16.00	16,000	32.00

The operator of a vehicle towing a pole and cable reel trailer may carry either the original or a copy of the trailer registration certificate on the trailer or in the motor vehicle that is towing such trailer.

For pole and cable reel trailers not owned and operated exclusively by a public utility company, refer to Commercial Trailers, page 3-2.



Utility Trailers

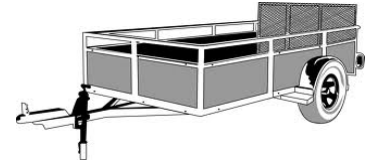


Utility Trailer Plate
Alpha/Numeric Counties

Utility Trailer Plate

VTR Plate Type: XT | VTR Plate Class: XU | Number of plates: 1

A utility trailer is a trailer with a gross weight, including the maximum load, of nine thousand (9,000) pounds or less.



Utility trailers are not required to be titled, but may be titled at the option of the owner (refer to Titling Manual, page 1-16).

To make application for registration of a utility trailer, the applicant must produce proof of ownership in the form of one of the following:

- MSO or certificate of title
- Out-of-state registration
- Purchase agreement
- Bill of sale

The fee to register a utility trailer is \$1.00 for each one thousand (1,000) pounds gross vehicle weight up to and including nine thousand (9,000) pounds.

Fees – Utility Trailer

	Total	County Fund	DMV/Registration	Recreation Road	Hiway Trust Mt. Veh. Registration	Hiway Trust Lic. Plate Fee	EMS Fund
Deposit Document Line #			5	9	10	11	18
Trailer	Varies	\$1.50	\$2.00	\$1.50	See Fee Chart	\$3.30	\$.50
Lost							
Plate	\$ 14.60	\$1.50	\$2.00	\$1.50	\$2.50	\$3.30	\$.50
Registration	\$ 6.50	\$1.50	\$2.00	\$1.50	\$1.00		\$.50

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

Utility Trailer Fee Chart

Gross Vehicle Weight (lbs)	Registration Fee	Gross Vehicle Weight (lbs)	Registration Fee
1,000 lbs or less	1.00	6,000	6.00
2,000	2.00	7,000	7.00
3,000	3.00	8,000	8.00
4,000	4.00	Over 8,000 but less than 9,000	9.00
5,000	5.00		

Chapter 3 – Trailers – 3-8

Units being towed that are not designed or used for carrying persons or property are exempt from registration. This includes barbeque/smoker grills, wood chippers, log splitters, etc.

The operator of a vehicle towing a utility trailer may carry either the original or a copy of the trailer registration certificate on the trailer or in the motor vehicle that is towing such trailer.

Towing

A **utility** trailer shall only be towed by:

- A properly registered passenger car;
- A properly registered commercial motor vehicle or apportionable vehicle;
- A properly registered farm truck;
- A properly registered local truck;
- A properly registered minitruck;
- A properly registered recreational vehicle;
- A properly registered motor vehicle which is engaged in soil and water conservation;
- A properly registered well-boring apparatus;
- A dealer-plated vehicle;
- A personal-use dealer-plated vehicle; or
- A properly registered bus;

A **commercial** trailer shall only be towed by:

- A properly registered motor vehicle which is engaged in soil and water conservation;
- A properly registered local truck;
- A properly registered well-boring apparatus;
- A properly registered commercial motor vehicle or apportionable vehicle;
- A dealer-plated vehicle;
- A personal-use dealer-plated vehicle;
- A properly registered bus; or
- A properly registered farm truck;

A **farm** trailer shall only be towed by a properly registered:

- Passenger car;
- Commercial motor vehicle;
- Farm truck; or
- Minitruck;

A **fertilizer** trailer shall only be towed by a properly registered:

- Passenger car;
- Commercial motor vehicle or apportionable vehicle;
- Farm truck; or
- Local truck;

Chapter 3 – Trailers – 3-10

A **cabin** trailer shall only be towed by a properly registered:

- Passenger car;
- Commercial motor vehicle or apportionable vehicle;
- Farm truck;
- Local truck;
- Minitruck;
- Recreational vehicle; or
- Bus;

A **pole and cable reel** trailer shall only be towed by a properly registered:

- Commercial motor vehicle or apportionable vehicle; or
- Local truck;

A **dealer-plated** trailer shall only be towed by:

- A dealer-plated vehicle;
- A properly registered passenger car;
- A properly registered commercial motor vehicle or apportionable vehicle;
- A properly registered farm truck;
- A properly registered minitruck; or
- A personal-use dealer-plated vehicle;

Vehicle Plate Type	MH	XU	XF	XC	XZ	XP	XD	AT
AP - apportioned	Y	Y	N	Y	Y	Y	Y	Y
BU - bus	Y	Y	N	Y	N	N	N	Y
MT –minitruck	Y	Y	Y	N	N	N	Y	N
PA – passenger	Y	Y	Y	N	Y	N	Y	N
PD – dealer/dealer personal	N	Y	N	Y	N	N	Y	Y
RV – motor home	Y	Y	N	N	N	N	N	N
SE – special mobile equip	N	Y	N	Y	N	N	N	Y
SW – soil & water	N	Y	N	Y	N	N	N	Y
TC – commercial truck	Y	Y	Y	Y	Y	Y	Y	Y
TF – farm truck	Y	Y	Y	Y	Y	N	Y	Y
TL – local truck	Y	Y	N	Y	Y	Y	N	Y



Commercial Plate
(Alpha/Numeric)

Self-Propelled Tow Dollies



Commercial Plate

VTR Plate Type: XT | VTR Plate Class: XC, SX | Number of plates: 1

While non-motorized tow dollies are exempt from registration (see Motor Vehicles Exempt from Registration, page 2-1), self-propelled tow dollies are not. A self-propelled tow dolly has an engine and therefore assumes the designation of motor vehicle.



A self-propelled tow dolly must be titled (refer to the Titling Manual, Certificate of Title - Motor Vehicle, page 1-12).

A self-propelled tow dolly is to be registered commercial for the weight of the dolly. If the dolly is the actual pulling unit, it must be registered for the full weight of the dolly and any load thereon.

For appropriate registration fees, refer to Commercial Motor Vehicles, page 2-19.

Chapter 4 – Non-Resident – 4-1



Non-Resident 30-Day Plates

VTR Quick Reference for Non-Resident 30-Day Plates

VTR Plate Type: TD | VTR Plate Class: TD | Number of Plates: Motor Vehicle – 2; Trailer – 1; Motorcycle - 1

Non-Resident 30-Day License Plates are available to any person not a resident of Nebraska who is the owner of a motor vehicle or trailer required to be registered in this state or any other state.

The plates are issued for the sole purpose of allowing the owner, their agent or employee, to deliver a motor vehicle or trailer back to the purchaser’s home state or place of business. Motor vehicles or trailers with such plates cannot be used to pull or transport a load.

Plates are obtained from the county treasurer in the county where the motor vehicle or trailer was purchased or acquired. The applicant must present a properly assigned MSO or Certificate of Title showing the purchaser’s out-of-state address and proof of insurance.

The temporary registration certificate must have the following information:

- name of the owner;
- description of the vehicle (i.e., year, make, model, VIN);
- place in Nebraska where the motor vehicle or trailer was purchased or acquired;
- out-of-state address where the vehicle is to be delivered;
- date and time of delivery (not to exceed thirty (30) days from the purchase date).

Fees – Non-Resident 30-Day License Plates

	Total	County Fund	DMV/Registration	Recreation Road	Hiway Trust Mt. Veh. Registration	Hiway Trust Lic. Plate Fee	EMS Fund
Deposit Document Line #			5	9	10	11	18
Motor Vehicle	\$20.10	\$4.50	\$2.00	\$1.50	\$5.00	\$6.60	\$.50
Trailer/Motorcycle	\$16.80	\$4.50	\$2.00	\$1.50	\$5.00	\$3.30	\$.50

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

References: §60-382

Chapter 4 – Non-Resident – 4-2

VTR

Non-Resident 30-Day plates are issued through **5 - Untitled Assess & Register** on the **Motor Vehicle Assessment** menu. Refer to page **A.3 (1)** in the **VTR Assessment Manual** and page **A.2 (1)** in the **VTR Registration Manual**.

On the Untitled Assessment screen, enter the non-resident buyer's name and out-of-state address.

VTR08408S01	STATE OF NEBRASKA	USER ID
Assess/Register	Untitled Assessment	
Owner Type/Name: =	_____	
Owner Type/Name: -	_____	
Owner address line 1:	_____	
Address line 2:	_____	
City:	_____ State: __ Zip: _____	
In care of type/name: I	_____	
Address line 1:	_____	
Address line 2:	_____	
City:	_____ State: __ Zip: _____	
Previous title number: NE	_____	
Previous plate number:	_____ Plate type: __ Plate year: __	
VIN/Hull number:	_____ Year: _____	
F3=Exit	F4=Prompt	F12=Cancel F16=Override CDR/VIN F18=Leased vehicle
MR	A	04/027

Tab down and enter the:

- Previous Title Number – number of Nebraska title assigned to the non-resident
- Plate Number – plate registered to the Nebraska seller
- Plate Type – plate type of the plate registered to the Nebraska seller
- Plate Year – series year of the plate registered to the Nebraska seller

Press enter. If the system is unable to find the record with the information you have entered, enter the VIN/Hull number and Year of the vehicle to locate the correct record. Press enter.

Select the appropriate record from the Untitled Selection Summary screen.

On the Untitled Tax Assessment screen enter the appropriate District and your initials and press enter.

A pop-up box will appear. Select **1 - New Registration** and press enter (this takes you to the Motor Vehicle Registration program).

Select option, press Enter.
= 1. New Registration
2. 6 Month New Registration
3. Return to Assessment
90. Return to Menu

References: §60-382

Chapter 4 – Non-Resident – 4-3

Insurance Information

VIN . . . : 1XKTD69XX2J880419

Information Unavailable.
Review of Insurance Card Required.

Ok

A pop-up box will appear indicating that proof of insurance was not found.

Be sure to verify that the out-of-state purchaser has valid insurance before issuing the Non-Resident 30-Day registration and plate. Click on “OK.”

On the Registered Owners screen enter the Non-Resident 30 Day Plate Number, Plate Type and Plate Year (plate year is current plate series) and press enter.

A pop-up box will appear asking for the Plate Class followed by another pop-up box asking for the Date of Acquisition.

Date of acquisition . . . 04 07 13 _


Enter the date of sale indicated on the assigned title and press enter. The system will calculate and update the Expiration Date to be 30 days after the acquisition date.

After entering the necessary information on the Registration screen, the system will update the Tax Flag from “R” to “N” for Non-Resident and populate the fee fields. (**Note:** If the vehicle is a motorcycle or trailer, be sure to adjust the plate fees to reflect one plate – not two.)

VTR07200S40 NEW	ANY COUNTY Registration	USE
VIN/Hull Number: 1D4PU5GK7BW547843 Reg Date: 3/15/2013 Veh Type: <u>I</u> Make Code : <u>DODG</u> Desc. <u>DODGE</u> Year: <u>2011</u> Fuel Type: <u>G</u> Model Code : <u>XXT</u> Desc. <u>NITRO SXT</u> Color: <u>BLK /</u> <u> </u> Style Code : <u>4W</u> Desc. <u>4 DR SPT UTIL</u> Capacity: <u> </u> District: 10 FREEMAN SCHOOL DIST Base Tax: MSRP: 20985 Tax Year : 2012 Mo. Assessed: 12 Prorated Tax: Expiration date : 5/07/2013 Tax Flag: <u>N</u>		
Registration Fee : <u>13.50</u> Plate Fee : <u>6.60</u> Handling Fee : <u> </u> Previous Fees : <u> </u>	Wheels: <u> </u> Purch. Price: <u> </u> Trade-In: <u> </u> Rebate: <u> </u>	MV Fee: Total Tax: <u> </u> Total Fees: 20.10 Total Due: 20.10
F3=Exit F5=Add Handling Fee F12=Cancel F24=More Keys		21/048

Chapter 4 – Non-Resident – 4-4

Initial and press Enter and the registration will print.

State of Nebraska - Vehicle Registration E 0000000					State of Nebraska - Registration Receipt		Tax & Fee Summary	
JOHN SMITH, COUNTY TREASURER NEBRASKA COUNTY, ANYTOWN, NE 68509					2013041710033367 2013031509032589		Renew online at: www.clickdmv.ne.gov	
Plate Number 416	Type/Class TD TD	Series Year 11	Tax Flag N	Reg Weight	Tax District 10 FREEMAN SCHOOL DIST			
Reg Number 20130110	Reg Type NR	Reg Date 4/17/2013		Exp Date 05/07/2013	2012 MSRP 20,985	CO/RR/DMV/EMS 8.50	REG. FEE 5.00	PLATE FEE 6.60
V.I.N. 1D4PU5GK7BW547843		Title Number UNTITLED		Total Paid 20.10	Make DODGE	Year 11		
Vehicle Info					Model NITRO SXT			
2011	DODGE		GAS	4 DR SPT UTIL	Style 4 DR SPT UTIL			
NITRO SXT					V.I.N. 1D4PU5GK7BW547843			
BLK					Reg Date 4/17/2013			
Owner Info					Exp Date 05/07/2013			
JONES, HENRY 5001 W CENTER ST TOPEKA KS 66601					UNTITLED			
JTG					5945			
REMARKS						Total Paid	20.10	
4/17/2013								
<small>An automobile liability policy or proof of financial responsibility is required at the time of registration and while the motor vehicle is operated on a public highway located in Nebraska.</small>					<small>Requests for refunds or credits of fees upon loss of possession or transfers of ownership of motor vehicle must be made within sixty days from the date of the loss or transfer.</small>			
								

Example of Non-Resident 30-Day Registration



Non-Resident Military Personnel (Motor Vehicle Tax and Motor Vehicle Fee Exemption)

Active duty members of the United States Armed Forces serving in this state at a military base, or any one of the various recruiting services in Nebraska, in compliance with military or naval orders, and who have not established legal residence in Nebraska, may continue to operate their vehicle(s) with current out-of-state license plates or may obtain current Nebraska license plates and be exempt from motor vehicle tax and motor vehicle fee.

Armed Forces - defined as:



Active duty: defined as full-time duty in the active military service of the United States. This includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. This definition does not include full-time National Guard duty.

Legal residence: defined as the establishment of a permanent home, where the active duty military individual is habitually present and where, when they depart, there is intent to return. Registration to vote or payment of income tax in Nebraska is considered evidence of the intent of a person to establish legal residence in this state.

To qualify for the issuance of a registration and license plates as non-resident military personnel, the applicant must be able to furnish to the county treasurer of the county in Nebraska where they reside the following:

- The end of month Leave and Earnings Statement (LES) (refer to appendix page A-14) dated within the last thirty (30) days that has a future date in the “ETS” box (service end date) and a state other than Nebraska indicated in the “ST” box on the “State Taxes” line;

OR

- A letter from the applicant’s commanding officer attesting to the applicant’s non-resident active duty military status.

AND

- Legal evidence of ownership issued in their name, or a certified photocopy in the form of one of following:
 - Assigned foreign Certificate of Title;
 - Nebraska Certificate of Title;
 - Manufacturer's Statement of Origin;
 - Importer's Certificate;
 - License Registration Certificates.

References: §60-3,185, §60-3,190, DMV Revised Policy Statement – Tax Exempt Vehicles and Appropriate License Plates, March 15, 2006, Servicemembers Civil Relief Act

Chapter 4 – Non-Resident – 4-6

Upon satisfactory proof of non-resident active duty military status, all privileges applicable to non-resident active duty military personnel also apply to the spouse of military personnel.

- **Vehicle titled and registered in state of residence:** If the military person's vehicles are currently titled and registered in their state of legal residence, there is no requirement that they title and register in Nebraska. In this circumstance it is important to remind them to carry their military identification with them at all times while operating the vehicle so they can verify military status.
- **Vehicle titled in state of residence – registered in Nebraska -** If the military person's vehicles are titled in another state, they may elect to register in Nebraska. In this situation, they are exempt from motor vehicle tax and motor vehicle fees.
- **Vehicle titled and registered in Nebraska -** Non-resident active duty military may elect to both title and register their vehicle in Nebraska. Again, they are exempt from motor vehicle tax and motor vehicle fees.

Non-resident active military are NOT exempt from registration fees.

Military personnel are not eligible for a refund of registration fees unless the vehicle is sold and the plates and registrations are surrendered.

Vehicles where the owner or co-owner is a resident of this state are not eligible for the motor vehicle tax and motor vehicle fee exemption.

VTR:

If an eligible applicant wishes to register only, refer to Untitled Assess and Register, page 12-24.

If an eligible applicant wishes to both title and register, refer to One Stop, page 12-1.

With the issuance of a registration for those who qualify for non-resident active military, you must be sure to enter the appropriate Tax Flag (M – Military) on the Tax Assessment screen to ensure the system applies the proper motor vehicle tax and motor vehicle fee exemptions.

Non-Resident Passenger Vehicles

Non-Residents gainfully employed or present in the State of Nebraska and who own a vehicle that is properly registered in their home state and displays the appropriate license plates, may operate the vehicle in the this state for thirty (30) days without registering the vehicle and paying vehicle taxes and fees in this state.

After they have been present in Nebraska for thirty (30) or more continuous days they must title and register the vehicle in the same manner as a resident of this state.

The exception is if Nebraska has reciprocity (a cooperative exchange of rights and privileges) with the home state of the registered owner. Reciprocity is limited to passenger plated vehicles. The plates from the reciprocal state will be valid in Nebraska until they expire.

After the plates from the reciprocal state expire, the owner of the vehicle is required to properly title and register the vehicle in Nebraska.

Nebraska currently shares reciprocity with the States of North Carolina and Wyoming.



Non-Resident Students



Individuals attending an accredited post-secondary school in Nebraska as a full-time student (at least 12 credit hours or certified as full-time in a graduate program), and whose vehicles are currently registered in their home state, are not required to title and register their vehicle in Nebraska while they retain their full-time student status.

Students should have their Student Identification Cards in their possession at all times when operating the motor vehicle so they may provide evidence of their full-time student status.



Non-Resident Trucks, Buses and Trailers



Non-resident owners of trucks, buses and trailers, who are gainfully employed in this state and operating a motor vehicle or towing a trailer in this state, are required to register in the same manner as residents of this state.

The exception is if their state of legal residence grants immunity from such requirements to residents of this state operating a motor vehicle or towing a trailer in that state.

Non-resident owners of trucks, buses and trailers registering as non-residents are not required to obtain a Nebraska title, but the truck, bus or trailer must be properly titled and registered in the state of the owner's legal residence.

Application for registration is made in the county where the truck, bus or trailer is domiciled or where the owner conducts a bona fide business.

Registration fees and taxes must be paid for a full registration period. The registration period begins on the date of application.

- Non-resident owner must show proof of current registration in their state of legal residence;
- Non-resident must show proof of insurance that meets Nebraska requirements.
- tax district is the district where the larger part of the non-resident owner's work is performed;
- registration will indicate the out-of-state address;

Once the Nebraska registration and plates are issued, the truck, bus or trailer must display plates from both Nebraska and the state of legal residence.

Registrants are entitled to a fifty percent (50%) refund of motor vehicle tax, motor vehicle fee and registration fees if plates, registration and validation decals are surrendered to the county of registration within ninety (90) days of the date of initial issuance. There is no refund after the third month of the vehicle registration period.

Registration Fees

County treasurers act as agents for the Department in the collection of all motor vehicle taxes, motor vehicle fees and registration fees.

Fees for the registration of motor vehicles and trailers are paid to the county treasurer in the county where the motor vehicle or trailer has situs.

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

Failure to remit the amount due on the date required will result in interest charges assessed by the State Treasurer starting from the date payment is due until the date payment is received.

Please refer to the page of the specific vehicle type for information regarding specific registration fees for that vehicle.

Fees in Addition to Registration Fees

In addition to the registration fees and taxes collected for motor vehicles and trailers, the following fees are also collected each time a registration is issued:

- \$2.00 credited to the DMV Cash Fund [DMV/Registration (Line 5)];
- \$1.50 credited to the Recreation Road Fund [Recreation Road (Line 9)];
- .50 credited to the Emergency Medical Systems Operation Fund [Emergency Med Sys Oper Fund (Line 18)].
 - \$1.50 credited to the County General Fund (\$4.50 if a non-resident registration);
 - \$3.30 per plate whenever a new, duplicate or replacement plate is issued, credited to the Highway Trust Fund [Hiway Trust Lic. Plate Fee (Line #11)].

These fees are submitted monthly not later than the 25th day of the month following collection to the Nebraska State Treasurer through their County Documents website at: <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

Motor Vehicle Fee

A Motor Vehicle Fee is imposed on all motor vehicles registered for operation in this state. It is assessed at the time of initial registration and annually thereafter.

Motor vehicles which are exempt from motor vehicle tax (refer to page 6-5) are also exempt from motor vehicle fee.

Motor vehicle fee is calculated by multiplying the Base Fee, assigned by statute, multiplied by the fraction which corresponds to the age category of the vehicle. The base fee is then adjusted as the vehicle ages (refer to the Motor Vehicle Fee Calculation table on page 6-9.)

The county retains one percent (1%) of the motor vehicle fee for costs and remits the remainder to the State Treasurer to the Motor Vehicle Fee Fund [Motor Vehicle Fee Fund (line 13)].

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

The State Treasurer distributes all funds in the Motor Vehicle Fee Fund as follows:

- Fifty percent (**50%**) to the county treasurer in each county in amounts in the same proportion as the most recent allocation received from the Highway Allocation Fund;
- Fifty percent (**50%**) to the treasurer of each municipality in the amounts in the same proportion as the most recent allocation received from the Highway Allocation Fund.

To properly distribute motor vehicle fees, counties are also required to provide a motor vehicle registration breakdown in the same manner as with the General Document report. Information for completion of this report is obtained by running the Motor Vehicle Registration Count List (refer to page 10-12)

All receipts by counties and municipalities from the Motor Vehicle Fee Fund shall be used for road, bridge, and street purposes.



**Motor Vehicle/Alternative
Fuel Tax**



Motor vehicle fuel tax for motor vehicles is assessed and paid by the consumer at the time the fuel is purchased.

Motor vehicles are exempt from motor vehicle fuel tax when the fuels are used for agricultural, quarrying, industrial, and other non-highway use.

Vehicles powered by an alternative fuel (electric, solar power and any other source of energy used to power a motor vehicle that is not addressed in the motor fuel laws) is assessed a fee of seventy-five dollars (\$75.00). This fee is assessed at the time the vehicle is first registered and again each time the registration is renewed.

Valid Fuel Types	Description
A	Alcohol
B	Bi-fuel (gas and electric)
C	Convertible (primary gasoline)
D	Diesel
E	Electric
F	Flexible or Compressed Natural Gas
G	Gas
N	Not Applicable
P	Propane

The fee is credited to the Highway Trust Fund [Hiway Trust Mt. Veh. Registration (Line 10)] and is submitted monthly not later than the 25th day of the month following collection to the Nebraska State Treasurer, along with other registration fees, through their County Documents website at: <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

Postage and Handling

County treasurers may charge postage and handling fees in an amount not more than the actual cost of postage and handling for the specific items mailed to the registrant.

Caution: When running your monthly renewal notice data any postage and handling fees must be properly entered prior to running **8 – Renewal Notice/Monthly Billing program**.

To enter postage and handling fees, from the **Motor Vehicle Registration** menu, enter **13 – Supervisor Menu**. From the Supervisor Menu enter **3 – Change Defaults**.

```

VTR0707001
                                Any County
                                Treasurer Defaults

Treasurer name . . . . : John Smith, Any County Treasurer
County title . . . . . : 123 Main Street
Address line . . . . . : Box 0000
City . . . . . : Any City State: NE Zip: 68509 4789
Treasurer phone number: 402 555 5555
Sales tax info
Current interest rate . . . . : 5.000
Effective date . . . . . : 1 1 2009
Penalty rate . . . . . : .000
Minimum penalty amount . . . . : 5.00
Previous interest rate . . . . : 8.000
Alphanumeric plate county (Y/N): Y
Minimum property tax refund ($): .00
Collect message plate fee (Y/N): Y
Wheel tax
Collect (Y/N) . . . . : N
Commission rate . . . . : .000
Refund check info
Write checks (Y/N) . . : N
Minimum check ($) . . . : .00
Record retention (days)
Holding file . . . . . : 1

Postal permit number . . . . . : 12345
Postal fee . . . . . : .00
Reg and Sticker fee . . . . . : .50
Passenger plate postage fee: .00
Truck plate postage fee: .00
Trailer plate postage fee: .00

F3=Exit   F5=Refresh   F12=Cancel
    
```

The amount indicated is for the purpose of providing an example.

Non-Plate Issuance Year

Non-plate issuance year - key the fees in the "Reg & Sticker Fee" field.

Plate Issuance Year

New plate issuance year - key the fees in the Passenger Plate, Truck Plate, and Trailer Postage Fee fields. Press enter.

If, after the postage and handling default has been established, you have a walk in customer who wishes to renew, the postage and handling fee may be suppressed for that transaction.

Refunds and Credits

The owner of a motor vehicle or trailer is eligible to apply for a refund or credit of the *unused portion* of their registration fees, motor vehicle taxes, and motor vehicle fees, if the status of their vehicle has changed due to:

- Transfer of ownership;
- Loss of possession because of fire, theft, dismantlement, or junking;
- For leased vehicles, upon termination of the lease;
- An insurance company has acquired a salvage vehicle through a total loss settlement and a salvage title has been issued;
- Change in situs (re-registration of the vehicle in another state);
- Whenever a type or class of motor vehicle previously registered is subsequently declared by legislative act or court decision to be illegal or ineligible to be operated on the public roads and is no longer subject to registration fees and taxes.

In each situation, the amount of the refund or credit will be based on the number of unexpired months remaining in the registration period as determined by the date the change of status took place. This date is determined in the following manner:

Type of Change	Determination Date
Transfer/Loss	Date of transfer or loss
Lease	Date of termination
Salvage	Date vehicle was damaged
Change in Situs	Date new registration issued
Court Decision	Date decision rendered
Legislative Act	Date Act takes effect

No refunds are to be issued if the amount is less than \$2.00. The VTR system is not programmed to clear these fields so you will need to open the fields and zero the amounts.

There is no credit issued if the vehicle was damaged or taken out of service during the same month that the registration expires.

Transfer of Ownership/Loss of Possession

The applicant must apply for the refund or credit **within sixty (60) days** of the vehicle's transfer of ownership. To apply for a refund or credit the applicant must submit the following to the county treasurer in the county where the registration was issued:

- A properly completed Application for Refund (see appendix page A-15);
- Vehicle's registration, license plates and validation decals.

If the applicant has lost possession due to theft and the VTR system does not show a stolen flag on the vehicle, a police report is required to process a refund or credit. Note that for a stolen vehicle:

- The registration refund is not reduced for a lost plate charge;
- A credit may be reduced for a lost plate charge but if so, the applicant is not required to pay the plate fee for the new plates;

Leased Vehicles

Upon termination of a lease agreement, whoever paid motor vehicle registration fees and taxes may make application to the county where the registration was issued for a refund or credit of the unused portion of the registration fees, motor vehicle taxes, and motor vehicle fees. The applicant must submit:

- A properly completed Application for Refund;
- Vehicle's registration, license plates and validation decals.

Salvage

In the event a salvage branded title has been issued as a result of an insurance company acquiring the vehicle through a total loss settlement, the prior owner of the vehicle must apply to the county where the registration was issued for a refund **within sixty (60) days** of the date of settlement and the refund is calculated from the date the vehicle was damaged. There is no credit issued if the vehicle was damaged or taken out of service during the same month that the registration expires.

The applicant must submit:

- A properly completed Application for Refund;
- The vehicle's registration, license plates, and validation decals.

Non-Resident Trucks

Non-resident truck owners may obtain a refund of fifty (50) percent of the original license fees if the refund is applied for **within ninety (90) days** from the date of issuance. There is no refund after the third month of the vehicle's registration period.

To apply for a refund the owner must submit the following to the county treasurer in the county where the registration was issued:

- The vehicle's registration, license plates, and validation decals.

Snowmobiles

The owner of a snowmobile is eligible to apply for a refund of the *unused portion* of their registration fees if the status of the snowmobile has changed due to:

- Transfer of ownership;
- Loss of possession because of fire, theft, dismantlement, or junking;

In each situation, the amount of the refund will be based on the number of unexpired months remaining in the registration period as determined by the date the change of status took place. This date is determined in the following manner:

Type of Change	Determination Date
Transfer/Loss	Date of transfer or loss

To apply for a refund the applicant must submit the following to the county treasurer in the county where the registration was issued:

- A properly completed Application for Refund (be sure type of change indicated meets snowmobile eligibility);
- The snowmobile registration.

Disabled Vehicle Credit

Vehicle owners may be eligible to apply for a disabled vehicle credit for the *unused portion* of their registration fee, motor vehicle tax, and motor vehicle fee if their vehicle has been disabled and as a result is taken out of service and ownership has not changed.

For specific procedures to process a disabled motor vehicle credit, refer to Disabled Motor Credit, page 6-10.

VTR - Refund Process

The refund process on VTR is a function used to refund taxes and/or fees for a vehicle where the owner has lost possession of the vehicles and the old plates are not being transferred to another vehicle.

For specific procedures to process a refund, refer to Refund Registration, page 12-47.

VTR - Credit Process

The refund process is not the proper procedure when a vehicle has been traded in on a new vehicle and the new vehicle is presented for registration with time remaining on the trade-in vehicle's registration fees and taxes. In that circumstance you will use the attach credit procedure for that transaction.

For specific procedures to process a credit, refer to Credit Process, page 12-51.

For apportionable vehicles with a county registration that have registered as an apportioned vehicle through the Motor Carrier Services Division, refer to page 2-29.

Motor Vehicle Tax

Motor vehicle tax is imposed on all vehicles except those specifically exempted by statute (refer below). It is assessed at the time of initial registration and annually thereafter until the vehicle reaches fourteen (14) years of age or more as determined by the model year of the vehicle.

Motor vehicle tax is calculated using the Manufacturer's Suggest Retail Price (MSRP) of the vehicle. The MSRP of a vehicle is set by the manufacturer and cannot be changed. Once the MSRP of the vehicle is determined, a base tax is assigned to that specific MSRP range and motor vehicle tax is assessed. The base tax is then adjusted as the vehicle ages (refer to the Motor Vehicle Tax Calculation Table on page 6-7).

Motor vehicle tax is distributed in the following manner:

After **1%** is retained by the county treasurer, the remaining motor vehicle tax proceeds are allocated as follows to each county, local school system, school district, city, and village in the tax district in which the motor vehicle has situs:

- **22%** is allocated to the county;
- **60%** is allocated to the local school system or school district;
- **18%** is allocated to the city or village, except that:
 - a. if the tax district is not in a city or village **40%** is allocated to the county and;
 - b. in counties containing a city of the metropolitan class, **18%** is allocated to the county and **22%** to the city or village.

The following **vehicles are exempt from motor vehicle tax**:

- Motor vehicles owned or leased and used by the following:
 - City or Village of this State;
 - County;
 - Civil Air Patrol;
 - Federal Land Banks – issued regular license plates;
 - Irrigation Districts – required to pay all motor vehicle registration fees – issued regular license plates;
 - Natural Resource Districts – required to pay all motor vehicle registration fees – issued regular license plates;
 - Public Power Districts – required to pay all motor vehicle registration fees – issued regular license plates;
 - Public School Districts;
 - Rural Fire Protection Districts;
 - Entities formed pursuant to the Interlocal Cooperation Act, the Joint Public Agency Act, or any municipal public body or authority used in operating a public passenger transportation system;

- State of Nebraska;
- United States government
- Motor vehicles owned by a member of the United States Armed Forces who is not a resident of Nebraska but is serving in this State in compliance with military orders;
- One motor vehicle owned and used for the personal transportation by an honorably discharged veteran of the United States Armed Forces with a disability or blindness recognized by the Department of Veterans Affairs and who has applied and received approval for the exemption (refer to page 6-16 for additional information);
- Motor vehicles owned by a Native American who is registering at a location within the boundaries of a reservation in Nebraska (refer to page 6-18 for additional information). (Note: This exemption does not apply to vehicles that a Native American has leased or rented and does not exempt license and registration fees.)
- Motor vehicles owned and used exclusively by:
 - Agricultural or horticultural societies;
 - Educational organizations;
 - Religious organizations;
 - Charitable organizations; or,
 - Cemetery organizations;(refer to page 6-14 for additional information)
- Trucks, truck-trailers, trailers, semi-trailers, or combinations registered under IRP.

MSRP Table for passenger cars, vans,
motorcycles, autocycles, utility vehicles and
light duty trucks w/GVWR of 7 tons or less.

Motor Vehicle Tax Calculation Table

Chapter 6 – Taxes – 6-7

Vehicle's value when new			Base Tax Amount	Registration Year											95% (year 1) (see below)
				1	2	3	4	5	6	7	8	9	10 & 11	12 & 13	
\$0 to \$3,999	\$25.00	\$25	\$22.50	\$20.00	\$17.50	\$15.00	\$12.75	\$10.50	\$8.25	\$6.00	\$3.75	\$1.75	\$0.00	\$23.75	
\$4,000 to \$5,999	\$35.00	\$35	\$31.50	\$28.00	\$24.50	\$21.00	\$17.85	\$14.70	\$11.55	\$8.40	\$5.25	\$2.45	\$0.00	\$33.25	
\$6,000 to \$7,999	\$45.00	\$45	\$40.50	\$36.00	\$31.50	\$27.00	\$22.95	\$18.90	\$14.85	\$10.80	\$6.75	\$3.15	\$0.00	\$42.75	
\$8,000 to \$9,999	\$60.00	\$60	\$54.00	\$48.00	\$42.00	\$36.00	\$30.60	\$25.20	\$19.80	\$14.40	\$9.00	\$4.20	\$0.00	\$57.00	
\$10,000 to \$11,999	\$100.00	\$100	\$90.00	\$80.00	\$70.00	\$60.00	\$51.00	\$42.00	\$33.00	\$24.00	\$15.00	\$7.00	\$0.00	\$95.00	
\$12,000 to \$13,999	\$140.00	\$140	\$126.00	\$112.00	\$98.00	\$84.00	\$71.40	\$58.80	\$46.20	\$33.60	\$21.00	\$9.80	\$0.00	\$133.00	
\$14,000 to \$15,999	\$180.00	\$180	\$162.00	\$144.00	\$126.00	\$108.00	\$91.80	\$75.60	\$59.40	\$43.20	\$27.00	\$12.60	\$0.00	\$171.00	
\$16,000 to \$17,999	\$220.00	\$220	\$198.00	\$176.00	\$154.00	\$132.00	\$112.20	\$92.40	\$72.60	\$52.80	\$33.00	\$15.40	\$0.00	\$209.00	
\$18,000 to \$19,999	\$260.00	\$260	\$234.00	\$208.00	\$182.00	\$156.00	\$132.60	\$109.20	\$85.80	\$62.40	\$39.00	\$18.20	\$0.00	\$247.00	
\$20,000 to \$21,999	\$300.00	\$300	\$270.00	\$240.00	\$210.00	\$180.00	\$153.00	\$126.00	\$99.00	\$72.00	\$45.00	\$21.00	\$0.00	\$285.00	
\$22,000 to \$23,999	\$340.00	\$340	\$306.00	\$272.00	\$238.00	\$204.00	\$173.40	\$142.80	\$112.20	\$81.60	\$51.00	\$23.80	\$0.00	\$323.00	
\$24,000 to \$25,999	\$380.00	\$380	\$342.00	\$304.00	\$266.00	\$228.00	\$193.80	\$159.60	\$125.40	\$91.20	\$57.00	\$26.60	\$0.00	\$361.00	
\$26,000 to \$27,999	\$420.00	\$420	\$378.00	\$336.00	\$294.00	\$252.00	\$214.20	\$176.40	\$138.60	\$100.80	\$63.00	\$29.40	\$0.00	\$399.00	
\$28,000 to \$29,999	\$460.00	\$460	\$414.00	\$368.00	\$322.00	\$276.00	\$234.60	\$193.20	\$151.80	\$110.40	\$69.00	\$32.20	\$0.00	\$437.00	
\$30,000 to \$31,999	\$500.00	\$500	\$450.00	\$400.00	\$350.00	\$300.00	\$255.00	\$210.00	\$165.00	\$120.00	\$75.00	\$35.00	\$0.00	\$475.00	
\$32,000 to \$33,999	\$540.00	\$540	\$486.00	\$432.00	\$378.00	\$324.00	\$275.40	\$226.80	\$178.20	\$129.60	\$81.00	\$37.80	\$0.00	\$513.00	
\$34,000 to \$35,999	\$580.00	\$580	\$522.00	\$464.00	\$406.00	\$348.00	\$295.80	\$243.60	\$191.40	\$139.20	\$87.00	\$40.60	\$0.00	\$551.00	
\$36,000 to \$37,999	\$620.00	\$620	\$558.00	\$496.00	\$434.00	\$372.00	\$316.20	\$260.40	\$204.60	\$148.80	\$93.00	\$43.40	\$0.00	\$589.00	
\$38,000 to \$39,999	\$660.00	\$660	\$594.00	\$528.00	\$462.00	\$396.00	\$336.60	\$277.20	\$217.80	\$158.40	\$99.00	\$46.20	\$0.00	\$627.00	
\$40,000 to \$41,999	\$700.00	\$700	\$630.00	\$560.00	\$490.00	\$420.00	\$357.00	\$294.00	\$231.00	\$168.00	\$105.00	\$49.00	\$0.00	\$665.00	
\$42,000 to \$43,999	\$740.00	\$740	\$666.00	\$592.00	\$518.00	\$444.00	\$377.40	\$310.80	\$244.20	\$177.60	\$111.00	\$51.80	\$0.00	\$703.00	
\$44,000 to \$45,999	\$780.00	\$780	\$702.00	\$624.00	\$546.00	\$468.00	\$397.80	\$327.60	\$257.40	\$187.20	\$117.00	\$54.60	\$0.00	\$741.00	
\$46,000 to \$47,999	\$820.00	\$820	\$738.00	\$656.00	\$574.00	\$492.00	\$418.20	\$344.40	\$270.60	\$196.80	\$123.00	\$57.40	\$0.00	\$779.00	
\$48,000 to \$49,999	\$860.00	\$860	\$774.00	\$688.00	\$602.00	\$516.00	\$438.60	\$361.20	\$283.80	\$206.40	\$129.00	\$60.20	\$0.00	\$817.00	
\$50,000 to \$51,999	\$900.00	\$900	\$810.00	\$720.00	\$630.00	\$540.00	\$459.00	\$378.00	\$297.00	\$216.00	\$135.00	\$63.00	\$0.00	\$855.00	
\$52,000 to \$53,999	\$940.00	\$940	\$846.00	\$752.00	\$658.00	\$564.00	\$479.40	\$394.80	\$310.20	\$225.60	\$141.00	\$65.80	\$0.00	\$893.00	
\$54,000 to \$55,999	\$980.00	\$980	\$882.00	\$784.00	\$686.00	\$588.00	\$499.80	\$411.60	\$323.40	\$235.20	\$147.00	\$68.60	\$0.00	\$931.00	
\$56,000 to \$57,999	\$1,020.00	\$1,020	\$918.00	\$816.00	\$714.00	\$612.00	\$520.20	\$428.40	\$336.60	\$244.80	\$153.00	\$71.40	\$0.00	\$969.00	
\$58,000 to \$59,999	\$1,060.00	\$1,060	\$954.00	\$848.00	\$742.00	\$636.00	\$540.60	\$445.20	\$349.80	\$254.40	\$159.00	\$74.20	\$0.00	\$1,007.00	
\$60,000 to \$61,999	\$1,100.00	\$1,100	\$990.00	\$880.00	\$770.00	\$660.00	\$561.00	\$462.00	\$363.00	\$264.00	\$165.00	\$77.00	\$0.00	\$1,045.00	
\$62,000 to \$63,999	\$1,140.00	\$1,140	\$1,026.00	\$912.00	\$798.00	\$684.00	\$581.40	\$478.80	\$376.20	\$273.60	\$171.00	\$79.80	\$0.00	\$1,083.00	
\$64,000 to \$65,999	\$1,180.00	\$1,180	\$1,062.00	\$944.00	\$826.00	\$708.00	\$601.80	\$495.60	\$389.40	\$283.20	\$177.00	\$82.60	\$0.00	\$1,121.00	
\$66,000 to \$67,999	\$1,220.00	\$1,220	\$1,098.00	\$976.00	\$854.00	\$732.00	\$622.20	\$512.40	\$402.60	\$292.80	\$183.00	\$85.40	\$0.00	\$1,159.00	
\$68,000 to \$69,999	\$1,260.00	\$1,260	\$1,134.00	\$1,008.00	\$882.00	\$756.00	\$642.60	\$529.20	\$415.80	\$302.40	\$189.00	\$88.20	\$0.00	\$1,197.00	
\$70,000 to \$71,999	\$1,300.00	\$1,300	\$1,170.00	\$1,040.00	\$910.00	\$780.00	\$663.00	\$546.00	\$429.00	\$312.00	\$195.00	\$91.00	\$0.00	\$1,235.00	
\$72,000 to \$73,999	\$1,340.00	\$1,340	\$1,206.00	\$1,072.00	\$938.00	\$804.00	\$683.40	\$562.80	\$442.20	\$321.60	\$201.00	\$93.80	\$0.00	\$1,273.00	
\$74,000 to \$75,999	\$1,380.00	\$1,380	\$1,242.00	\$1,104.00	\$966.00	\$828.00	\$703.80	\$579.60	\$455.40	\$331.20	\$207.00	\$96.60	\$0.00	\$1,311.00	
\$76,000 to \$77,999	\$1,420.00	\$1,420	\$1,278.00	\$1,136.00	\$994.00	\$852.00	\$724.20	\$596.40	\$468.60	\$340.80	\$213.00	\$99.40	\$0.00	\$1,349.00	
\$78,000 to \$79,999	\$1,460.00	\$1,460	\$1,314.00	\$1,168.00	\$1,022.00	\$876.00	\$744.60	\$613.20	\$481.80	\$350.40	\$219.00	\$102.20	\$0.00	\$1,387.00	
\$80,000 to \$81,999	\$1,500.00	\$1,500	\$1,350.00	\$1,200.00	\$1,050.00	\$900.00	\$765.00	\$630.00	\$495.00	\$360.00	\$225.00	\$105.00	\$0.00	\$1,425.00	
\$82,000 to \$83,999	\$1,540.00	\$1,540	\$1,386.00	\$1,232.00	\$1,078.00	\$924.00	\$785.40	\$646.80	\$508.20	\$369.60	\$231.00	\$107.80	\$0.00	\$1,463.00	
\$84,000 to \$85,999	\$1,580.00	\$1,580	\$1,422.00	\$1,264.00	\$1,106.00	\$948.00	\$805.80	\$663.60	\$521.40	\$379.20	\$237.00	\$110.60	\$0.00	\$1,501.00	
\$86,000 to \$87,999	\$1,620.00	\$1,620	\$1,458.00	\$1,296.00	\$1,134.00	\$972.00	\$826.20	\$680.40	\$534.60	\$388.80	\$243.00	\$113.40	\$0.00	\$1,539.00	
\$88,000 to \$89,999	\$1,660.00	\$1,660	\$1,494.00	\$1,328.00	\$1,162.00	\$996.00	\$846.60	\$697.20	\$547.80	\$398.40	\$249.00	\$116.20	\$0.00	\$1,577.00	
\$90,000 to \$91,999	\$1,700.00	\$1,700	\$1,530.00	\$1,360.00	\$1,190.00	\$1,020.00	\$867.00	\$714.00	\$561.00	\$408.00	\$255.00	\$119.00	\$0.00	\$1,615.00	

Chapter 6 – Taxes – 6-8

Vehicle's value when new	Base Tax Amount	Registration Year													95% (year 1) (see below)
		1	2	3	4	5	6	7	8	9	10 & 11	12 & 13	14+		
\$92,000 to \$93,999	\$1,740.00	\$1,740	\$1,566.00	\$1,392.00	\$1,218.00	\$1,044.00	\$887.40	\$730.80	\$574.20	\$417.60	\$261.00	\$121.80	\$0.00	\$1,653.00	
\$94,000 to \$95,999	\$1,780.00	\$1,780	\$1,602.00	\$1,424.00	\$1,246.00	\$1,068.00	\$907.80	\$747.60	\$587.40	\$427.20	\$267.00	\$124.60	\$0.00	\$1,691.00	
\$96,000 to \$97,999	\$1,820.00	\$1,820	\$1,638.00	\$1,456.00	\$1,274.00	\$1,092.00	\$928.20	\$764.40	\$600.60	\$436.80	\$273.00	\$127.40	\$0.00	\$1,729.00	
\$98,000 to \$99,999	\$1,860.00	\$1,860	\$1,674.00	\$1,488.00	\$1,302.00	\$1,116.00	\$948.60	\$781.20	\$613.80	\$446.40	\$279.00	\$130.20	\$0.00	\$1,767.00	
\$100,000 and over	\$1,900.00	\$1,900	\$1,710.00	\$1,520.00	\$1,330.00	\$1,140.00	\$969.00	\$798.00	\$627.00	\$456.00	\$285.00	\$133.00	\$0.00	\$1,805.00	

Cabin Trailers

Registered Weight, lbs.	Base Tax Amount	1	2	3	4	5	6	7	8	9	10 & 11	12 & 13	14+	95% (year 1) (see below)
0 to 1,000	\$ 10	\$10	\$9.00	\$8.00	\$7.00	\$6.00	\$5.10	\$4.20	\$3.30	\$2.40	\$1.50	\$0.70	\$0.00	\$9.50
1,001 to 1,999	\$ 25	\$25	\$22.50	\$20.00	\$17.50	\$15.00	\$12.75	\$10.50	\$8.25	\$6.00	\$3.75	\$1.75	\$0.00	\$23.75
2,000 and over	\$ 40	\$40	\$36.00	\$32.00	\$28.00	\$24.00	\$20.40	\$16.80	\$13.20	\$9.60	\$6.00	\$2.80	\$0.00	\$38.00

Recreational Vehicles

Registered Weight, lbs.	Base Tax Amount	1	2	3	4	5	6	7	8	9	10 & 11	12 & 13	14+	95% (year 1) (see below)
0 to 8,000	\$ 160	\$160	\$144.00	\$128.00	\$112.00	\$96.00	\$81.60	\$67.20	\$52.80	\$38.40	\$24.00	\$11.20	\$0.00	\$152.00
8,001 to 11,999	\$ 410	\$410	\$369.00	\$328.00	\$287.00	\$246.00	\$209.10	\$172.20	\$135.30	\$98.40	\$61.50	\$28.70	\$0.00	\$389.50
12,000 and over	\$ 860	\$860	\$774.00	\$688.00	\$602.00	\$516.00	\$438.60	\$361.20	\$283.80	\$206.40	\$129.00	\$60.20	\$0.00	\$817.00

Trucks

GVWR Over 7 Tons	Base Tax Amount	1	2	3	4	5	6	7	8	9	10 & 11	12 & 13	14+	95% (year 1) (see below)
Over 7 to 9	\$ 360	\$360	\$324.00	\$288.00	\$252.00	\$216.00	\$183.60	\$151.20	\$118.80	\$86.40	\$54.00	\$25.20	\$0.00	\$342.00
10 to 12	\$ 560	\$560	\$504.00	\$448.00	\$392.00	\$336.00	\$285.60	\$235.20	\$184.80	\$134.40	\$84.00	\$39.20	\$0.00	\$532.00
13 to 15	\$ 760	\$760	\$684.00	\$608.00	\$532.00	\$456.00	\$387.60	\$319.20	\$250.80	\$182.40	\$114.00	\$53.20	\$0.00	\$722.00
16 to 24	\$ 960.00	\$960	\$864.00	\$768.00	\$672.00	\$576.00	\$489.60	\$403.20	\$316.80	\$230.40	\$144.00	\$67.20	\$0.00	\$912.00
25 and over	\$ 1,160.00	\$1,160	\$1,044.00	\$928.00	\$812.00	\$696.00	\$591.60	\$487.20	\$382.80	\$278.40	\$174.00	\$81.20	\$0.00	\$1,102.00

Miscellaneous

Category	Base Tax Amount	1	2	3	4	5	6	7	8	9	10 & 11	12 & 13	14+	95% (year 1) (see below)
Trailers except semi trailers	\$ 10	\$10	\$9.00	\$8.00	\$7.00	\$6.00	\$5.10	\$4.20	\$3.30	\$2.40	\$1.50	\$0.70	\$0.00	\$9.50
Semi-trailers	\$ 110	\$110	\$99.00	\$88.00	\$77.00	\$66.00	\$56.10	\$46.20	\$36.30	\$26.40	\$16.50	\$7.70	\$0.00	\$104.50
Assembled (ASVE) 7 ton or less	\$ 60	\$60	\$54.00	\$48.00	\$42.00	\$36.00	\$30.60	\$25.20	\$19.80	\$14.40	\$9.00	\$4.20	\$0.00	\$57.00
Assembled MC (HOMD)	\$ 25.00	\$25	\$22.50	\$20.00	\$17.50	\$15.00	\$12.75	\$10.50	\$8.25	\$6.00	\$3.75	\$1.75	\$0.00	\$23.75
Minitrucks	\$ 50.00	\$50	\$45.00	\$40.00	\$35.00	\$30.00	\$25.50	\$21.00	\$16.50	\$12.00	\$7.50	\$3.50	\$0.00	\$47.50
Low-Speed Vehicles	\$ 50.00	\$50	\$45.00	\$40.00	\$35.00	\$30.00	\$25.50	\$21.00	\$16.50	\$12.00	\$7.50	\$3.50	\$0.00	\$47.50
Buses	\$ 360.00	\$360	\$324.00	\$288.00	\$252.00	\$216.00	\$183.60	\$151.20	\$118.80	\$86.40	\$54.00	\$25.20	\$0.00	\$342.00

When a motor vehicle has a previous salvage brand on the title, the tax amount is reduced by 25%.

When a motor vehicle is registered which is newer than the current model year, the motor vehicle is subject to the initial tax in the first registration period and 95% of base tax in the 2nd registration period.

Assembled cabin trailers, recreational vehicles and buses shall be designated as 6th year motor vehicles in their first year of registration.

MV Tax - Fraction Which Corresponds to the Age Category of Vehicle

First Year	100%
Second Year	90%
Third Year	80%
Fourth Year	70%
Fifth Year	60%
Sixth Year	51%
Seventh Year	42%
Eighth Year	33%
Ninth Year	24%
Tenth and Eleventh Years	15%
Twelfth and Thirteenth Years	7%
Fourteenth Year and Older	0%

Motor Vehicle Fee Calculation

<u>Vehicle Type</u>	<u>Years</u>		
	<u>Years 1-5</u>	<u>Years 6-10</u>	<u>11 & After</u>
Cars, trucks, utility vehicles & vans up to 7 tons - MSRP < \$20,000	\$ 5.00	\$ 5.00	\$ 5.00
Cars, trucks, utility vehicles & vans up to 7 tons - MSRP = \$20,000 to \$39,999	\$ 20.00	\$ 14.00	\$ 7.00
Cars, trucks, utility vehicles & vans up to 7 tons - MSRP = \$40,000 & over	\$ 30.00	\$ 21.00	\$ 10.50
Motorcycles & Assembled Motorcycles	\$ 10.00	\$ 7.00	\$ 3.50
Cabin Trailers & Recreational Vehicles	\$ 10.00	\$ 7.00	\$ 3.50
Trucks over 7 ton & Assembled Trucks over 7 ton	\$ 30.00	\$ 21.00	\$ 10.50
Minitrucks	\$ 10.00	\$ 7.00	\$ 3.50
Low-Speed Vehicles	\$ 10.00	\$ 7.00	\$ 3.50
Autocycles	\$ 10.00	\$ 7.00	\$ 3.50
Buses	\$ 30.00	\$ 21.00	\$ 10.50
Semi-trailers	\$ 30.00	\$ 21.00	\$ 10.50
Other trailers (including homemade)	\$ 10.00	\$ 7.00	\$ 3.50
Assembled 7 tons and less	\$ 5.00	\$ 5.00	\$ 5.00

The motor vehicle fee is calculated by multiplying the base fee times the fraction which corresponds to the age category of the vehicle.

Registration Year

First through Fifth	1.00
Sixth through Tenth	0.70
Eleventh and Over	0.35

When a motor vehicle is registered which is newer than the current model year, the vehicle is subject to the initial motor vehicle fee for six registration periods.

Disabled Motor Vehicle Tax Credit

Vehicle owners may be eligible to apply for a disabled vehicle credit for the **unused portion** of their registration fee, motor vehicle tax, and motor vehicle fee if their vehicle has been disabled and as a result is taken out of service and ownership has not changed.

Applicants for the disabled motor vehicle tax credit must apply **no later than sixty (60) days** following the date the vehicle was disabled. There is no credit issued if the vehicle was damaged or taken out of service during the same month that the registration expires.

This is a credit not a refund. The applicant will receive no direct refund or payment.

To apply for the credit, the applicant must submit to the County Treasurer in the county where the vehicle is registered:

- A properly completed Application for Disabled Vehicle Credit (see appendix page A-16);
- The vehicle's registration, license plates, and validation decals (if the applicant is unable to surrender the registration, plates and validation decals, they must provide an affidavit to the County Treasurer explaining why).

The county treasurer will calculate the amount of unused motor vehicle tax, motor vehicle fee and registration fee, and enter those amounts in the appropriate place on the application. The county treasurer then completes in full the County Treasurer-Motor Vehicle Fee/Motor Vehicle Tax portion of the application and forwards the application to the State Treasurer's office at the address below:

Nebraska State Treasurer
State Capitol, Room 2003
PO Box 94788
Lincoln, NE 68509-4788
(402) 471-2455

The State Treasurer will authorize the Registration Fee credit portion of the application and forward a copy of the completed Application for Disabled Vehicle Credit to the applicant.

The applicant must then present the approved Application for Disabled Vehicle Credit to the county treasurer in the county where the credit was issued anytime within one (1) year from the date of approval indicated on the application.

When applying a credit from the approved Application for Disabled Vehicle Credit, you will enter the date the vehicle was taken out of service and override the sixty (60) day message. VTR will calculate the amount recorded on the application.



Storage and Non-Use

The Storage and Non-Use waiver is available for a motor vehicle or trailer that has not been at any time driven or used on any highway within Nebraska and has been stored and not used at any time in this state for at least a full registration period.

Once eligibility is established, the applicant is not required to pay the registration fees and taxes for any registration period during the time the motor vehicle or trailer was stored and not used.

Motor vehicles and trailers that have been operated on private property during the registration period(s) for which the applicant is claiming storage and non-use are **not** eligible.

A registration period **begins**:

- if ownership has transferred – from the date of title of the motor vehicle or trailer;
- if ownership has not transferred – from the expiration of the last registration period for which the motor vehicle or trailer was registered.

A registration period **ends**:

- the first day of the month one year from the month of the last registration issuance. (While a registration does not become delinquent until the first day of the month following the month of expiration, because expiration is defined as the first day of the month that is the end of the registration period.)

The applicant must present a properly completed and notarized Affidavit for Storage and Non-Use (see appendix A-19) explaining when, where, and for how long the vehicle was stored.

Once the Affidavit has been reviewed and approved the registration may be issued. The registration period for the new registration begins on the day the registration is issued and expires on the first day of the month one year from the date of issuance and becomes delinquent on the last day of the month one year from the date of issuance.

If evidence becomes available that there has been use of the motor vehicle or trailer during a period when storage and non-use is claimed (i.e. accumulated mileage on the odometer that has no valid explanation, etc.), this evidence may provide reasonable grounds for the county treasurer to deny the request for storage and non-use. If the request is denied, the applicant is required to pay all registration fees beginning from the date the title was issued for a transfer of ownership and from the date of the vehicle's last registration expiration if ownership has not transferred, to the present registration period.

VTR

The specific dates indicated by the applicant on the Affidavit for Storage and Non-Use form must cover a full registration period. Verify that the vehicle has been stored for a full registration period by checking the expiration of the vehicle registration. This is done from the **Motor Vehicle Registration** menu by selecting **12 - Registration Identification**.

The registration for the vehicle that has been stored or not used for a full registration period should be deleted. First verify the status of the registration record using the following steps starting in the **Motor Vehicle Registration** menu and then **13 - Supervisor Menu; 5 - Manual Registration; 8 - Manual Change**.

If the record does not show that it has already been deleted, go to **13 - Supervisor Menu; 6 - Delete Registration** and delete the registration.

The new registration period will start on the date the registration generated from the Affidavit for Storage and Non-Use is issued and expires on the first day of the month one year from the date of issuance and becomes delinquent on the last day of the month one year from the date of issuance.

From the Motor Vehicle Registration screen, select **6 - Assess and Register**. Press **F9=Registration Identification** to bring up the search screen. Enter the title number or VIN and Year as the search criteria. The message “*Registration(s) found have already been assessed*” will appear at the bottom of the screen.

```
VTR0600S20                ANY COUNTY                (USER ID)
Assess/Register            Selection Summary

Type options, press Enter.
  1=Select
      Records selected from COUNTY registration database

Opt Name                    Title No.   Make Year Model Plate No.
  WILLIAMS, RICHARD         13044410002 CHEV 2009  2SK  41813

Registration(s) found have already been assessed.
F3=Exit  F9=Search state DB  F12=Cancel
```

Chapter 6 – Taxes – 6-13

Press F9=Search state DB. The screen will look the same, but now you are able to select the record by entering a 1 on the Opt line. You will now be in the Assessment record. The expiration date will be generated by the system. It will be defaulted from the acquisition date that appears on the record, but the expiration dates can be established for the timeframe required. Change the **Last expired** date to the current month and year. Change the **Expires** date to one year later. By filling in the **Last expired** date, the system will not ask for back taxes on the vehicle.

VTR0600S40	ANY COUNTY	(USER ID)
Assess/Register	Tax Assessment	
VIN/Hull number: 3GCEK23399G165393	Acq. date: 4/12/2010	Veh type: T
Make code : CHEV Desc. CHEVROLET	Year: 2009	Fuel type: E
Model code : 2SK Desc. SILVERADO K1500 LT	Color: SIL /	
Style code : CW Desc. CREW PICKUP	Capacity: _____	
MSRP: 32965 GVWR: 7000		
1:	2:	3:
District: 10 / FREEMAN SCHOOL DIST	Tax year: 2012	
Expires . . : 2/2014	Months assessed: 12	
Last expired: 2/2013		
	Tax flag: R	
Remarks: _____	Initials: _____	Total tax due: .00 +
F3=Exit	F4=Prompt	F10=Valuation Lookup
	F22=Credit search	F12=Cancel
MA	A	20/047

Continue to New Registration to issue the registration.

Motor Vehicle Tax Exemption for Organizations

A motor vehicle tax exemption is available for motor vehicles owned and used exclusively by a qualified organization or society.

To qualify the society or organization must be:

- owned and used exclusively for agricultural and horticultural societies;
- owned by educational, religious, charitable, or cemetery organizations, or any organization for the exclusive benefit of any such educational, religious, charitable, or cemetery organization, and used exclusively for educational, religious, charitable, or cemetery purposes, when such property is not:
 - i. owned or used for financial gain or profit to either the owner or user;
 - ii. used for the sale of alcoholic liquors for more than twenty hours per week;
 - iii. owned or used by an organization which discriminates in membership or employment based on race, color, or national origin.

For purposes of the motor vehicle tax exemption:

- An educational organization is defined as:
 - a. an institution operated exclusively for the purpose of offering regular courses with systematic instruction in academic, vocational, or technical subjects or assisting students through services relating to the origination, processing, or guarantying of federally reinsured student loans for higher education; or,
 - b. a museum or historical society operated exclusively for the benefit and education of the public.
- A charitable organization is defined as:
 - a. an organization operated exclusively for the purpose of the mental, social, or physical benefit of the public or an indefinite number of persons.

Eligible applicants must file a completed Department of Revenue Form 457 (refer to appendix page A-18), with the county treasurer in their county of residence not more than fifteen (15) days before and not later than thirty (30) days after the registration date of the motor vehicle.

Federal Land Banks such as Farm Credit Services of America are exempt from motor vehicle tax by Federal directive. They are not required to submit a Form 457 to receive the exemption.

The date of registration is the first day of the month in the vehicle's month of expiration. If the vehicle is a new purchase the acquisition date of the vehicle is used and the application must be filed within thirty (30) days of purchase. If an applicant fails to apply within the time period defined by statute, they must wait until the next registration renewal period to apply.

References: §60-3,185, §60-3,189, §77-202(1)(c), §77-202(1)(d); DMV Policy Statement of March 15, 2006

Applicants who are approved for the motor vehicle tax exemption are issued tax-exempt license plates.

The motor vehicle tax exemption must be renewed annually not sooner than the first day of the last month of the registration period and not later than the last day of the registration period. The process for renewal is the same process that was used with the initial application.

The county treasurer will review the Form 457 and recommend exempt or non-exempt status to the county board of equalization within twenty (20) days of receipt.

The county board of equalization, after a hearing, will then approve or deny the exemption using the law and rules and regulations adopted and promulgated by the Tax Commissioner within thirty days after the hearing and notify the applicant and the county treasurer within seven (7) days after the date of the decision.

The decision may be appealed to the Tax Equalization and Review Commission within thirty (30) days after the final decision.

For more information regarding Form 457, the law and rules and regulations adopted and promulgated by the Tax Commissioner, and the appeal process to the Tax Equalization and Review Commission, contact:

Nebraska Department of Revenue
301 Centennial Mall South
PO Box 94818
Lincoln, NE 68509-4818
402.471.2971
www.revenue.ne.gov



Motor Vehicle Tax Credit for Disabled American Veterans

A motor vehicle tax exemption is available to veterans of the United States Armed Forces who were discharged or otherwise separated with a characterization of honorable or general (under honorable conditions) and whose disability or blindness is recognized by the United States Department of Veterans Affairs.

For purposes of the motor vehicle tax exemption, disabled is defined as a veteran:

- who has lost the use of, or has undergone amputation of, two or more extremities, or has undergone amputation of one or more extremities and has lost the use of one or more extremities; or
- whose vision is so impaired as to seriously limit his or her ability to engage in the ordinary vocations and activities of life.

The exemption may be used for one (1) motor vehicle owned and used for his or her personal transportation.

Eligible applicants must file a completed Department of Revenue Form 453 (refer to appendix page A-19), with the county treasurer in their county of residence not more than fifteen (15) days before and not later than thirty (30) days after the registration date of the motor vehicle. A certificate from the Department of Veterans Affairs recognizing the applicant's disability must be attached to the Form 453.

The date of registration is the first day of the month in the vehicle's month of expiration. If the vehicle is a new purchase the acquisition date of the vehicle is used and the application must be filed within thirty (30) days of purchase. If an applicant fails to apply within the time period defined by statute, they must wait until the next registration renewal period to apply.

The county treasurer will review the Form 453 and the certification from the Department of Veterans Affairs and approve or deny the application. The county treasurer must notify the applicant of their decision within twenty days (20) of receiving the application.

Applicants who are approved for the disabled American veteran motor vehicle tax exemption are issued regular license plates.

The motor vehicle tax exemption must be renewed annually not sooner than the first day of the last month of the registration period and not later than the last day of the registration period. The process for renewal is the same process that was used with the initial application.

If the county treasurer denies the application the applicant may appeal to the decision to the county board of equalization. The appeal must be made within twenty (20) days of the date of the denial notice.

Refunds:

A refund of the motor vehicle tax may be issued when:

- the vehicle's registration has been renewed because the county treasurer failed to respond to the applicant within the twenty (20) days allowed by statute; or
- the application for the motor vehicle exemption has been denied but, upon appeal and a review by the county board of equalization, the application is approved.

To refund the motor vehicle tax after the registration has been issued:

- void the registration (refer to page **A.3 (1)** in the **VTR Registration Manual**);
- assess the vehicle with the motor vehicle tax exemption (refer to **A.1 (1)** in the **VTR Assessment Manual**);
- issue a new registration with the motor vehicle tax exemption;
- issue a refund of the motor vehicle tax collected on the registration issued prior to approval.

A refund is issued only for the amount of the motor vehicle tax collected during the registration period when the application has been received and is pending approval.

Questions regarding eligibility or issues with Revenue Form 453 should be addressed to the Nebraska Department of Revenue.

The disabled motor vehicle tax exemption is not connected to an individual's eligibility to apply for a Disabled American Veteran License Plate (refer to page 9-40).

Motor Vehicle Tax Exemption for Native Americans

A motor vehicle tax exemption is available to Native Americans registering a motor vehicle at an address within the boundaries of any Indian Reservation¹ in Nebraska. Native Americans who qualify for the motor vehicle tax exemption are **not** exempt from motor vehicle registration fees.

To obtain the Native American motor vehicle tax exemption, the applicant must be the titled owner of the vehicle – leased or rented vehicles are not eligible for the exemption.

Qualified Native American applicants must present their Tribal Card at the time of initial registration of the vehicle and each time the vehicle registration is renewed.

The motor vehicle tax exemption is one hundred percent (**100%**) if all titled owners of the vehicle are qualified Native Americans. If an individual other than a qualified Native American is indicated as a titled co-owner of the vehicle, the percentage of the motor vehicle tax exemption is reduced accordingly [e.g. one unqualified co-owner the percentage is reduced to fifty percent (**50%**); two unqualified co-owners, the percentage is reduced to thirty three percent (**33%**)].

Individuals requesting a motor vehicle tax exemption that do not possess the required Tribal Card in their name, should contact the Nebraska Department of Revenue to apply for Identification Card that indicates their eligibility for the exemption. Completion of a Nebraska Department of Revenue Form 25 (see appendix page A-20) is required.

Applicants who are approved for the Native American motor vehicle tax exemption are issued regular license plates.

¹Indian reservations located in the State of Nebraska are the total land area provided for the Santee Sioux, Omaha, Winnebago, Iowa, and Sac and Fox Indian tribes. This area includes most of Thurston County, portions of Knox, Cuming, Burt, Dixon, and Richardson counties; and the cities, towns and villages of Santee, Lindy, Walthill, Macy, Rosalie, Thurston, Winnebago, and Preston. The city of Emerson, south of First Street, is located on the Winnebago Indian Reservation. [*Reference: Nebraska Department of Revenue Informational Guide – Taxation of Native Americans Living on an Indian Reservation, January 2010.*]

Dealer and Personal Use Dealer Plates

				
1 Plate	Dealer Personal-Use Alpha/Numeric	Dealer Personal-Use Remaining 90 Counties	Dealer Trailer	Dealer Motorcycle
Dealer Passenger				

VTR Quick Reference for Dealer Vehicle Plates

VTR Plate Type: MD, PA, PD, XD, | VTR Plate Class: DP, MD, PD, XD,
 Number of Plates: Dealer Motor Vehicle/Motorcycle/Trailer – 1; Personal-Use - 2

Dealer plates are issued to dealers or manufacturers, who are properly licensed through the Nebraska Motor Vehicle Industry Licensing Board, for use on motor vehicles or trailers in lieu of registering.

To obtain a dealer plate the dealer must present to the county treasurer in the county where the dealership is located, a Treasurer’s Certificate for Issuance of Dealer Plates (refer to appendix page A-21) issued by the Motor Vehicle Industry Licensing Board indicating the number of dealer plates that have been authorized for that specific dealer and pay the applicable fees. (Note: Dealer plate fees cannot be prorated for a partial year.)

Fees – Motor Vehicle Dealer License Plates

	Total	County Fund	DMV/ Registration	Recreation Road	Hwy Trust Mt. Veh. Registration	Hwy Trust Lic. Plate Fee	EMS Fund
Deposit Document Line #			5	9	10	11	18
First Dealer Plate	\$ 38.80	\$1.50	\$2.00	\$1.50	\$ 30.00	\$3.30	\$.50
Additional Dealer Plate	\$ 23.80	\$1.50	\$2.00	\$1.50	\$ 15.00	\$3.30	\$.50
Personal Use Dealer Plate	\$262.10	\$1.50	\$2.00	\$1.50	\$250.00	\$6.60	\$.50
Lost							
Plate - Dealer	\$ 11.30	\$1.50	\$2.00	\$1.50	\$2.50	\$3.30	\$.50
Plate – Dealer Personal	\$ 14.60	\$1.50	\$2.00	\$1.50	\$2.50	\$6.60	\$.50
Registration	\$ 6.50	\$1.50	\$2.00	\$1.50	\$1.00		\$.50

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

Once the application has been verified and processed the applicant is issued a registration, one plate and one validation decal for each plate authorized.

References: §60-373, §60-374, §60-380, §60-381, §60-3,114 – §60-3,117, §60-3,157

Revised 12/2014

Chapter 7 – Dealers – 7-2

Dealer plates are issued for a calendar year and expire in December to be valid for no more than twelve (12) months.

To renew dealer plates the applicant must follow the same procedures as with the initial application.

At any time a dealer wishes to increase their number of allocated plates, they must make application to the Motor Vehicle Industry Licensing Board. If approved, the dealer will present an approval letter on Motor Vehicle Industry Licensing Board letterhead.

In the event that a dealer's license is revoked or otherwise terminated, that dealer's plates must be surrendered immediately to the Motor Vehicle Industry Licensing Board.

Dealer license plates are placed on the rear of the motor vehicle, trailer or motorcycle.

Motor vehicles or trailers owned by the dealer and titled and registered in the dealer's name are presumed not to be part of the dealer's inventory of vehicles for sale and demonstration and are therefore not eligible for any exemption from taxes or fees allowed to eligible dealer plated motor vehicles and trailers.

Personal Use Dealer Plates:

Any Nebraska licensed dealer or manufacturer may apply, on an application approved by the Motor Vehicle Industry Licensing Board, to the county treasurer in the county where the business is located for a personal-use dealer plate for the type of vehicle that the dealer is licensed to sell or demonstrate.

Personal-use dealer plates are counted as part of the number of plates allocated to the dealer.

Personal-use dealer plates are regular county plates with a sticker attached to the lower portion of the plate that reads "DLR – TAX PAID." Vehicles displaying personal-use dealer plates may be used for personal or private use of the dealer, the dealer's immediate family or any bona fide employee of the dealer.

Lost Dealer Plates:

It is the policy of the Motor Vehicle Industry Licensing Board that all dealers reporting lost or stolen dealer plates file a police report and submit a copy to the Dealer Board and the county treasurer to obtain replacement plates.

VTR- Dealer/Personal Use Dealer Plates

Dealer plates are issued through **5 - Untitled Assess & Register** on the **Motor Vehicle Assessment** menu. Refer to page **A.3(1)** in the **VTR Assessment Manual** and page **A.2(1)** in the **VTR Registration Manual**.

On the Untitled Assessment screen, enter the dealer's name and address and press enter. A message will appear, "Record not found, please enter VIN/Motor ID." Press enter again.

On the Untitled Tax Assessment screen, enter the basic information pertaining to the dealer plates:

VTR06400903 Assess/Register	ANY COUNTY Untitled Tax Assessment	USER ---
VIN/Hull number: _____ Acq. date: <u>9/18/2013</u> Veh type: <u>0</u>		
Make code : <u>DELR</u>	Desc. <u>DEALER PLATE</u>	Year: <u>2013</u> Fuel type: <u>N</u>
Model code : <u>DLR</u>	Desc. <u>DEALER #202</u>	Color: <u>UNK /</u> _____
Style code : <u>PL</u>	Desc. <u>PLATE</u>	Capacity: _____
HSRP: _____ GVWR: _____		
1: _____	2: _____	3: _____
District: <u>20 /</u> School	DISTRICT _____	Tax year: <u>2012</u>
Expires . : <u>3/2014</u>	Months assessed: <u>12</u>	
Last expire: _____	Prior months assessed: <u>0</u>	
Tax flag: <u>D</u>		
Initials: _____ Total tax due: <u>.00</u>		
Remarks: _____ +		
F3=Exit F4=Prompt F10=Valuation Lookup F12=Cancel F22=Lookup credit		
WA A		20/045

- Vehicle Type – O (Other)
- Make code – DELR
- Make Desc – Dealer Plate
- Year – current year
- Fuel Type – N (Not Applicable)
- Model code – DLR
- Model Desc – Dealer Number
- Color – UNK
- Style code – PL
- Style Desc – Plate
- District # - enter the appropriate district number
- Expires date – system generated
- Last expires date – system generated
- Tax Flag: D for first plate; R for additional plates.

Press enter. Key in your initials and press enter.

Chapter 7 – Dealers– 7-4

A pop-up box will appear. Select **1 - New Registration** and press enter (this takes you to the Motor Vehicle Registration program).

Select option, press Enter.

- 1. New Registration
- 2. 6 Month New Registration
- 3. Return to Assessment
- 90. Return to Menu

The next screen is the Registered Owners screen. Key in the Plate Number, Plate Type, and Plate Year in the appropriate fields and press enter.

A pop-up box will appear:

Is this the first Dealer Plate to be issued to this Dealer? **N**

The default is N (No). Change to Y (Yes) if this is the first plate. Press enter twice. The system will calculate and populate the fee information fields.

VTR07200S40	ANY COUNTY	USER
Assess/Register	Registration	
VIN/Hull Number: _____ Reg Date: 3/18/2013 Veh Type: <u>0</u>		
Make Code : <u>DELR</u>	Desc. <u>DEALER PLATE</u>	Year: <u>2013</u> Fuel Type: <u>N</u>
Model Code : <u>DLR</u>	Desc. <u>DEALER #202</u>	Color: <u>UNK /</u> _____
Style Code : <u>PL</u>	Desc. <u>PLATE</u>	Capacity: _____
District: <u>20</u> School DISTRICT	Base Tax: _____	MSRP: <u>0</u>
Tax Year : <u>2012</u>	No. Assessed: <u>9</u>	Prorated Tax: _____
Expiration date : <u>12 13 0</u>	Tax Flag: <u>0</u>	
Registration Fee : <u>35.50</u>		MV Fee: _____
Plate Fee : <u>3.30</u>	Wheels: _____	
Handling Fee : _____	Purch. Price: _____	
Previous Fees : _____	Trade-In: _____	
	Rebate: _____	
	Initials: _____	Total Tax: _____
		Total Fees: <u>38.80</u>
		Total Due: <u>38.80</u>
F3=Exit F5=Add Handling Fee		F12=Cancel F24=More Keys


Verify the information, key in your initials and press enter and the registration will print.

State of Nebraska - Vehicle Registration E 0000000				State of Nebraska - Registration Receipt	
JOHN SMITH, COUNTY TREASURER NEBRASKA COUNTY, ANYTOWN, NE 68509				Renew online at: www.clickdmv.ne.gov	
				Tax & Fee Summary	
Plate Number 4110	Type/Class PD PD	Series Year 11 DI	Tax Flag DI	Tax District 20 FREEMAN SCHOOL DIST	CO/RR/DMV/EMS 5.50
Reg Number 20130084	Reg Type NR	Reg Date 3/18/2013	Exp Date DEC 2013	Make DEALER PLATE	REG. FEE 30.00
V.I.N. UNK	Title Number UNTITLED	Total Paid 38.80		Year 13	PLATE FEE 3.30
Vehicle Info 2013 DEALER PLATE DEALER #202 PLATE UNK				Model DEALER #202 Style PLATE V.I.N. UNK	
Owner Info RICK'S USED CARS 456 MAIN ST LINCOLN NE 68501				Reg Date 3/18/2013 Exp Date DEC 2013 UNTITLED 5919	
JTG REMARKS 3/11/2013				Total Paid 38.80	
<small>An automobile liability policy or proof of financial responsibility is required at the time of registration and while the motor vehicle is operated on a public highway located in Nebraska.</small>				Requests for refunds or credits of fees upon loss of possession or transfers of ownership of motor vehicle must be made within sixty days from the date of the loss or transfer.	

Example of Dealer Plate Registration

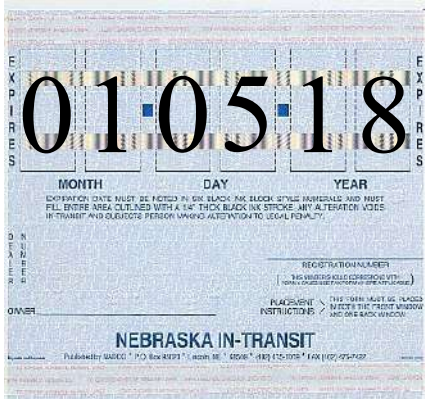
References: §60-373, §60,374, §60-380, §60-381, §60-3,114 – §60-3,117, §60-3,157

Chapter 7 – Dealers – 7-5

State of Nebraska - Vehicle Registration				State of Nebraska - Registration Receipt			
JOHN SMITH, COUNTY TREASURER NEBRASKA COUNTY, ANYTOWN, NE 68509				Renew online at: www.clickdmv.ne.gov			
E 0000000				2013031908283065 2013031908025234			
Plate Number	Type/Class	Series Year	Tax Flag	Reg Weight	Tax District	Tax & Fee Summary	
41A18	PA DP	11			10 FREEMAN SCHOOL DIST	CO/RR/DMV/EMS	5.50
Reg Number	Reg Type	Reg Date	Exp Date		2012	REG. FEE	250.00
20130085	NR	3/19/2013	MAR 2014		Make	PLATE FEE	6.60
V.I.N.	Title Number	Total Paid			DEALER PLATE		
	UNTITLED	262.10			Year		
Vehicle Info					13		
2013 DEALER PLATE					Model		
DEALER #202					DEALER #202		
UNK					Style		
					PERSONAL USE		
					V.I.N.		
Owner Info					Reg Date		
RICK'S USED CARS					3/19/2013		
456 MAIN ST					Exp Date		
LINCOLN NE 68501					MAR 2014		
					UNTITLED		
					5920		
JTG							
REMARKS						Total Paid	262.10
				3/11/2013			
An automobile liability policy or proof of financial responsibility is required at the time of registration and while the motor vehicle is operated on a public highway located in Nebraska.				Requests for refunds or credits of fees upon loss of possession or transfers of ownership of motor vehicle must be made within sixty days from the date of the loss or transfer.			
							

Example of Personal Use Dealer Plate Registration

In-Transits



Example of In-Transit Decal

In-Transit decals may be issued only by motor vehicle or trailer dealers licensed in the State of Nebraska.

In the case of a vehicle purchased new from a Nebraska licensed dealer the In-Transit decal must be displayed on the front and rear windows (or rear side windows), or front and rear of a trailer. The decal must have the words “In-Transit clearly printed. For a motorcycle, one decal is required that is one-half the size of a regular decal.

The In-Transit decal must include a unique registration number. Each dealer issuing an In-Transit decal must keep a record of the registration number on the invoice of such sale.

The In-Transit decal allows for the individual to operate the vehicle until proper registration is obtained for a period not to exceed thirty (30) days.

When any purchaser has had a vehicle or trailer previously registered and license plates assigned to him/her, the newly purchased vehicle or trailer may be operated with the plates from the previously registered vehicle or trailer, in lieu of In-Transit decals, until transfer of the registration for a period not to exceed thirty (30) days.

In both of the above cases, proof of ownership and insurance must accompany the vehicle at all times and be available for inspection upon request by law enforcement. Proof of ownership is defined as one of the following:

- A Bill of Sale
- A Dealer’s Purchase Contract
- A properly assigned Certificate of Title or Manufacturer’s Statement of Origin (MSO)*

If the vehicle is purchased from a private party an In-Transit decal is not available and a homemade In-Transit cannot be used. As long as proof of ownership and insurance is carried in the vehicle it may be driven with no In-Transit decal or plates until proper registration is obtained for a period not to exceed thirty (30) days.

Trucks and trailers may be used in a commercial capacity during the thirty (30) day In-Transit period.

***Note:** It is strongly recommended that the buyer carry a *photocopy* of the assigned title or MSO and keep the original Certificate of Title or MSO in a secure location *not* inside the motor vehicle until such time as they are ready to have a title and registration issued in their name.

Dealer Directives

In a joint effort between the Department and the Department of Revenue the following dealer directives have been published:

Trade-Ins

A vehicle that is recorded on the Purchaser's Agreement (which in turn is used to complete the Nebraska Sales/Use Tax and Tire Fee Statement for Motor Vehicle and Trailer Sales, Form 6) as a trade-in must be titled in the name of the purchaser. The exception to this is a vehicle that is currently titled in the name of the purchaser's parent/guardian or child.

The purchaser must present to the dealer a certificate of title in his/her name that is properly assigned to the dealer for all trade-ins. If the vehicle is not titled in the name of the purchaser he/she is jumping title.

Possession of a certificate of title that does not comply with these requirements is a violation of the Certificate of Title Act, a Class III misdemeanor. [Neb.Rev.Stat. 60-139]

Private Sales

Any consumer who transfers ownership of a motor vehicle must first obtain a certificate of title in his or her name, register the vehicle and pay sales tax. Failure to do so is a Class IV felony. Licensed motor vehicle dealers are exempt from this requirement.



Camper Unit Permit



VTR Plate Type: CA | VTR Plate Class: CA | VTR Permit Type: RR

Camper Unit Permits are issued for any structure that is designed and intended to be placed on a truck to provide living quarters and which may be removed from the truck without dismantling or damage when ordinary care is exercised. Camper unit does not include recreational vehicles (see page 2-37) or mobile homes.

Every owner of a camper unit, both resident and non-resident, is required to obtain a permit for camper units located in Nebraska for a period of thirty (30) days or more. Camper unit dealers and manufacturers are exempt.

Residents must make application in their county of legal residence. Non-residents must make application in the county where they live or conduct business. If a non-resident does not reside or have a business in this state they may make application to any county treasurer.

At the time of application, the owner must produce evidence of ownership of the camper unit in the form of a bill of sale, receipt, or purchase agreement in their name prior to issuance of the permit.

The camper unit itself is exempt from titling, however, the truck to which the unit is attached must be appropriately titled and registered and the owner must show proof that all applicable fees and taxes have been paid.

To obtain a camper unit permit the owner must submit an Application for Camper Unit Permit and Decal (see appendix A-22), along with the appropriate fee.

Fees – Camper Unit Permits

(All fees are based on 1 calendar year period.)

	Total	Hiway Trust Mt. Veh. Registration
Deposit Document Line #		10
CAMPER UNIT PERMIT	\$2.00	\$2.00
Lost/Damaged	\$1.00	\$1.00

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

VTR

Camper unit permits are issued through VTR by first going to **4 - Untitled Assessment** on the **Motor Vehicle Assessment menu** (refer to page **A.3 (1)** in the **VTR Assessment Manual**). Once the assessment is complete the permit is issued through **2 - New Registration** through the **Motor Vehicle Registration menu** (refer to page **A.2 (1)** in the **VTR Registration Manual**).

On the Untitled Tax Assessment screen, enter the basic information pertaining to the camper permit:

The Vehicle Type for a camper permit is the letter “O” for Other. After all information is entered, proceed to New Registration. Enter the camper permit decal number in the Plate Number field. The Plate Year is the current plate series. The Plate Type is CA, Fuel Type is N and Tax Flag is R.

Permits are issued for a calendar year. They expire on January 1st and are delinquent on March 1st of each year. The permit must be renewed on an annual basis and is renewed in the same manner as initial issuance.

Camper unit permits cannot be transferred and there is no refund of fees paid upon loss of possession of the unit. If ownership of the unit is transferred or the permit is lost or damaged, the owner must obtain a new permit.

Decals are ordered by the Department in September and are shipped to the county offices directly from corrections to arrive around November 1st.

The decal must be attached to the camper unit so that it is clearly visible from the outside of the unit. For information about ordering camper unit permits, refer to Decals, page 9-68.



Camper Permit Decal

Chapter 8 – Permits – 8-3

State of Nebraska - Use Permit					State of Nebraska - Permit Receipt		Tax & Fee Summary	
JOHN SMITH, COUNTY TREASURER NEBRASKA COUNTY, ANYTOWN, NE 68509					E 0000000		2013022510001014 2013022510001013	
Permit Number 1001	Type/Class CA CA	Series Year 11	Tax Flag	Reg Weight	Tax District 10 FREEMAN SCHOOL DIST	REG. FEE		2.00
Reg Number 20130079	Permit Type RR	Reg Date 2/25/2013		Exp Date JAN 2014	2012			
V.I.N. 6585115	Title Number UNTITLED			Total Paid 2.00	Make ASPEN	Year 75		
Vehicle Info 1975 ASPEN 250CP WHI PICKUP CAMPER					Model 250CP			
Owner Info JONES, ROBERT 222 ELM ST LINCOLN NE 68501					Style PICKUP CAMPER			
JTG					V.I.N. 6585115			
REMARKS					Reg Date 2/25/2013			
					Exp Date JAN 2014			
					UNTITLED			
					5914			Total Paid 2.00
<small>An automobile liability policy or proof of financial responsibility is required in Nebraska. By paying the required registration fees, every person whose name appears on the registration of the motor vehicle certifies that a current and effective automobile liability policy or proof of financial responsibility will be maintained for the motor vehicle at the time of registration and while the motor vehicle is operated on a public highway of the state and that he or she will also provide a current and effective automobile liability policy evidence of insurance, or proof of financial responsibility for the motor vehicle upon demand.</small>					<small>Requests for refunds or credits of fees upon loss of possession or transfers of ownership of motor vehicle must be made within sixty days from the date of the loss or transfer.</small>			

Example of Camper Unit Permit



Non-Resident Carnival Operators Permit



VTR Plate Type: RO | VTR Plate Class: RO | VTR Permit Type: CP

Non-Resident Carnival Operators Permits are issued to non-resident carnival operators for trucks or the combinations of trucks/trailer and truck-tractors/trailer. The permit allows the holder to operate in Nebraska and may only be issued to out-of-state operators when the jurisdiction where the motor vehicle and trailer is registered grants Nebraska carnival operators reciprocity.

Permits must be obtained from the county treasurer in the county in which the operator will be doing business and are valid for a period of thirty (30) days from the date of issuance.

Applicant must provide proof that the vehicle is properly registered in their home jurisdiction.

To obtain a non-resident carnival operator’s permit, the applicant must submit an Application for Non-Resident Carnival Operator Permit and Decal (see appendix A-23), along with the appropriate fee.

Fees – Non-Resident Carnival Operator’s Permit

(All fees are based on 30 day period.)

Deposit Document Line #	Hwy Cash: Carnival/Grain Haul
	7
16,000 lbs or less	\$10.00
16,001 to 28,000 lbs	\$15.00
28,001 to 40,000 lbs	\$20.00
40,001 to 73,280 lbs	\$25.00

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

In the event a carnival permit is lost, the permit holder must make application for a new permit in the same manner as when they obtained the initial permit.

VTR – Carnival Permits

Non-resident carnival operator’s permits are issued through **20 - Carnival Permit** on the **Motor Vehicle Registration** menu.

Chapter 8 – Permits – 8-5

Enter the information from the title or registration that is provided from the non-resident carnival operator's home state:

- Vehicle's VIN, Year, Make, Model, Style, Color;
- Out-of-state title number;
- Owner name and address;
- Gross Weight: Enter the GVW of the truck, truck/trailer or truck-tractor/trailer;
- Plate State: Enter the state where the vehicle is registered;
- Plate Number: Enter the vehicle's plate number.

VTR07047S01	ANY COUNTY Carnival Permits
VIN/Motor ID: <u>1FUJA6CVX8DAA5276</u>	Year: <u>2008</u> Title No: <u>00007811254</u>
Make Desc.: <u>FREIGHTLINER</u>	Model Desc.: <u>CONVENTIONAL COLUMBIA</u>
Style Desc.: <u>TRACTOR TRUCK</u>	Color: <u>WHI /</u> _____
Owner Type/Name 1: <u>B MIDWEST MIDWAYS</u>	
Owner Type/Name 2: <u>I</u>	
Address Line 1: <u>123 OAK DR</u>	
Address Line 2: _____	
City: <u>CHICAGO</u>	State: <u>IL</u> Zip: <u>60601</u>
Expiration Date: <u>9/13/2013</u>	
Gross Weight: <u>52000</u> lbs.	
Plate State: <u>IL</u>	
Plate Number: <u>ABC123</u>	
	Initials: ████ Total Due: ████ 25.00
F3=Exit	F12=Cancel F18=Printers

Press enter. Enter your initials and press enter again. The permit will then print.

<p style="text-align: center;">State of Nebraska - Use Permit E 0000000</p> <p><small>JOHN SMITH, COUNTY TREASURER NEBRASKA COUNTY, ANYTOWN, NE 68509</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Permit Number IL ABC123</td> <td style="width: 15%;">Type/Class RO RO</td> <td style="width: 15%;">Series Year 00</td> <td style="width: 10%;">Tax Flag</td> <td style="width: 10%;">Reg Weight 52,000 Lbs.</td> </tr> <tr> <td>Reg Number 20130071</td> <td>Permit Type CP</td> <td>Reg Date 2/20/2013</td> <td>Exp Date 03/22/2013</td> <td>Total Paid 25.00</td> </tr> <tr> <td>V.I.N. 1FUJA6CVX8DAA5276</td> <td>Title Number 00007811254</td> <td colspan="3"></td> </tr> <tr> <td colspan="5">Vehicle Info 2008 FREIGHTLINER CL120 WHI</td> </tr> <tr> <td colspan="5">Owner Info MIDWEST MIDWAYS 123 OAK DR CHICAGO IL 60601</td> </tr> <tr> <td colspan="5">JTG</td> </tr> <tr> <td colspan="4">REMARKS CARNIVAL PERMIT</td> <td>2/05/2013</td> </tr> </table> <p><small>An automobile liability policy or proof of financial responsibility is required in Nebraska. By paying the required registration fees, every person whose name appears on the registration of the motor vehicle certifies that a current and effective automobile liability policy or proof of financial responsibility will be maintained for the motor vehicle at the time of registration and while the motor vehicle is operated on a public highway of the state and that he or she will also provide a current and effective automobile liability policy evidence of insurance, or proof of financial responsibility for the motor vehicle upon demand.</small></p>	Permit Number IL ABC123	Type/Class RO RO	Series Year 00	Tax Flag	Reg Weight 52,000 Lbs.	Reg Number 20130071	Permit Type CP	Reg Date 2/20/2013	Exp Date 03/22/2013	Total Paid 25.00	V.I.N. 1FUJA6CVX8DAA5276	Title Number 00007811254				Vehicle Info 2008 FREIGHTLINER CL120 WHI					Owner Info MIDWEST MIDWAYS 123 OAK DR CHICAGO IL 60601					JTG					REMARKS CARNIVAL PERMIT				2/05/2013	<p style="text-align: center;">State of Nebraska - Permit Receipt</p> <p><small>2013022008173673 2013022008173583</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%; text-align: center;">Tax & Fee Summary</td> </tr> <tr> <td>Tax District 2012</td> <td>REG. FEE 25.00</td> </tr> <tr> <td>Make FREIGHTLINER</td> <td></td> </tr> <tr> <td>Year 08</td> <td></td> </tr> <tr> <td>Model CL120</td> <td></td> </tr> <tr> <td>Style TRACTOR TRUCK</td> <td></td> </tr> <tr> <td>V.I.N. 1FUJA6CVX8DAA5276</td> <td></td> </tr> <tr> <td>Reg Date 2/20/2013</td> <td></td> </tr> <tr> <td>Exp Date 03/22/2013</td> <td></td> </tr> <tr> <td>00007811254</td> <td></td> </tr> <tr> <td>5906</td> <td>Total Paid 25.00</td> </tr> </table> <p><small>Requests for refunds or credits of fees upon loss of possession or transfers of ownership of motor vehicle must be made within sluhy days from the date of the loss or transfer.</small></p>		Tax & Fee Summary	Tax District 2012	REG. FEE 25.00	Make FREIGHTLINER		Year 08		Model CL120		Style TRACTOR TRUCK		V.I.N. 1FUJA6CVX8DAA5276		Reg Date 2/20/2013		Exp Date 03/22/2013		00007811254		5906	Total Paid 25.00
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Example of a Carnival Permit



Farm Truck-Tractor Semi-Trailer Permit

Farm Truck-Tractor Semi-Trailer Permits are issued for unregistered truck-tractor and semi-trailer combinations of farmers or ranchers used:

- Wholly and exclusively to carry their own supplies, farm equipment and household goods to or from the owner’s farm or ranch;
- To carry the farmer or rancher’s own agricultural products, livestock and produce to or from storage or market.

Permits must be obtained from the county treasurer in the farmer or rancher’s county of residence and are valid for a period of thirty (30) days from the date of issuance.

In the event a farm truck-tractor semi-trailer permit is lost, the permit holder must make application for a new permit in the same manner as when they obtained the initial permit.

This permit is not issued using the VTR system. A journal entry is performed in the same manner as other fees collected outside the VTR system.

Fees – Farm Truck-Tractor Semi-Trailer Permits

(All fees are based on 30 day period.)

	Total	Hiway Trust Mt. Veh. Registration
Deposit Document Line #		10
Permit	Varies	Refer to Fee Schedule

Fees – Farm Truck-Tractor Semi-Trailer Permit

Deposit Document Line #	Hiway Trust Mt. Veh. Registration
	10
16 tons	\$25.83
17 tons	27.92
18 tons	30.00
19 tons	32.08
20 tons	34.17
21 tons	36.25
22 tons	38.33
23 tons	40.42
24 tons	42.50

Chapter 8 – Permits – 8-7

25 tons	44.58
26 tons	46.67
27 tons	48.75
28 tons	50.83
29 tons	52.92
30 tons	55.00
31 tons	57.08
32 tons	59.17
33 tons	61.25
34 tons	63.33
35 tons	65.42
36 tons	67.50
37 tons	70.00
38 tons	72.50
39 tons	75.00
40 tons	77.50
41 tons	80.00
42 tons	82.50
43 tons	85.00
44 tons	87.50
45 tons	90.00
46 tons	92.50
47 tons	95.00

The permit must be carried in the cab of the truck- tractor at all times and be displayed to authorities upon demand.

NO 0000
FARM TRUCK-TRACTOR SEMI-TRAILER PERMIT

DATE
(Valid 30 days from above date)

GROSS WEIGHT: FEE PAID:

Name of Owner:

Address:

(Street)
(City)
(County)

Tractor Description:

Year
Make
Serial Number

Trailer Description:

Year
Make
Serial Number

Vehicles of farmers or ranchers used wholly and exclusively to carry their own supplies, farm equipment, and household goods to or from the owner's farm or ranch, or used by the farmer or rancher to carry his own agricultural products, livestock, and produce to or from storage or market. Permit must be carried in cab

This is a three part form that is distributed in the following manner:

- 1st – Customer
- 2nd – DMV
- 3rd - County

A supply of permits may be obtained from the Department by calling the Help Desk at 1-800-972-6299.

References: §60-3,111, §60-3,146, Size Limitations: §60-6,288, §60-6,294

Grain Hauling Permit



VTR Plate Type: RO | VTR Plate Class: RO | VTR Permit Type: GH

Grain Hauling Permits are available to non-resident trucks or the combinations of trucks/trailer and truck-tractors/trailer that are properly registered in another jurisdiction and are engaged in hauling grain or other seasonally harvested products from the field where they are harvested to storage or market during the period of June 1st to December 15th of each year or under emergency conditions.

Permits must be obtained from the county treasurer’s office in the first county where the grain is hauled in Nebraska and are valid for ninety (90) days from the date of issuance. The permit must be carried in the cab of the vehicle and be displayed to authorities on demand.

In the event a grain hauling permit is lost, the permit holder must make application for a new permit in the same manner as when they obtained the initial permit.

Applicant must provide proof that the vehicle is properly registered in their home jurisdiction.

Fees – Grain Hauling Permit (All fees are based on a ninety (90) day period.)

	Total	County Fund	Hwy Cash: Carnival/Grain Haul
Deposit Document Line #			7
TRUCK	\$ 20.00	\$1.00	\$19.00
TRUCK/TRAILER	\$150.00	\$7.50	\$142.50
TRUCK-TRACTOR/ TRAILER	\$150.00	\$7.50	\$142.50

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

VTR

Grain hauling permits are issued through **23 - Grain Hauling Permit** on the **Motor Vehicle Registration** menu.

Enter the information from the out-of-state registration:

- Vehicle’s VIN, Year, Make, Model, Style, Color;
- Out-of-state title number;
- Owner name and address;

References: §60-368, §60-3,112, §60-3,142



HANDICAP PARKING PERMITS



Handicap Parking Permits allow a vehicle to park in a parking space specifically designated for handicapped parking when the individual to whom the permit has been issued will be entering or exiting the vehicle while the vehicle is parked in the designated handicap parking space.

Handicap permits are issued by the Department to individuals who have a certified medical condition that limits personal mobility resulting in that individual's inability to travel more than two hundred feet without assistance such as a wheel chair, crutch, walker, prosthetic or other device.

The definition of a certifiable medical condition is:

- Severe visual or physical impairment;
- Severe respiratory problems;
- Class III or Class IV cardiac condition;
- Loss of all or substantially all the use of one or more limbs.

Two permits are allowed for each handicapped individual. There is no fee for a handicap parking permit. Handicapped individuals may obtain handicap license plates for their vehicle in addition to their permit(s) if they wish (refer to page 8-10).

The option to apply for a new handicap permit in addition to handicap license plates appears on the Application for Handicap License Plates form (see appendix page A-24). However, applicants who choose to apply for a handicap permit on their handicap license plate application form **must** include a photocopy of their acceptable proof of identification along with their Application for Handicap License Plates.

Acceptable proof of identification is one of the following:

- valid driver's license;
- valid state identification card;
- valid certified birth certificate;
- valid passport; or
- other valid, reliable form of identification with date of birth; or
- a combination of valid, reliable forms with name and date of birth.

Handicap permits are also issued to facilities such as retirement homes, hospitals, schools and places of a similar type involved in the transportation of handicapped individuals. These permits are assigned to specific vehicles titled and registered in the name of the facility and can only be used with the vehicle to which the permit was specifically assigned. The vehicle's primary use must be the transportation of handicapped individuals.

References: §60-368, §60-3,112, §60-3,142

Types of Permits:



A **Permanent Permit** is blue in color and indicates the permit holder has a permanent medical condition. A Permanent Permit must be renewed every six (6) years.

All Permanent permits expire on the last day of the month of the applicant's birthday in the sixth (6th) year of issuance.

A **Temporary Permit** is red in color and may be issued for three (3) or six (6) months as determined by medical professional. If, after the initial period has expired the temporary condition still exists, the Temporary permit may be renewed one time for an additional three (3) or six (6) month period. If after the Temporary permit has been renewed the condition remains, the individual must apply for a Permanent Permit.

Making Application for a Permit – Online Process:

- The medical professional (physician, physician assistant or advanced practice registered nurse) will log in to the Online Handicap Permit Request System at <https://www.nebraska.gov/apps-DMV-HCPermits/medPro/login>. The medical professional will be required to log in using one of two options:
 - Enter their medical license and DEA numbers on the medical professional login screen. If their medical license number or DEA number has been recently renewed and is not recognized by the system or they do not have a DEA number –
 - On the login screen click on “Try using an alternative login.” Enter their medical license number, profession for which they are licensed, and date of birth to verify they are a valid health care provider. Note: If the medical professional has a valid, recognized DEA number, they must use that number to log in.
- The health care provider will enter the applicant's information and medical certification into the online system and then submit the permit request electronically to the Department.
- The Department will process the permit request and mail permit and a receipt containing the holder's permit directly to the applicant.

Chapter 8 – Permits – 8-12

Making Application for a Permit – Paper Application Process:

- An Application for Handicapped Parking Permit (see appendix page A-25) downloaded from the Department website at www.dmv.ne.gov.
- Applicant's portion of the application must be completed in full and signed by the handicapped individual or an authorized representative.
- The Medical Certification portion of the application must be completed in full and signed by an authorized medical professional.
- The application must then be sent to the Department, along with a copy of the applicant's acceptable proof of identification.
- After processing the Department will mail the handicap permit directly to the applicant.

Renewal of a Permit:

Handicap permits are valid until the last day of the month of expiration and are renewed by the health care provider submitting a renewal request using the Online Handicap Parking Permit System or by the applicant submitting a properly completed paper application using the same process as when the initial permit was obtained.

Making Application for a Second Permit – Online Process:

Handicapped individuals who have one valid permit issued after May 7, 2012, may request a second permit online using the Personal Identification Number (PIN) that appears on their Permit ID Card.

- Logon to www.clickdmv.ne.gov;
- Select *Vehicle Services*;
- Select *Handicap Permits (Public Services)*;
- Enter Permit Holder's current, valid permit number, last name and PIN.
- Click on *Request Second Permit*;
- Confirm or make necessary changes to address information;
- Click *Save Changes*;
- If permit holder wants email confirmation, enter email address in the appropriate field and click *Send Confirmation e-mail*.



Making Application for a Second Permit – Paper Process:

Handicapped individuals who have one valid permit issued prior to May 7, 2012, may request a second permit by completing the top portion of an Application for Handicap Parking Permit form, checking the box indicating Second Permit, and submitting the application along with acceptable proof of identification to the Department.

It is not necessary for the medical certification to be completed for a replacement permit.

References: §60-368, §60-3,112, §60-3,142

After processing the Department will mail the handicap permit directly to the applicant.

Making Application for a Replacement Permit – Online Process:

In the event a permit has been lost or stolen, handicapped individuals who have one valid permit issued after May 7, 2012, may request a replacement permit online using the Personal Identification Number (PIN) that appears on their Permit ID Card.

- Logon to www.clickdmv.ne.gov;
- Select *Vehicle Services*;
- Select *Handicap Permits (Public Services)*;
- Enter Permit Holder's current, valid permit number, last name and PIN.
- Click on *Request Permit Replacement*;
- Confirm or make necessary changes to address information;
- Click *Save Changes*;
- If permit holder wants email confirmation, enter email address in the appropriate field and click *Send Confirmation e-mail*.

Making Application for a Replacement Permit – Paper Process:

Handicapped individuals who have one valid permit issued prior to May 7, 2012, may request a replacement permit by completing the top portion of an Application for Handicap Parking Permit, checking the box indicating Replacement Permit, and submitting the application along with acceptable proof of identification to the Department.

It is not necessary for the medical certification to be completed for a replacement permit.

After processing the Department will mail the handicapped permit directly to the applicant.

Appropriate Use of a Permit:

- Only handicapped individuals or the motor vehicle to which the permit was specifically assigned can use the permit. The permit holder is required to detach the identification card from the receipt that accompanies the permit and carry it with them whenever they are using the permit as verification that they are the assigned permit holder (see appendix page A-26).
- The permit is only to be used when the handicapped or disabled person is entering or exiting a motor vehicle while it is parked in a designated handicap parking space.
- The permit should be attached to the rearview mirror while the vehicle is parked in a designated handicap parking space. It should not be attached to the rearview mirror while the vehicle is in motion. If there is no rearview mirror in the vehicle, the permit should be displayed on the dashboard.

In cases of an emergency, an applicant may fax a completed application to the Department, along with a readable copy of the applicant's proof of identification.

Local Moving Permit

Local Moving Permits are issued by the Department to owners of motor vehicles registered as local trucks. This permit (see appendix page A-27) authorizes the operation of local trucks beyond the ten-mile limit specified by law for the sole purpose of having such vehicles equipped, modified, or serviced.

To apply for a permit the applicant must submit a written request to the Department. The request may be submitted in person or by mail (due to fee restraints faxed requests cannot be accepted) to the address indicated below:

Nebraska Department of Motor Vehicles
Driver and Vehicle Records Division
301 Centennial Mall South
PO Box 94789
Lincoln, NE 68509-4789

The request must be signed and dated and contain the following information:

- Name, address of the registered owner of the vehicle;
- Location where the vehicle is currently registered and the specific location where the vehicle will be serviced;
- Date vehicle will be leaving the area authorized by the local truck registration and the date it will be returning;
- The year, make, VIN, and license plate number of the vehicle.
- \$5.00 permit fee (credited to the Highway Cash Fund).

The permit is valid for one trip and the vehicle must be empty while operating under the permit.

In the event a local moving permit is lost, the permit holder must make application for a new permit in the same manner as when they obtained the initial permit.

The operator of the truck is required to have the permit in his/her possession at all times while operating the truck outside the limits allowed by a local truck registration. The operator must display the permit to authorities upon demand.

For information regarding Local Truck registration, refer to page 2-39.

Livestock Forage Permit (Over Dimension)

Livestock forage vehicles that exceed the dimension restrictions indicated below are required to obtain a livestock forage permit. The permit allows the vehicle to carry loads twenty (20) feet wide in their county of residence and adjacent counties.

Livestock forage vehicles are defined as vehicles with a chassis that have a special implement bolted, mounted or attached for loading, unloading and moving livestock forage (feed).

Livestock forage vehicles are restricted to:

- Operation during hours of daylight;
- Twenty-five (25) miles per hour in any residential or business district;
- Fifty (50) miles per hour while operating on a highway or freeway;

These vehicles must meet the following dimension restrictions:

- Cannot exceed a **length** of sixty-five (65) feet, extreme overall dimensions inclusive of bumpers and load;
- Cannot exceed a **width** of eighteen (18) feet;
- Cannot exceed a **height** of eighteen (18) feet, either for equipment alone or for equipment and load combined;

Permits must be obtained from the county sheriff in the county where the person using the equipment resides. The fee is \$10.00 (retained by the county sheriff) and the permit is valid for one calendar year (see appendix page A-28). The white copy of the form is presented to the permit holder and the yellow copy is retained by the county sheriff.

In the event a livestock forage permit is lost, the permit holder must make application for a new permit in the same manner as when they obtained the initial permit.

A supply of permits may be obtained from the Department by contacting the Help Desk at 1-800-972-6299.

The permit holder is required to keep record of all activity covered by the permit for law enforcement review. The record must include dates, items moved, route and other pertinent information.

All loads must be securely fastened to the vehicle at all times. Any damage to other persons or property, including cleaning of forage dropped from the vehicle is the responsibility of the person operating the vehicle.

Temporary Demonstration Permit

Permit for Hauling Commodities:

Motor vehicles and trailers bearing dealer license plates must obtain this permit if the dealer plated motor vehicle or trailer will be hauling **anything other than** the following:

- Automotive or trailer equipment;
- Complete motor vehicles;
- Trailers which are inventory of such licensed dealer or manufacturer;

STATE OF NEBRASKA		DEPARTMENT OF MOTOR VEHICLES	
TEMPORARY DEMONSTRATION PERMIT		PERMIT NUMBER: 00000	
DATE ISSUED: _____		PERMIT FEE: \$10.00	
TIME ISSUED: _____			
OPERATOR'S NAME _____	STREET ADDRESS _____	CITY _____	
<small>THIS WILL AUTHORIZE THE ABOVE NEBRASKA OPERATOR TO HAUL COMMODITIES OTHER THAN AUTOMOTIVE OR TRAILER EQUIPMENT ON THE FOLLOWING VEHICLE WHICH BEARS A DEALER PLATE.</small>			
MAKE _____	YEAR _____	SERIAL NUMBER _____	
DESCRIPTION OF COMMODITIES TO BE HAULED _____			
<small>THE OPERATOR OF THE ABOVE DESCRIBED VEHICLE MUST HAVE THIS PERMIT IN HIS OR HER POSSESSION AT ALL TIMES WHILE OPERATING SAID VEHICLE AND SHALL DISPLAY THIS PERMIT UPON DEMAND OF PROPER AUTHORITIES. THIS PERMIT IS GOOD FOR 48 HOURS FROM DATE AND TIME OF ISSUANCE.</small>			
DEALER'S NAME _____	STREET ADDRESS _____	CITY _____	
DEALER'S SIGNATURE _____		DEALER NUMBER _____	
APPLICANT'S COPY		REFERENCE NEBR. STATUTE SECTION 60-373 100-1001	

Betty Johnson

DEPARTMENT OF MOTOR VEHICLES, QUANTICO, NEBRASKA

Permit for Temporary Loan of Motor Vehicle:

Licensed motor vehicle dealers and licensed trailer dealers issue these permits in the following situations:

- To a prospective buyer for demonstration purposes;
- To a customer as a loan vehicle while the customer's vehicle is being serviced;

Questions regarding these permits should be directed to the dealership of issuance.

Issuance:

Permits are obtained from the Department and are available only to motor vehicle dealers and manufacturers and trailer dealers and manufacturers properly licensed in Nebraska. The permits provided to the dealer/manufacturer are blank with the exception of the stamped signature of the Administrator of the Driver and Vehicle Records Division applied to the right side of the permit. This signature must appear for the permit to be valid. Fee is \$10.00 per permit (credited to the Highway Cash Fund).

The permit is then completed by the licensed dealer/manufacturer and is valid for forty-eight (48) hours from the date and time of issuance.

The permit is a three-part form that is distributed as follows:

- Applicant's Copy;
- Dealers File Copy;
- Department Copy – (forwarded to DMV on the date of issuance);

Chapter 8 – Permits – 8-17

The operator of the motor vehicle or trailer is required to have the permit in his/her possession at all times while operating the motor vehicle or trailer and must display the permit to authorities upon demand.

In the event a temporary demonstration permit is lost or damaged, the permit holder must make application for a new permit in the same manner as when they obtained the initial permit.

License Plates

The appropriate license plate(s) must be issued to every person with a motor vehicle or trailer that is required to be registered in this state.

New license plates are issued every six (6) years with the exception of apportioned and government plates. For years when new plates are not issued, validation decals that are affixed to the license plates are issued to indicate the vehicle's registration has been properly renewed (refer to page 9-68).

Plate design:

- plates must be fully reflectorized;
- display a registration number consisting of letters and numbers in figures not less than two and one-half inches (2 ½), nor more than three (3) inches in height;
- have the word Nebraska suitable lettered so as to be attractive;
- be of a color designated by the Director of the DMV;
- color must be change each time new series plates are issued;

Plate display:

Two plates are issued for every motor vehicle with the exception of:

- Motorcycles;
- Dealers;
- Minitrucks;
- Truck-tractors;
- Buses;
- Special interest motor vehicles;
- Apportionable vehicles;

For motor vehicles required to have two plates, the plates must be displayed on the front and rear of the vehicle. When only one plate is required, it is displayed on the rear of the vehicle with the exception of an apportioned vehicle when the plate must be displayed on the front of the vehicle.

Chapter 9 – License Plates – 9-2



Tax Exempt Plates

VTR Quick Reference for Tax Exempt Plates

VTR Plate Type: TE | VTR Plate Class: PA, TC, | Number of Plates: Motor Vehicle – 2
XC, XU | Trailers - 1

Tax exempt license plates are issued to motor vehicles and trailers that have been granted a motor vehicle tax and fee exemption by the county board of equalization in the county where the motor vehicle is subject to tax.

Motor vehicles or trailers eligible for the motor vehicle tax and fee exemption and that would be issued tax exempt plates are:

1. owned or leased and used exclusively for agricultural and horticultural societies, or
2. Owned by an educational, religious, charitable, or cemetery organization;
 - a. Used exclusively for educational, religious, charitable or cemetery purposes;
 - b. Not owned or used for financial gain or profit to either the owner or user;
 - c. Not used for the sale of alcoholic liquors for more than twenty (20) hours per week, and
 - d. Not owned or used by an organization which discriminates in membership or employment based on race, color or national origin.

Exemption from the motor vehicle tax and motor vehicle fee does not exempt the motor vehicle or trailer from registration fees.

VTR


Note that when issuing a Tax Exempt plate, on the Tax Assessment screen you will need to change the Tax flag to E.

Enter the Tax Exempt plate number on the Registered Owners screen. It is not preceded with the county number. The Plate Type is TE and the Plate Year is the current plate series.

VTR0600S40	ANY COUNTY	User ID
Assess/Register	Tax Assessment	
VIN/Hull number: 1FUYSSEB3WP934312	Acq. date: 3/02/2013	Veh type: T
Make code : FRHT Desc. FREIGHTLINER	Year: 1998	Fuel type: D
Model code : FC2 Desc. CONVENTIONAL FLC120		Color: RED /
Style code : TR Desc. TRACTOR TRUCK	Capacity: _____	
MSRP: 94673 GVWR: 48000		
1: _____	2: _____	3: _____
District: _____ / _____	Tax year: 2012	
Expires . . . : 3/2014	Months assessed: 0	
Last expired: _____		Tax flag: <u>E</u>
		Total tax due: .00
F3=Exit F4=Prompt F10=Valuation Lookup F12=Cancel F22=Credit search		

References: §60-3,107, §60-3,108, §60-3,184, §60-3,185(6), 60-3,190(1)

Chapter 9 – License Plates – 9-3

State of Nebraska - Vehicle Registration					State of Nebraska - Registration Receipt		
JOHN SMITH, COUNTY TREASURER NEBRASKA COUNTY, ANYTOWN, NE 68509					2013032709252204 2013032709140942 Renew online at: www.clickdmv.ne.gov		
					Tax & Fee Summary		
Plate Number 10	Type/Class TE TC	Series Year 11	Tax Flag Ex	Reg Weight 3 Tons	Tax District 1 STATE TEST DISTRICT 2012 MSRP 23,280		CO/RR/DMV/EMS 5.50
Reg Number 20130105	Reg Type NR	Reg Date 3/27/2013	Exp Date MAR 2014		Make FORD	Year 07	REG. FEE 18.00
V.I.N. 1FTNE14W67DA20736		Title Number 13086410002	Total Paid 621.85		Model ECONOLINE VAN E150		PLATE FEE 6.60
Vehicle Info 2007 FORD ECONOLINE VAN E150 SIL					Style CARGO VAN		TITLING FEES 10.00
Owner Info GOODWILL INDUSTRIES 100 MAIN ST LINCOLN NE 68501					V.I.N. 1FTNE14W67DA20736		SALES TAX 581.75
REMARKS JTG					Reg Date 3/27/2013		
Exp Date MAR 2014					Model 13086410002 5940		Total Paid 621.85
An automobile liability policy or proof of financial responsibility is required at the time of registration and while the motor vehicle is operated on a public highway located in Nebraska.					Requests for refunds or credits of fees upon loss of possession or transfers of ownership of motor vehicle must be made within sixty days from the date of the loss or transfer.		
							

Example of a Tax Exempt Vehicle Registration

Chapter 9 – License Plates – 9-4



Motor Vehicle

Handicap License Plates



Motorcycle

VTR Quick Reference for Handicap License Plates

VTR Plate Type: PL | VTR Plate Class: AY, BN, LV, | Number of Plates: Motor Vehicle – 2;
MC, MT, PA, RV, TC, TF | Motorcycle/Autocycle - 1

Handicap license plates are available to individuals with a certified medical condition that includes but is not limited to:

- A severe visual or physical impairment that limits personal mobility and results inability to travel unassisted more than two hundred feet without the use of a wheel chair, crutch, walker, prosthetic, orthotic or other assistive device;
- Severe respiratory problems that limit personal mobility;
- A cardiac condition where functional limitations are classified in severity as being Class III or Class IV, according to standards set by the American Heart Association;
- Loss of all or substantially all the use of one or more limbs;

To apply for handicapped license plates an Application for Handicap License Plates (refer to appendix page A-24) must be properly completed and submitted to the Department for approval.

The applicant, or their authorized representative, must complete in full the Applicant and Vehicle Information sections on the form. The Medical Certification section must then be completed and signed by a licensed physician, physician assistant, or nurse practitioner.

Applicants are eligible for handicapped license plates for one motor vehicle and/or one motorcycle not used or maintained for the transportation of persons or property for hire.

The applicant, the applicant's parents, legal guardian, foster parent or agent must be the owner of the motor vehicle and/or motorcycle as shown on the certificate of title. Also eligible is a beneficiary of a trust if the motor vehicle and/or motorcycle are titled in the name of a trust or the named lessee on a leased vehicle. (**Note:** Handicapped individuals making application as a beneficiary of trust are not required to submit trust papers with their application.)

After the application has been approved and processed, an approval letter is sent to the applicant indicating the number assigned, the date the plates will be available at their county treasurer's office (approximately 3 to 4 weeks after the application is processed by the Department) and their county treasurer's telephone number to verify the treasurer has received the plates.

While the applicant is directed to present this letter at the time of initial registration it is not mandatory.

References: §60-331.02, §60-3,113, §60-3,113.02

Revised 8/2015

Chapter 9 – License Plates – 9-5

Handicapped license plates are issued at no additional fee. However, all appropriate registration fees, taxes, and applicable plate fees must be paid at the time of registration or issuance of new plates. Current license plates and registration must be surrendered with first time issuance.

Motor vehicle tax must be paid unless the individual is a disabled veteran and is certified as tax exempt by the county where they reside (see page 6-16).

Handicap license plates are renewed annually by surrendering the expiring registration, paying the applicable registration fees and taxes and showing the required proof of insurance.

In a year when new license plates are issued (the next new plate year is 2017), the handicap license plate holder is required to obtain re-certification of their disability. The proof of their disability must be in the form of a properly completed Application for Handicapped License Plates submitted to the Department for approval in the same manner as when they initially applied for the plates. The Department will send notices to these individuals advising them of the requirement for medical re-certification approximately four (4) months prior to the expiration of their handicap license plates to allow time for them to make the appropriate appointment with their medical professional.

Upon loss of possession of a motor vehicle or motorcycle, handicap license plates may be transferred to a new motor vehicle or motorcycle. Customers who surrender their handicap license plates due to the loss of a motor vehicle or motorcycle have one (1) year to re-register before they are required to re-apply for the handicap license plates.

For information regarding Handicap Parking Permits*, refer to page 8-10.

***(Note: Individuals who *do not currently possess* a Handicap Parking Permit may request issuance of a permit by checking the appropriate box on the Application for Handicap License Plates. The applicant must include a photocopy of acceptable proof of identification with their application. *This option cannot be used to renew a Handicap Parking Permit.*)**

Chapter 9 – License Plates – 9-6



Historical/Vintage License Plates

VTR Quick Reference for Historical/Vintage Plates

VTR Plate Type	VTR Plate Class	Plate Year
AN	AN	AN – 84
MA	MA	MA – 87
VA	PA, VA	VA – Year of Vehicle
VM	MC, VM	VM – Year of Motorcycle

Number of Plates: Motor Vehicle – 2; Motorcycle/Trailers -1; Vintage – 1 or 2

Historical license plates are issued by the Department to vehicles thirty (30) years old or older that are essentially unaltered from the original manufacturer's specifications. Two plates are required and must be displayed on the front and back of the vehicle.

Vintage year plates are included with the designation historical. Vintage year plates are historical plates that were issued by the State of Nebraska in the year corresponding to the model year of the historical vehicle. License plates that can be used as Vintage plates are restricted to the following plate types:

- Passenger
- Farm
- Commercial
- Motorcycle

If using a vintage year plate, only one plate is required and must be displayed on the rear of the vehicle. Vintage year plates must be submitted, along with an Application for Historical License Plates, the appropriate fee, and a postage paid, pre-addressed 6 ½ x 12 ½ " return envelope, to the Department for inspection and approval. A description of past Nebraska License plates may be found on the Department website at: <http://www.dmv.ne.gov/dvr/plates/plthistory.html>.

The following must be submitted with an application for Historical/Vintage plates:

- a completed Application for Historical License Plates (see appendix A-29);
- proof of payment of sales tax or an old registration;
- proof of insurance in an acceptable form (see page A-5) - insurance must be kept current;
- plates and registration if the historical/vintage vehicle is currently registered. (there is no refund of registration fees and taxes when the owner of an historical vehicle elects to replace their county issued license plates with historical/vintage plates)
- appropriate fee.

References: §21-608, §21-609, §60-3,130 – §60-3,134

Chapter 9 – License Plates – 9-7

Historical/vintage plates are non-expiring. Insurance must be kept current at all times.

A vehicle licensed with historical/vintage license plates may only be used for servicing, test drives, public displays, parades, and hobby-related activities and may not be used for normal transportation to and from work, driven on a daily basis, or used for hire.

For special events that are sponsored or in which participation is by organized clubs historically plated vehicles may be used: 1) to transport passengers for hire only if any money received is to be used for club activities or to be donated to charitable nonprofit organizations; or 2) to haul other vehicles to and from such special event.

Applicants applying for historical/vintage plates must own one or more additional vehicles that are currently registered and that they use for regular transportation. If the vehicle used for regular transportation is titled in the name of a company, proof that the applicant is owner of that company is required.

The exception to the requirement for one or more additional vehicles currently registered is nonprofit organizations (as described in §21-608 and §21-609).

Trucks with historical plates may not be used for commercial business or transport a load in excess of 1,000 pounds.

Assembled motor vehicles are not eligible until they are thirty (30) years old according to the year indicated on the certificate of title.

Historical/Vintage Plate Fees

	Hwy Trust Line 10	Hwy Trust Line 11	Rec Road Line 9	DMV Cash Line 5	EMS Line 18	
Historical & Vintage:	Antique	Plate Fee	Rec Road	DMV	EMS	TOTAL
First Historical Vehicle	60.00	6.60	1.50	2.00	0.50	\$70.60
Second Historical Vehicle	50.00	6.60	1.50	2.00	0.50	\$60.60
First Historical Motorcycle	60.00	3.30	1.50	2.00	0.50	\$67.30
Second Historical Motorcycle	50.00	3.30	1.50	2.00	0.50	\$57.30
First Vintage Vehicle/Motorcycle	85.00	N/A	1.50	2.00	0.50	89.00
Second Vintage Vehicle/Motorcycle	75.00	N/A	1.50	2.00	0.50	79.00
Historical Plate Transfer	25.00	N/A	1.50	2.00	0.50	29.00
Transfer Historical to Vintage	50.00	N/A	1.50	2.00	0.50	54.00
Lost:						
Registration/Address Change	1.00	N/A	1.50	2.00	0.50	5.00
Historical Plates:						
Motor Vehicle	2.50	6.60	1.50	2.00	0.50	13.10
Motorcycle	2.50	3.30	1.50	2.00	0.50	9.80
Name Change	1.50	N/A	1.50	2.00	0.50	5.50

Additional historical/vintage vehicle fees are \$10.00 less than the first vehicle

References: §21-608, §21-609, §60-3,130 – §60-3,134

Chapter 9 – License Plates – 9-8

Transfers

Previous vehicle to new vehicle:

If an owner of a vehicle with historical/vintage plates sells the vehicle and wishes to transfer the plates to another historical vehicle owned by him/her, they must submit:

- a completed Application for Historical License Plates;
- the old registration from the historical vehicle that was sold;
- proof of payment of sales tax;
- proof of insurance in an acceptable form (see page 2-5);
- the appropriate fee.

Historical plate to vintage plates:

An owner of an historical vehicle registered with historical plates that wishes to transfer vintage plates to the vehicle must submit:

- a completed Application for Historical License Plates;
- vintage plates for approval;
- the registration from the historical plates (plates may be turned in or transferred to another historical vehicle registered in the applicant's name);
- proof of insurance in an acceptable form (see page 2-5);
- the appropriate fee.

Owner Name to Trust:

If an individual who is the registered owner of a historically plated vehicle transfer the title to a trust, it is a **transfer of ownership**. To obtain historical/vintage plates in the name of the trust, the trustee must submit:

- a completed Application for Historical License Plates in the name of the trust (the vehicle used for regular transportation can be in the name of the trustee);
- the registration and plates currently on the historical vehicle; (plates may be retained in the transfer if applicant desires)
- proof of insurance in an acceptable form (see page 2-5);
- the appropriate fee (minus plate fee).

Lost Plates

If the historical plates on a vehicle registered historical are lost or stolen, the owner must submit:

- a completed Application for Historical License Plates;
- the registration from the lost plate;
- proof of insurance in an acceptable form;
- appropriate fee.

Chapter 9 – License Plates – 9-9

Lost Registration

If the registration on a vehicle registered historical is lost or stolen, the owner must submit:

- a completed Application for Historical License Plates;
- proof of insurance in an acceptable form;
- appropriate fee.

Name Change

If the owner of a vehicle registered with historical/vintage plates wishes to change their name on the registration, they must submit:

- a completed Application for Historical License Plates;
- the registration from the historical vehicle;
- proof of insurance in an acceptable form;
- the appropriate fee.

Questions regarding Historical/Vintage plates should be referred to the Help Desk.

Specialty Plate Overview

Nebraska has a number of different types of specialty plates available in lieu of regular county plates. They include:

- Amateur Radio
- Gold Star Family
 - Message
 - Numeric
- Message
 - Regular Message
 - County Message
- Military:
 - Disabled American Veteran
 - Ex-Prisoner of War
 - Pearl Harbor Survivor
 - Purple Heart
- Husker:
 - Message
 - Numeric
- Organizational
- Special Interest
 - Message
 - Numeric

Applications for specialty plates may be submitted online at: www.clickdmv.ne.gov, with the following exceptions:

Plate	Reason
Amateur Radio	proof of valid FCC Amateur Radio license required
Gold Star Family	a signature on the application affirming eligibility required.
Disabled American Veteran (DAV), Ex-Prisoner of War (POW), Pearl Harbor Survivor and Purple Heart	a signature on the application affirming eligibility is required

Applications may also be submitted in person or by mail, along with the appropriate fee, to the Department at:

Nebraska Department of Motor Vehicles
Driver and Vehicle Records Division
301 Centennial Mall South
PO Box 94789
Lincoln, NE 68509-4789

Applying for Specialty Plates

Online Specialty Plate System

www.clickdmv.ne.gov

The following specialty license plates may be ordered using the Online Specialty Plate System:

- Message
- County Message
- Husker Message
- Husker Numeric
- Special Interest Message
- Special Interest Numeric
- Organizational

If the plate is ordered online there is an additional \$3.00 fee that is used by the Department's portal provider to develop and maintain the online service website.

To order special plates online:

- Go to www.clickdmv.ne.gov;
- Under Vehicle Services, select Specialty License Plates;
- Select the appropriate Vehicle Type from the dropdown menu and click "Continue";
- Select the specialty plate from the Select Plate Style screen and click "Continue."
- Select the plate type from the dropdown menu.
- Enter in the message and click on "Check Availability." (**Note:** An indication the message is available is not a guarantee that the message will be approved.)
 - If the message is unavailable or previously determined to be objectionable, a message will appear and the applicant will need to try another message;
 - If the message is available, a button will appear that reads: Continue to Purchase [Message]. The applicant must click this button to proceed.
- The Description of Plate screen will then appear. The applicant is required to provide the exact meaning of the message for which they are applying and click continue to proceed. The Department will then review the message and approve or deny.
- The Vehicle Owner Information screen is next. The applicant must provide the information requested.
 - As with paper applications, the applicant must have a Nebraska title in their name on the vehicle prior to submitting their application.
 - If the vehicle is a lease, there must be a Nebraska title in that Lessor's name.
 - If the vehicle is non-resident military, the owner must submit the application by mail or in person.

Owners that have a current specialty plate and want to transfer the message to another type of specialty plate cannot perform that transaction online.

Chapter 9 – License Plates – 9-12

After the message has been approved and the application processed, an email will be sent to the applicant with message and payment confirmation and advising the applicant that an approval letter will be sent via the U.S. Postal Service first class mail. The approval letter will indicate the approved message, the date the plates will be available at the applicant's county treasurer's office and their county treasurer's contact information so they may verify their treasurer has received the plates.

Applications by Mail and In Person

Application may be made by submitting a properly completed Application for Specialty Plates (see appendix A-30) along with the correct application fee for the type of plate the applicant wishes to order to the Department by mail or in person at:

Nebraska Department of Motor Vehicles
Driver and Vehicle Records Division
301 Centennial Mall South
PO Box 94789
Lincoln, NE 68509-4789

After the Department has received the application and approved the message an approval letter is sent to applicant via the U.S. Postal Service first class mail. The approval letter will indicate the approved message or assigned number or alpha/numeric combination, the date the plates will be available at the applicant's county treasurer's office and the county treasurer's contact information so the applicant may verify the treasurer has received the plates.

Current plates and registration must be surrendered when the specialty plates are registered. The plates are delivered to the county treasurer 3 to 4 weeks after Department approval.

Selecting a Message

The following specialty plates are available with a message:

- Message
- Gold Star Family
- Husker Message
- Special Interest

Statute provides sole authority to the Department to reject any combination that expresses, connotes, or implies any obscene or objectionable words or abbreviations, or that conflict with a valid set of message plates, or the present numbering system.

- **Maximum of 7 characters** allowed [except for motorcycle/autocycle (6 characters) and Gold Star Family (5 characters) license plates]. Eight positions are provided to allow for one space if the maximum numbers of characters are used in the message. (Note: A character **cannot** be substituted for this space.) The message choice is centered on the plate unless the applicant specifies otherwise.
- **Alpha and numeric characters only.** All alpha characters are printed in upper case. No punctuation marks or symbols such as slashes, periods, apostrophes or other such symbols are allowed. (Exception: County Message and Commercial plates available only to residents of Douglas, Lancaster and Sarpy Counties and must indicate placement of hyphen.)
- Messages that conflict with present numbering system or a valid set of plates currently registered, will not be processed. Due to the issuance of alpha/numeric plates by Douglas, Lancaster and Sarpy counties and the Department, messages containing three alpha followed by three numeric characters (ABC 123) cannot be processed, regardless of spacing.
- Message availability may be checked on our [Online Specialty Plate System](#) by following the steps below:
 - Go to www.clickdmv.ne.gov;
 - Under Vehicle Services, select Specialty License Plates;
 - Select the appropriate Vehicle Type from the dropdown menu and click “Continue”;
 - Select the specialty plate from the Select Plate Style screen and click “Continue.”
 - Select the plate type from the dropdown menu.
 - Enter in the message and click on “Check Availability.” (**Note:** An indication the message is available is not a guarantee that the message will be approved.)
 - If the message is unavailable or previously determined to be objectionable, a message will appear and the applicant will need to try another message;
 - If the message is available, a button will appear that reads: Continue to Purchase [Message].

Specialty Plate Processes

Transfers

The owner of a motor vehicle or trailer registered with specialty plates may make application to their county treasurer to have the plates transferred to another vehicle or trailer owned by the specialty plate holder. (For leased vehicles the registrant is the owner for registration purposes.)

Note: A Special Interest plate may not be transferred.

For procedure to transfer a specialty plate on VTR, refer to page 12-41.

Some issues that may appear when transferring a specialty plate are:

The following box appears:

Vehicle information doesn't match the Specialty Plate System.
Is this the same Previous Plate Owners show below (Y/N) ____

Miller, John
Miller, Jane

If answered "N" (No), record will be marked as relinquished.

F12=Cancel

This message appears when the plate is being transferred from the current plate holder to another individual or when the name(s) on the title to which the plate is being transferred does not match the names indicated in the SPS for that plate.

- If a Specialty Plate Relinquishment form has been submitted for the plate, answer N=No to transfer to the new owner. The previous record will be relinquished on the SPS. (**Note:** a relinquishment form is required only if plate is being transferred to a new owner.)
- If the names are the same, but do not match exactly, answer Y=Yes to continue with the transfer.
- If no Specialty Plate Relinquishment form has been received F12=Exit the record and discontinue the transaction until the appropriate relinquishment form has been received.

The new plate number is currently issued on another registration.
The original plate number will be transferred to the other registration.

Is this the desired procedure? Y (Y=Yes, N=No)

This message appears when attempting to transfer a plate between two vehicles.

- If N=No is entered, the user is taken back to the transfer screen and no transaction has occurred.
- Answer Y=Yes if the desired transaction is to switch the plates on two vehicles. Yes will allow the transfer to continue.

Chapter 9 – License Plates – 9-15

This message will appear when attempting to replace a specialty plate with a county plate.

Does the customer wish to retain the Specialty Plate? If not, it will be set as Relinquished on the SPS database. (Y/N):

F12=Cancel

- If N=No is entered, the record for the specialty plate is marked relinquished.
- Entering Y=Yes will keep the plate in the name of the current plate holder.

Plate Number has REQLINQUISHED Status on the Specialty Plate System. This Status must be resolved with DMV to register.

F12=Cancel

This message appears when county office has performed a plate relinquishment and then attempts to transfer the plate.

The county office will need to contact the Help Desk so the record on the SPS can be changed from a

“Relinquished” to “Issued” status to facilitate the transfer.

When a plate holder obtains a refund on their vehicle and the specialty plates are marked as not returned, if an attempt is made to register the specialty plate to another vehicle registered in the plate holder’s name, the message *“Plate (MY1999/SI/11) marked as not returned,”* will appear.

To resolve this issued, from the **Registration** menu, select **14 - Utility Menu** and then **7 - Plate Inventory Change**. Enter the plate number, plate type and series, then select R for Returned and press enter.

The screenshot displays a vehicle registration system interface. At the top, it shows 'VTR0700530 One-Stop' on the left, 'ANY COUNTY Registered Owners' in the center, and 'User ID' on the right. Below this, the owner's name is listed as 'Owner Type/Name: I SMITH, BOBBIE'. The owner's address is shown as 'Owner Address Line 1: 123 MAIN STREET', 'Address Line 2: City: LINCOLN', 'State: NE', and 'Zip: 68507'. The 'In Care of' information is also listed with the same address. The title number is 'NE 14150410001', the issue date is '5/30/2014', and the plate number is 'MY1999'. The plate type is 'PM' and the plate year is '11'. At the bottom, a message states 'Plate (MY1999/SI/11) marked as not returned.' with navigation options: 'F3=Exit F4=Prompt F12=Cancel F19=Leased Vehicle'.

Once the plate has been marked Returned, the transaction may proceed.

If the user does not have access to this process a supervisor they need to request the assistance of their supervisor.

Chapter 9 – License Plates – 9-16

Transfer Fees:

Each time a plate is transferred, the system will assess for each vehicle:

- \$5.50 (refer to Fees in Addition to Registration Fees, Page 5-2)
- \$3.00 Plate transfer fee [credited to the DMV Cash Fund (DMV/Registration – Line 5)]

The specialty plate fees in a transfer transaction will be based upon the new registration expiration date. If the registration expiration date is greater than the expiration date of the vehicle to which the plate was originally registered, the system will pro-rate the fees at the rate of eight and one-third (8 1/3%) percent per month for each full month left in the registration period.

Relinquishments

When the owner of a motor vehicle or trailer registered with specialty plates elects not to renew the plates, or wishes to give up the message to another individual, they must complete a Specialty Plate Relinquishment form (refer to appendix A-31) and, if they retain ownership of the vehicle to which the specialty plate was registered, register the vehicle with either a different specialty plate or county issued plates.

Relinquishment – Surrendering Plate:

The plate holder must complete and sign a Specialty Plate Relinquishment form, surrender the plates and registration and, if ownership of the vehicle has not transferred, register the vehicle with county plates.

The Specialty Plate Relinquishment form is then faxed to the Department so the plate may be placed in a relinquished status on the Specialty Plate System (SPS).

Relinquishment – Giving Plate to Another Individual:

Be sure a signed Specialty Plate Relinquishment form is in the county possession before proceeding.

If the plate holder is relinquishing the plate so that another individual may have the message, the specialty plate is then registered to the new vehicle using the New, Renew or Plate Transfer processes (whichever is appropriate to the situation).

When the questions “*Vehicle information doesn’t match the Specialty Plate System. Is this the same Previous Plate Owners shown below? If no, it will be set as Relinquished on the SPS dataset. (Y/N): ___*” appears, **enter N for No.**

VTR will calculate the full fee regardless of the plate expiration date because this is considered a new application with a new owner. In the event the system pro-rates the fees, press **F10=Open Fees** and enter the full specialty plate fee amount.

References: §60-3,104.01, §60-3,121, §60-3,122.02, §60-3,128

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Chapter 9 – License Plates – 9-17

No application is required for this process. The fee is submitted by the county to the State Treasurer's office in the normal monthly reporting.

In a new plate year (next new plate year is 2017) counties should make note of the new expiration date. If the expiration date for the specialty plate changes, the county may need to order the plate depending upon the status of the new series specialty plate order process. The new series specialty plates are ordered on a quarterly basis in the new plate year. For example, a specialty plate has a December expiration and after the plate is transferred it now has a June expiration. The new series plate may not be ordered if the new series specialty plates for June have already been ordered.

The county would need to re-order the plates to assure that the new series plates are available when the vehicle's registration is due in December

Space Changes

Individuals who wish to change the spacing of the message that appears on their specialty plate after the plate has been ordered may do so by submitting an Application for Specialty Plate, along with the appropriate fee, to the Department.

The Application for Specialty Plate must show the change in spacing exactly as the plate holder wishes it to appear the words "Space Change" should be written across the top of the application form.

Fees for Specialty Plate Message Space Change

Vehicles:	
Message	\$6.25
Husker Message	\$7.00
Gold Star Family Message	\$7.00
Special Interest	\$3.00
Trailers:	
Message	\$3.00
Husker Message	\$3.00
Gold Star Family Message	\$3.00
Motorcycles:	
Message MC	\$2.60
Husker Message MC	\$3.00
Gold Star Family Message	\$3.00

After the space change has been processed, the Department will send notice to the plate owner with the pickup date for the revised plate and county contact information so the plate owner may verify the plates have been received by the county office prior to coming in to register the plates.

References: §60-3,104.01, §60-3,121, §60-3,122.02, §60-3,128

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Chapter 9 – License Plates – 9-18



Vehicle Message

Message Plates



Motorcycle Message

VTR Quick Reference for Message Plates

VTR Plate Type: PM | VTR Plate Class: AY, BC, BL, BN, FX, LV, MC, MH, MT, PA, RV, SX, TC, TF, TL, XC, XF, XP, XU, XZ

Number of Plates: Motor Vehicle – 2; Minitruck/Motorcycle/Autocycle/Trailer/Mobile Home - 1

Message license plates allow the registered owner of a vehicle to display a message of their choice as long as the message does not conflict with or duplicate any number used or to be used on a regular license plate or an existing specialty plate and does not express, connote, or imply any obscene or objectionable words or abbreviations.

Message plates are available to motor vehicles, trailers, semitrailers and cabin trailers in lieu of regular county license plates

If a new message plate is registered to a vehicle in a month other than the month the vehicle's current registration expires; the message plate renewal fee will be required when the vehicle's registration is due.

To ensure continued ownership of the message, the registration must be kept current. No late fee is assessed for late registration renewal, however, the message selection is held for one (1) year only. Failure to renew the message plate after one year will result in the message being made available to the public.

If a message plate is delinquent for longer than one year, a new Application for Specialty Plate must be submitted to the Department along with the \$40.00 fee.

If a customer elects not to renew a message plate, they must complete a Specialty Plate Relinquishment form (refer to appendix page A-31). If the message plate is a set of plates, the customer may retain one plate. If the message plate is a motorcycle, autocycle, mobile home, trailer or minitruck plate, the plate must be surrendered to the county office.

- Message plates may be ordered:
 - Online using at www.clickdmv.ne.gov under the Vehicle Services tab, Specialty License Plate;
 - By submitting an application either by mail or in person to the Department;
- Change of message choice, type of specialty plate, or requests for a refund will not be accepted after the application has been processed

Chapter 9 – License Plates – 9-19

- The specialty plate fee is due with initial application and then annually thereafter in the month the vehicle's registration is due;
- There is no limit to the number of motor vehicles, trailers, semi-trailers or cabin trailers, owned or leased by the applicant, which may be licensed with a message plate;
- Applicants must have a Nebraska title issued in their name, or in the event the vehicle is leased or non-resident military, the name of the applicant must appear on the registration of the vehicle;
- Message plates do not afford the registered owner any special parking privileges;
- Commercial vehicles registered for 5 tons or over and farm trucks registered for 16 tons or over must display the appropriate tonnage sticker;
- All appropriate registration fees and taxes apply and must be paid to the county treasurer in the county where the vehicle has situs;
- The \$40.00 fee is due to the Department with the initial application and to the county treasurer each time the vehicle's registration is renewed. \$10.00 (25%) of the fee is credited Highway Trust Fund [Hwy Trst Specialty (line 21)] and \$30.00 (75%) to DMV Cash Fund [DMV Message Plates (line 16)]. Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

Total - Fee	DMV Message Plates Line 16	Hwy Trst Specialty Line 21
\$40.00	\$30.00	\$10.00

After the application has been approved and processed, an approval letter is sent to the applicant indicating the number assigned, the date the plates will be available at their county treasurer's office (approximately 3 to 4 weeks after the application is processed by the Department) and their county treasurer's telephone number to verify the treasurer has received the plates.

While the applicant is directed to present this letter at the time of initial registration it is not mandatory.

Current plates and registration must be surrendered when the Message plates are registered.

If a Message plate is lost or damaged the county treasurer in the county where the vehicle is registered must fax a request to the Department for a replacement plate.

Chapter 9 – License Plates – 9-20



Husker Message

Husker Spirit Plates



Husker Numeric

VTR Quick Reference for Husker Plates

VTR Plate Types:
Message: HM
Numeric: HN

VTR Plate Class: AY, BC, BL, BN, FX, LV, MC, MH, MT, PA, RV, SX,
TC, TF, TL, XC, XF, XP, XU, XZ

Number of Plates: Motor Vehicle – 2; Minitruck/Motorcycle/Autocycle/Trailer/Mobile Home - 1

Husker message license plates allow the registered owner of a vehicle to display a message of their choice as long as the message does not conflict with or duplicate any number used or to be used on a regular license plate or an existing specialty plate and does not express, connote, or imply any obscene or objectionable words or abbreviations.

Husker numeric license plates are issued in consecutive numeric order in the order in which the applications are received.

Husker message and numeric plates are available to motor vehicles, trailers, semitrailers and cabin trailers in lieu of regular county license plates

If a new Husker message or numeric plate is registered to a vehicle in a month other than the month the vehicle's current registration expires; the Husker plate renewal fee will be required when the vehicle's registration is due.

To ensure continued ownership of the message on a Husker message plate, the registration must be kept current. No late fee is assessed for late registration renewal, however, the message selection is held for one (1) year only. Failure to renew the message plate after one year will result in the message being made available to the public.

If a Husker plate is delinquent for longer than one year, a new Application for Specialty Plate must be submitted to the Department along with the \$70.00 fee.

If a customer elects not to renew a Husker plate, they must complete a Specialty Plate Relinquishment form (refer to appendix page A-31). If the Husker plate is a set of plates, the customer may retain one plate. If the message plate is a motorcycle, autocycle, mobile home, trailer or minitruck plate, the plate must be surrendered to the county office.

Chapter 9 – License Plates – 9-21

- Husker plates may be ordered:
 - Online using at www.clickdmv.ne.gov under the Vehicle Services tab, Specialty License Plate;
 - By submitting an application either by mail or in person to the Department;
- Change of message choice, type of specialty plate, or requests for a refund will not be accepted after the application has been processed
- The specialty plate fee is due with initial application and then annually thereafter in the month the vehicle's registration is due;
- There is no limit to the number of motor vehicles, trailers, semi-trailers or cabin trailers, owned or leased by the applicant, which may be licensed with a Husker plate;
- Applicants must have a Nebraska title issued in their name, or in the event the vehicle is leased or non-resident military, the name of the applicant must appear on the registration of the vehicle;
- Husker plates do not afford the registered owner any special parking privileges;
- Commercial vehicles registered for 5 tons or over and farm trucks registered for 16 tons or over must display the appropriate tonnage sticker;
- All appropriate registration fees and taxes apply and must be paid to the county treasurer in the county where the vehicle has situs;
- The \$70.00 renewal fee is due to the Department with the initial application and to the county treasurer each time the vehicle's registration is renewed. The fees are distributed in the following manner: \$39.90 (57%) to the Highway Trust Fund [Hwy Trst Specialty (Line 21)] and \$30.10 (43%) to the DMV Cash Fund [DMV Spirit Plates (Line 15)]. Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

Total - Fee	DMV Spirit Plates Line 15	Hwy Trst Specialty Line 21
\$70.00	\$30.10	\$39.90

After the application has been approved and processed, an approval letter is sent to the applicant indicating the approved message or number assigned, the date the plates will be available at their county treasurer's office (approximately 3 to 4 weeks after the application is processed by the Department) and their county treasurer's telephone number to verify the treasurer has received the plates.

References: §60-3,127 – §60-3,129

Revised 8/2015

Chapter 9 – License Plates – 9-22

While the applicant is directed to present this letter at the time of initial registration it is not mandatory.

Current plates and registration must be surrendered when the Husker plates are registered.

If a Husker plate is lost or damaged the county treasurer in the county where the vehicle is registered must fax a request to the Department for a replacement plate.

Chapter 9 – License Plates – 9-23



Passenger

County Message Plates



Commercial

VTR Quick Reference for County Message Plates

VTR Plate Type: PM | VTR Plate Class: AY, BC, BL, BN, FX, LV, MC, MH, MT, PA, RV, SX, TC, TF, TL, XC, XF, XP, XU, XZ

Number of Plates: Motor Vehicle – 2; Minitruck/Motorcycle/Autocycle/Trailer/Mobile Home - 1

County Message plates are available to residents of counties who issue alpha/numeric license plates only. Currently these are Douglas, Lancaster, and Sarpy counties. They are issued in lieu of regular plates and may be placed on motor vehicles, trailers, semitrailers and cabin trailers.

The plates use the same design as Nebraska current plate graphic or Husker Spirit graphic.

Applicants must be a resident of the county indicated by the plate number requested - if the applicant moves from the county indicated on the license plate, they must surrender the plate;

County message plates are available in a passenger plate or commercial plate format:

- Passenger - county designation (1 – Douglas; 2 – Lancaster, 59 – Sarpy), followed by a dash (-), followed by one alpha character, one alpha/numeric character, and three numeric characters for Sarpy county or two numeric characters for Douglas and Lancaster;
- Commercial – county designation (1 – Douglas; 2 – Lancaster, 59 – Sarpy), followed by a dash (-), followed by four numeric for Sarpy county and five numeric for Douglas and Lancaster;

If a County message plate is registered to a vehicle in a month other than the month the vehicle's current registration expires; the specialty plate renewal fee will be required when the vehicle's registration is due.

To ensure continued ownership of a County message plate, the registration must be kept current. No late fee is assessed for late registration renewal, however, the county message selection is held for one (1) year only. Failure to renew the county message plate after one year will result in the message being made available to the public.

If a County message plate is delinquent for longer than one year, a new Application for Specialty Plate must be submitted to the Department along with the \$40.00 fee (regular graphic) or the \$70.00 fee (Husker graphic).

Chapter 9 – License Plates – 9-24

If a customer elects not to renew a county message plate, they must complete a Specialty Plate Relinquishment form (refer to appendix page A-31). If the county message plate is a set of plates, the customer may retain one plate. If the message plate is a motorcycle, autocycle, mobile home, trailer or minitruck plate, the plate must be surrendered to the county office.

- County Message plates may be ordered:
 - Online using at www.clickdmv.ne.gov (see page 9-11);
 - By submitting an Application for Specialty Plate (see appendix page A-30) either by mail or in person to the Department;
- Change of message choice, type of specialty plate, or requests for a refund will not be accepted after the application has been processed
- The specialty plate fee is due with initial application and then annually thereafter in the month the vehicle's registration is due;
- There is no limit to the number of motor vehicles, trailers, semi-trailers or cabin trailers, owned or leased by the applicant, which may be licensed with a County message plate;
- Applicants must have a Nebraska title issued in their name, or in the event the vehicle is leased or non-resident military, the name of the applicant must appear on the registration of the vehicle;
- County message plates do not afford the registered owner any special parking privileges;
- Commercial vehicles registered for 5 tons or over and farm trucks registered for 16 tons or over must display the appropriate tonnage sticker;
- All appropriate registration fees and taxes apply and must be paid to the county treasurer in the county where the vehicle has situs;
- Message and Husker plate fees apply to the county message plates. Refer to pages 9-20 and 9-22 for information on the fees and distribution for Message and Husker plates.

After the application has been approved and processed, an approval letter is sent to the applicant indicating the number assigned, the date the plates will be available at their county treasurer's office (approximately 3 to 4 weeks after the application is processed by the Department) and their county treasurer's telephone number to verify the treasurer has received the plates.

While the applicant is directed to present this letter at the time of initial registration it is not mandatory.

Chapter 9 – License Plates – 9-25

Current plates and registration must be surrendered when the County message plates are registered.

If a County message plate is lost or damaged the county treasurer in the county where the vehicle is registered must fax a request to the Department for a replacement plate.

Chapter 9 – License Plates – 9-26



Message

Special Interest License Plates



Numeric

VTR Quick Reference for Special Interest Plates

VTR Plate Types:

Message: SI

Numeric: SN

VTR Plate Class: PA, TC, LV

Number of Plates: Motor Vehicle – 1

A Special Interest license plate is available, in lieu of regular license plates, for a motor vehicle of any age which is being collected, preserved, restored, or maintained by the owner as a leisure pursuit and not used for general transportation of persons or cargo.

A motor vehicle registered with a Special Interest plate may be driven on the public streets and roads only for occasional transportation, public displays, parades, and related pleasure or hobby activities. A motor vehicle registered with a Special Interest plate may not be used under the same conditions as other motor vehicles and shall not be used for business or occupations or regularly for transportation to and from work.

Motorcycles and trailers are not eligible for Special Interest plates.

There is no limit to the number of eligible vehicles owned by an individual that may be registered with a Special Interest plate.

A Special Interest license plate is displayed on the back of the vehicle.

There are two types of Special Interest License Plates:

Special Interest Message Plates

\$50.00

White background - applicants are allowed to select an available message.

Special Interest Numeric Plates

\$50.00

White background - issued in consecutive order in the order applications are received. Requests for specific numbers cannot be accepted.

To apply for Special Interest License Plates a properly completed Application for Specialty Plates (refer to appendix A-30) must be submitted to the Department along with the appropriate fee.

References: §60-3,118 - §60-3,121

Chapter 9 – License Plates – 9-27

If a Special Interest plate is registered to a vehicle in a month other than the month the vehicle's current registration expires; the renewal fee will be required when the vehicle's registration is due.

To ensure continued ownership of a Special Interest plate, the registration must be kept current. No late fee is assessed for late registration renewal, however, the message or numeric/alpha selection is held for one (1) year only. Failure to renew a Special Interest plate after one year will result in the message being made available to the public.

If a Special Interest plate is delinquent for longer than one year, a new Application for Specialty Plate must be submitted to the Department along with the \$50.00 fee.

If a customer elects not to renew a Special Interest plate, they must complete a Specialty Plate Relinquishment form (refer to appendix page A-31). The plate must be surrendered to the county treasurer.

- Special Interest plates may be ordered:
 - Online using at www.clickdmv.ne.gov (see page 9-11);
 - By submitting an Application for Specialty Plate either by mail or in person to the Department;
- Change of message choice, type of specialty plate, or requests for a refund will not be accepted after the application has been processed
- The specialty plate fee is due with initial application and then annually thereafter in the month the vehicle's registration is due;
- There is no limit to the number of motor vehicles, owned or leased by the applicant, which may be licensed with a Special Interest plate;
- Applicants must have a Nebraska title issued in their name, or in the event the vehicle is leased or non-resident military, the name of the applicant must appear on the registration of the vehicle;
- Special Interest plates do not afford the registered owner any special parking privileges;
- Commercial vehicles registered for 5 tons or over and farm trucks registered for 16 tons or over must display the appropriate tonnage sticker;
- All appropriate registration fees and taxes apply and must be paid to the county treasurer in the county where the vehicle has situs;

Chapter 9 – License Plates – 9-28

- The \$50.00 fee is due to the Department with the initial application and to the county treasurer each time the vehicle's registration is renewed. \$25.00 (50%) of the fee is credited to the Highway Trust Fund [Hwy Trst Specialty (Line 21)] and \$25.00 (50%) to the DMV Cash Fund [DMV Special Interest (Line 25)]. Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

Total - Fee	DMV Special Interest Line 25	Hwy Trst Specialty Line 21
\$50.00	\$25.00	\$25.00

After the application has been approved and processed, an approval letter is sent to the applicant indicating the approved message or number assigned, the date the plates will be available at their county treasurer's office (approximately 3 to 4 weeks after the application is processed by the Department) and their county treasurer's telephone number to verify the treasurer has received the plates.

While the applicant is directed to present this letter at the time of initial registration it is not mandatory.

Current plates and registration must be surrendered when the Special Interest plates are registered.

If a Special Interest plate is lost or damaged the county treasurer in the county where the vehicle is registered must fax a request to the Department for a replacement plate.

Chapter 9 – License Plates – 9-29



Approved Organizational License Plates



VTR Quick Reference for Organizational License Plates

VTR Plate Types:

Message: OP

VTR Plate Class: AY, BC, BL, BN, FX, LV, MC, MH, MT, PA, RV,
SX, TC, TF, TL, XC, XF, XP, XU, XZ

Number of Plates: Motor Vehicle – 2; Minitruck/Motorcycle/Autocycle/Trailers/Mobile Home - 1

Organizational license plates are available to motor vehicles, trailers, semitrailers and cabin trailers in lieu of regular county license plates.

Once an organization has completed the certification process and collected the required number of applications (see page 9-32), the plates for that organization become available to any registered owner of a qualified vehicle. The applicant does not have to belong to an organization to purchase the license plates representing that organization.

There is no limit to the number of vehicles owned by an individual that may be registered with organizational license plates.

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

Applications for approved, existing organizational license plates may be submitted via the Department's online service at www.clickdmv.ne.gov (see page 9-11), or applicants may submit an Application for Approved Organizational License Plates (refer to appendix page A-32) directly to the Department at the address indicated on the application form.

The fee for an organizational plate with the initial application is \$70.00. A \$70.00 renewal fee is due each time the vehicle's registration is renewed long as the plates are retained. \$59.50 (85%) of the fee is credited to the Highway Trust Fund [Hwy Trst Specialty (line 21)] and \$10.50 (15%) is credited to the DMV Cash Fund [DMV Organization (line 24)] and is submitted monthly not later than the 25th day of the month following collection to the Nebraska State Treasurer through their County Documents website at: <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

Total - Fee	DMV Organization Line 21	Hwy Trst Specialty Line 21
\$70.00	\$10.50	\$59.50

References: §60-3,104.01, §60-3,104.02

Chapter 9 – License Plates – 9-30

The Department will assign the plate number (an alpha numeric combination) at the time of application (there is no customer chosen message option available for these license plates).

All organizational license plates will be delivered to the county treasurer of the county in which the motor vehicle, trailer, semitrailer, or cabin trailer is registered.

After the application has been approved and processed, an approval letter is sent to the applicant indicating the number assigned, the date the plates will be available at their county treasurer's office (approximately 3 to 4 weeks after the application is processed by the Department) and their county treasurer's telephone number to verify the treasurer has received the plates.

While the applicant is directed to present this letter at the time of initial registration it is not mandatory.

Current plates and registration must be surrendered when the organizational plates are registered. Additional fees for production of the license plates and new registration will be charged by the County Treasurer.

For information about how an organization may make application for creation of an Organizational specialty plate, refer to page 9-32.

Chapter 9 – License Plates – 9-31



Requirements for Certification of an Organization



An organization may make application for creation of a specialty plate representing that organization if they meet all of the following requirements:

- The organization is a nonprofit corporation or a group of nonprofit corporations with a common purpose.
- The primary activity or purpose of the organization serves the community, contributes to the welfare of others, and is not offensive or discriminatory in its purpose, nature, activity, or name.
- The name and purpose of the organization does not promote any specific product or brand name that is on a product provided for sale.
- The organization is authorized to use any name, logo, or graphic design suggested for the design of the plate.
- No infringement or violation of any property right will result from the use of such name, logo, or graphic design.
- The organization will hold harmless the State of Nebraska and its employees and agents for any liability that may result from any infringement or violation of property right based on the use of such name, logo, or graphic design.

Upon receipt of an application the Department will send an acknowledgment and request any additional information that may be required.

Certification or denial of an application occurs on a quarterly basis (March, June, September, and December).

After the application has been certified the organization must submit:

- 500 prepaid applications from individuals for that organization's license plate design;
- one form of payment for the total amount due of \$35,000 (\$70 per application).

Once the 500 prepaid applications and payment are received, the Department will begin production of the specialty plate design for that organization.

The 500 applications are processed and approval letters are sent to the applicants indicating when their plates may be picked up at their County Treasurer's office for registration to their vehicle.

Application for that organization's plate is then opened to the public.

A suggested design for the plate must be submitted with the organization's application, or at least 8 weeks prior to submitting the 500 prepaid applications.

References: §60-3,126

Revised 8/2015



Amateur Radio License Plates

VTR Quick Reference for Amateur Radio Plates

VTR Plate Type: | VTR Plate Class: FX, LV, MC, MH, MT, PA, RV, SX, TC, TF, XC, XF, AM, PL | XP, XU, XZ
Number of Plates: Motor Vehicle – 2; Minitruck/Motorcycle/Trailers/Mobile Home - 1

Amateur radio plates are available to any person who holds an unrevoked and unexpired Amateur Radio Station License issued by the Federal Communications Commission (FCC). The plates are issued by the Department in lieu of regular plates and are inscribed with the applicant's official amateur radio call letters.

Amateur radio call letters are assigned by the FCC and consist of four to six characters. The first character of any call sign must be an A, K, N, or W. All call signs contain one character that is a number ranging from 1 to 9. The first O in a call sign will contain a slant (/) which indicates the number 10, UNLESS the call sign already includes another numeric character. If another number is present in the call sign, the O indicates that alpha letter O and the slash will not appear.

To apply for amateur radio plates, a properly completed Application for Amateur Radio License Plate (refer to appendix page A-33), along with a copy of the applicant's unrevoked and unexpired amateur radio station license (FCC Form 660, refer to appendix page A-34), must be submitted to the Department for approval and processing.

- Amateur radio plates may be placed on a motor vehicle, motorcycle, auticycle, trailer, semi-trailer or cabin trailer owned by the applicant. Only one vehicle or trailer owned or leased by the applicant may be registered with an amateur radio plate at one time;
- Applicants must have a Nebraska certificate of title issued in their name on the vehicle or, in the event the vehicle is leased or non-resident military, the applicant must be the registered owner of the vehicle;
- Amateur radio plates must be renewed annually. Proof of the applicant's unrevoked and unexpired amateur radio station license in the form of a valid FCC Form 660 is required each time the plate is renewed;
- Commercial vehicles not for hire registered for 5 tons or over and farm trucks registered for 16 tons or over must display the appropriate tonnage sticker;

References: §60-3,126

Revised 8/2015

Chapter 9 – License Plates – 9-33

- Amateur radio plates do not afford the registered owner any special parking privileges;
- All appropriate registration fees and taxes apply and must be paid to the county treasurer in the county where the applicant resides;

After the application has been approved and processed, an approval letter is sent to the applicant indicating the number assigned, the date the plates will be available at their county treasurer's office (approximately 3 to 4 weeks after the application is processed by the Department) and their county treasurer's telephone number to verify the treasurer has received the plates.

While the applicant is directed to present this letter at the time of initial registration it is not mandatory.

Current plates and registration must be surrendered when the Amateur Radio plates are registered.

Along with the additional fees collected each time a registration is issued (refer to Fees in Addition to Registration Fee, page 5-2) the following fees are assessed with issuance of the plates:

An additional \$5.00 fee is due when the plates are first registered and each time they are renewed. This fee is credited to the Highway Trust Fund [Hiway Trust Mt. Veh. Registration (Line 10)] and is submitted monthly not later than the 25th day of the month following collection to the Nebraska State Treasurer through their County Documents website at: <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

Chapter 9 – License Plates – 9-34



Gold Star Family License Plates



VTR Quick Reference for Gold Star Family License Plates

VTR Plate Types:

Message: GK

Numeric: GL

VTR Plate Class: BC, BL, BN, FX, LV, MC, MH, MT, PA, RV, SX, SX, TC, TF, TL, XC, XF, XP, XU, XZ

Number of Plates: Motor Vehicle – 2; Minitruck/Motorcycle/Trailers/Mobile Home - 1

Gold Star Family License plates are available to families of persons who have died while serving in good standing on active duty in the military service of the United States.

Gold Star Family License Plates are issued in lieu of regular plates and may be placed on motor vehicles, motorcycles, trailers, semitrailers and cabin trailers.

To be eligible for Gold Star Family plates the applicant must be:

- A surviving spouse - whether remarried or not
- An ancestor - including a stepparent
- A descendent - including a stepchild
- A foster parent or a person *in loco parentis* (refer to Definitions page 1-3)
- A sibling

There are two types of Gold Star Family License Plates:

Gold Star Message Plates \$40.00

Gold Star graphic - applicants are allowed to select an available message up to five characters.

Gold Star Numeric Plates \$5.00

Gold Star graphic - issued in consecutive numeric order in the order applications are received. Requests for specific numbers cannot be accepted.

To apply for Gold Star Family License Plates a properly completed Application for Gold Star Family License Plate (refer to appendix A-35) must be submitted to the Department along with the appropriate fee.

Total - Fee	DMV Gold Star Line 23	Vet Cemetery Fund Line 22
\$ 5.00	N/A	\$ 5.00
\$40.00	\$10.00	\$30.00

References: §60-3,122.01, §60-3,122.02

Revised 7/2014

Chapter 9 – License Plates – 9-35

The application must include the applicant's signature. This is required as an affirmation that the applicant is eligible for the plates. Applications received without a signature cannot be processed and will be returned.

- Gold Star plates may **not** be ordered online because the applicant's signature affirming eligibility is required before the application can be approved and processed.
- Change of message choice, type of specialty plate, or requests for a refund will not be accepted after the application has been processed.
- The specialty plate fee is due with initial application and then annually thereafter in the month the vehicle's registration is due;
- There is no limit to the number of motor vehicles, trailers, semi-trailers or cabin trailers, owned or leased by the applicant, which may be licensed with a Gold Star Family plate;
- Applicants must have a Nebraska title issued in their name, or in the event the vehicle is leased or non-resident military, the name of the applicant must appear on the registration of the vehicle;
- Gold Star plates do not afford the registered owner any special parking privileges;
- Commercial vehicles registered for 5 tons or over and farm trucks registered for 16 tons or over must display the appropriate tonnage sticker;
- All appropriate registration fees and taxes apply and must be paid to the county treasurer in the county where the vehicle has situs;
- The \$5.00 fee for Gold Star Family Numeric plates is due to the Department when the plates are first ordered and to the county treasurer each time they are renewed. This fee is credited to the Vet Cemetery Fund (Line 22).
- The \$40.00 fee for the Gold Star Family Message plate is due to the Department when the plates are first ordered and to the county treasurer each time they are renewed.

\$30.00 (75%) of the fee is credited to the Nebraska Veteran Cemetery System Operation Fund [Vet Cemetery Fund (Line 22)] and \$10.00 (25%) is credited to DMV Cash Fund [DMV Gold Star (Line 23)]. These fees are submitted monthly not later than the 25th day of the month following collection to the Nebraska State Treasurer through their County Documents website at: <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

Chapter 9 – License Plates – 9-36

After the application has been approved and processed, an approval letter is sent to the applicant indicating the approved message or number assigned, the date the plates will be available at their county treasurer's office (approximately 3 to 4 weeks after the application is processed by the Department) and their county treasurer's telephone number to verify the treasurer has received the plates.

While the applicant is directed to present this letter at the time of initial registration it is not mandatory.

Current plates and registration must be surrendered when the Gold Star Family plates are registered.

A Gold Star Family plate may be transferred to a different vehicle registered by the applicant.



Purple Heart License Plates

VTR Quick Reference for Purple Heart Plates

VTR Plate Type: PT | VTR Plate Class: FX, LV, MC, MH, MT, PA, RV, SX, TC, TF,
XF, XP, XU, XZ

Number of Plates: Motor Vehicle – 2; Minitruck/Motorcycle/Trailer/Mobile Home - 1

Purple Heart License Plates are available to any person who has received an award of a Purple Heart from the Federal government.

Purple Heart License plates are issued in lieu of regular plates and may be placed on motor vehicles, motorcycles, trailers, semitrailers and cabin trailers.

To apply for Purple Heart license plates, a properly completed Application for Purple Heart License Plates (refer to appendix A-36) must be submitted to the Department for approval and processing.

- There is no limit to the number of motor vehicles, trailers, semi-trailers or cabin trailers, owned or leased by the applicant, which may be licensed with a Purple Heart plate;
- Applicants must have a Nebraska Certificate of Title issued in their name, or in the event the vehicle is leased or non-resident military, the name of the applicant must appear on the registration of the vehicle;
- Purple Heart license plates do not afford the registered owner any special parking privileges;
- Commercial vehicles registered for 5 tons or over and farm trucks registered for 16 tons or over must display the appropriate tonnage sticker;
- Purple Heart license plates must be renewed annually;
- All appropriate registration fees and taxes apply and must be paid to the county treasurer in the county where the vehicle has situs;

After the application has been approved and processed, an approval letter is sent to the applicant indicating the number assigned, the date the plates will be available at their county treasurer's office (approximately 3 to 4 weeks after the application is processed by the Department) and their county treasurer's telephone number to verify the treasurer has received the plates.

Chapter 9 – License Plates – 9-38

While the applicant is directed to present this letter at the time of initial registration it is not mandatory.

If Purple Heart license plates are lost, stolen or mutilated, the county treasurer will submit a request to the Department for replacement plates. The replacement plates are issued to the registered owner of the plates at no charge.

Chapter 9 – License Plates – 9-39



Disabled American Veteran License Plates (DAV)

VTR Quick Reference for DAV Plates

VTR Plate Type: **DV** | VTR Plate Class: FX, LV, MC, MH, MT, PA, RV, SX, TC, TF, XF, XP, XU, XZ

Number of Plates: Motor Vehicle – 2; Minitruck/Motorcycle/Trailer/Mobile Home - 1

Disabled American Veteran license plates are available to any person in Nebraska who is a veteran of the United States Armed Forces and was discharged, or otherwise separated, with a characterization of honorable or general (under honorable conditions) and is classified by the United States Department of Veterans Affairs with a disability that is one hundred percent (100%) service-connected.

A disability that is one hundred percent service-connected does not mean that the applicant must be one hundred percent disabled. It means that to be eligible for DAV plates the applicant's disability must be one hundred percent connected to their service in the armed forces.

To apply for a DAV plate, a properly completed Application for Disabled American Veteran License Plates (refer to appendix A-37) must be submitted to the Department for approval and processing.

- There is no limit to the number of motor vehicles, trailers, semi-trailers or cabin trailers, owned or leased by the applicant, which may be licensed with a DAV plate;
- Applicants must have a Nebraska certificate of title issued in their name or, in the event the vehicle is leased or non-resident military, the name of the applicant must appear on the registration of the vehicle;
- DAV plates do not afford the registered owner any special parking privileges (the requirements for handicap parking are more stringent than those for the DAV plate);
- Commercial vehicles registered for 5 tons or over and farm trucks registered for 16 tons or over must display the appropriate tonnage sticker;
- DAV plates must be renewed annually;
- All appropriate registration fees and taxes apply and must be paid to the county treasurer in the county where the vehicle has situs;

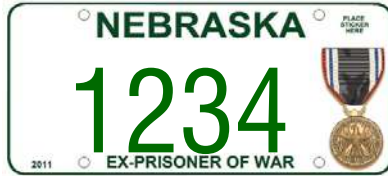
Chapter 9 – License Plates – 9-40

After the application has been approved and processed, an approval letter is sent to the applicant indicating the number assigned, the date the plates will be available at their county treasurer's office (approximately 3 to 4 weeks after the application is processed by the Department) and their county treasurer's telephone number to verify the treasurer has received the plates.

While the applicant is directed to present this letter at the time of initial registration it is not mandatory.

If DAV plates are lost, stolen or mutilated, the owner of the plates must make application to the county treasurer for replacement plates. The lost plate fee is applicable for DAV plates.

Approval of an Application for Disabled Veteran License Plate is not related to the disabled veteran motor vehicle tax exemption. For information regarding the disabled/blind veteran motor vehicle tax exemption, refer to page 6-10.



Ex-Prisoner of War (EX-POW) License Plates

VTR Quick Reference for Ex-POW Plates

VTR Plate Type: PW | VTR Plate Class: FX, LV, MC, MH, MT, PA, RV, SX, TC, TF,
XF, XP, XU, XZ

Number of Plates: Motor Vehicle – 2; Minitruck/Motorcycle/Trailer/Mobile Home - 1

Ex-Prisoner of War License Plates are available to any person who was discharged, or otherwise separated, with a characterization of honorable from, or who is currently serving in the United States Armed Forces and was captured and incarcerated by an enemy of the United States during a period of conflict with that enemy.

Ex-Prisoner of War license plates are issued in lieu of regular plates and may be placed on motor vehicles, motorcycles, trailers, semitrailers and cabin trailers.

To apply for Ex-POW license plates, a properly completed Application for Ex-Prisoner of War License Plate (refer to appendix A-38) must be submitted to the Department for approval and processing.

- There is no limit to the number of motor vehicles, trailers, semi-trailers or cabin trailers, owned or leased by the applicant, which may be licensed with an Ex-POW plate;
- Applicants must have a Nebraska Certificate of Title issued in their name, or in the event the vehicle is leased or non-resident military, the name of the applicant must appear on the registration of the vehicle;
- Ex-POW license plates do not afford the registered owner any special parking privileges;
- Commercial vehicles registered for 5 tons or over and farm trucks registered for 16 tons or over must display the appropriate tonnage sticker;
- Ex-POW license plates must be renewed annually;
- All appropriate registration fees and taxes apply and must be paid to the county treasurer in the county where the vehicle has situs;

Chapter 9 – License Plates – 9-42

After the application has been approved and processed, an approval letter is sent to the applicant indicating the number assigned, the date the plates will be available at their county treasurer's office (approximately 3 to 4 weeks after the application is processed by the Department) and their county treasurer's telephone number to verify the treasurer has received the plates.

While the applicant is directed to present this letter at the time of initial registration it is not mandatory.

If Ex-POW license plates are lost, stolen or mutilated, the owner of the plates must make application to the county treasurer for replacement plates. The replacement plates are issued to the registered owner of the plates at no charge.

Chapter 9 – License Plates – 9-43



Pearl Harbor Survivor License Plates

VTR Quick Reference for Pearl Harbor Survivor Plates

VTR Plate Type: PH | VTR Plate Class: FX, LV, MC, MH, MT, PA, RV, SX, TC, TF, XF, XP, XU, XZ

Number of Plates: Motor Vehicle – 2; Minitruck/Motorcycle/Trailer/Mobile Home - 1

Pearl Harbor Survivor license plates are available to any person who is a survivor of the Japanese attack on Pearl Harbor and meets the following requirements:

- a member of the United States Armed Forces on December 7, 1941;
- was on station on December 7, 1941, during the hours of 7:55 a.m. to 9:45 a.m. Hawaii time in Pearl Harbor, the island of Oahu, or offshore at a distance not to exceed three miles;
- was discharged or otherwise separated with a characterization of honorable from the United State Armed Forces; and
- hold a current membership in the Nebraska Chapter of the Pearl Harbor survivors Association.

Pearl Harbor Survivor license plates are issued in lieu of regular plates and may be placed on motor vehicles, motorcycles, trailers, semitrailers and cabin trailers.

The Application for Pearl Harbor Survivor License Plates (refer to appendix A-39) must first be submitted to the Nebraska Chapter of the Pearl Harbor Survivors Association for verification that the applicant is eligible for the plates. The application is then forwarded to the Department for final approval and processing.

- There is no limit to the number of motor vehicles, trailers, semi-trailers or cabin trailers, owned or leased by the applicant, which may be licensed with a Pearl Harbor Survivor plate;
- Applicants must have a Nebraska Certificate of Title issued in their name, or in the event the vehicle is leased, the name of the applicant must appear on the registration of the vehicle;
- Pearl Harbor Survivor license plates do not afford the registered owner any special parking privileges;
- Commercial vehicles registered for 5 tons or over and farm trucks registered for 16 tons or over must display the appropriate tonnage sticker;
- Pearl Harbor Survivor license plates must be renewed annually;

References: §60-3,122

Revised 8/2015

Chapter 9 – License Plates – 9-44

- All appropriate registration fees and taxes apply and must be paid to the county treasurer in the county where the vehicle has situs;

After the application has been approved and processed, an approval letter is sent to the applicant indicating the number assigned, the date the plates will be available at their county treasurer's office (approximately 3 to 4 weeks after the application is processed by the Department) and their county treasurer's telephone number to verify the treasurer has received the plates.

While the applicant is directed to present this letter at the time of initial registration it is not mandatory.

If Pearl Harbor Survivor plates are lost, stolen or mutilated, the owner of the plates must make application to the county treasurer for replacement plates. The replacement plates are issued to the registered owner of the plates at no charge.

SAMPLE

Sample License Plates

Samples of the currently issued Nebraska license plates are available through the Department. A Sample plate displays the design of a regular plate and has the word “SAMPLE” inscribed on it.

The fee is \$5.00 per plate for requests from anywhere in the United States and \$10.00 per plate if the plate is to be mailed outside of the United States. All fees must be in United States currency in cash, check or money order.

Sample plates may be purchased in person through the Department in Lincoln, or may be requested by mail with a written request sent, along with the appropriate fee, to:

Nebraska Department of Motor Vehicles
Driver and Vehicle Records Division
301 Centennial Mall South
PO Box 94789
Lincoln, NE 68509-4789

Chapter 9 – License Plates – 9-46



Boat Dealer Trailer Plates

VTR Quick Reference for Boat Dealer Trailer Plates

VTR Plate Type: BD | VTR Plate Class: BD | Number of Plates: 1

The Department issues Boat Dealer Trailer plates to boat dealers in Nebraska for use on trailers that are required to be registered in lieu of registering. They are issued for the boat dealer to use when transporting a boat that is part of their inventory.

To obtain a boat dealer trailer plate an Application for Boat Dealer Trailer License Plates (refer to appendix A-40) must be submitted to the Department along with the appropriate fee. Applications may be submitted to the Department by mail or in person.

Fees – Boat Dealer Trailer Plates

	Total	County Fund	DMV/Registration	Recreation Road	Hiway Trust Mt. Veh. Registration	Hiway Trust Lic. Plate Fee	EMS Fund
Deposit Document Line #			5	9	10	11	18
New	\$ 17.30	N/A	\$2.00	\$1.50	\$ 10.00	\$3.30	\$.50
Renewal	\$ 14.00	N/A	\$2.00	\$1.50	\$ 10.00		\$.50
Lost							
Plate	\$ 9.80	N/A	\$2.00	\$1.50	\$2.50	\$3.30	\$.50
Registration	\$ 5.00	N/A	\$2.00	\$1.50	\$1.00		\$.50

Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

Once the application has been verified and processed the applicant is issued a registration, plate and validation decal. There is no limit to the number of plates an applicant may request.

Boat dealer trailer plates are issued for a calendar year and expire in December of the year of issuance. The Department sends renewal notices to boat dealer trailer plate holders in November of each year.

To renew a boat dealer trailer plate the applicant must submit the renewal postcard and the appropriate fee to the Department. If the applicant will be applying for new plates in addition to renewing existing plates they will need to submit an Application for Boat Dealer Trailer Plates indicating the plates they are renewing along with the new plates requested and include the appropriate fee.

References: §60-312, 60-379, §60-3,157

Revised 12/2014

Chapter 9 – License Plates – 9-47

Boat dealer trailer plates are placed on the rear of the trailer and may be used only for transporting a boat that is part of the dealer’s inventory.

VTR

Boat dealer trailer plates are processed by the Department.

State of Nebraska - Vehicle Registration				E 0000000		State of Nebraska - Registration Receipt	
MOTOR VEHICLE DEPT. 301 CENTENNIAL MALL.				2013022107524865 2013022107524810		Renew online at: www.clickdmv.ne.gov	
Plate Number	Type/Class	Series Year	Tax Flag	Reg Weight	Tax District		Tax & Fee Summary
88	BD BD	11			2012		REG. FEE 13.50 PLATE FEE 3.30
Reg Number	Reg Type	Reg Date	Exp Date		Make	Year	
201300884	NR	2/21/2013	DEC 2013			00	
V.I.N.	Title Number		Total Paid		Model		
			16.80		BOAT DEALER PLATE		
Vehicle Info					Style		
0000							
BOAT DEALER PLATE					V.I.N.		
Owner Info					Reg Date		
MIDWEST BOATS					2/21/2013		
1800 LAKE DR					Exp Date		
LINCOLN NE 68502					DEC 2013		
JTG							
REMARKS				2/21/2013	69438		Total Paid 16.80
An automobile liability policy or proof of financial responsibility is required in Nebraska. By paying the required registration fees, every person whose name appears on the registration of the motor vehicle certifies that a current and effective automobile liability policy or proof of financial responsibility will be maintained for the motor vehicle at the time of registration and while the motor vehicle is operated on a public highway of the state and that he or she will also provide a current and effective automobile liability policy evidence of insurance, or proof of financial responsibility for the motor vehicle upon demand.				Requests for refunds or credits of fees upon loss of possession or transfers of ownership of motor vehicle must be made within sixty days from the date of the loss or transfer.			

Example of a Boat Dealer Plate Registration

Chapter 9 – License Plates – 9-48



Film Vehicle Plates



VTR Quick Reference for Film Vehicle Plates

VTR Plate Type: FV | VTR Plate Class: FV | Number of Plates: Motor Vehicle – 2; Trailer -1

A film vehicle is any motor vehicle or trailer used exclusively by a non-resident production company temporarily on location in Nebraska producing a feature film, television commercial, documentary, or industrial or educational videotape production.

Film vehicles may be operated within the State of Nebraska for up to one year without registering the vehicle in this state. Once the vehicle has been located within the State for a one-year period it is required to be registered.

The Department, subject to approval of the Department of Economic Development, issues film vehicle plates and registrations.

To apply for film vehicle plates, the applicant must submit the following:

- a completed Application for Film Vehicle License Plates (refer to appendix A-41);
- written approval from the Department of Economic Development;
- a copy of the vehicle's out-of-state registration;
- proof of insurance indicating applicant's insurance meets Nebraska's minimum requirements (see page 2-5) - proof is required at the time of initial application and at renewal.

Fees – Film Vehicle Plates

	Total	County Fund	DMV/Registration	Recreation Road	Hwy Trust Mt. Veh. Registration	Hiway Trust Lic. Plate Fee	EMS Fund
Deposit Document Line #			5	9	10	11	18
16,000 GVW & less	\$ 60.60	N/A	\$2.00	\$1.50	\$ 50.00	\$6.60	\$.50
16,001 GVW & over	\$160.60	N/A	\$2.00	\$1.50	\$150.00	\$6.60	\$.50
Renewal (max 3 mo.)	\$ 29.00	N/A	\$2.00	\$1.50	\$ 25.00		\$.50
Lost							
Plate – Truck	\$ 13.10	N/A	\$2.00	\$1.50	\$2.50	\$6.60	\$.50
Plate – Trailer	\$ 9.80	N/A	\$2.00	\$1.50	\$2.50	\$3.30	\$.50
Registration	\$ 5.00	N/A	\$2.00	\$1.50	\$1.00		\$.50

Once application is approved, the applicant is issued appropriate registration, plates and validation decals.

References: §60-327, §60-383, §60-3,157

Revised 8/2015


Chapter 9 – License Plates – 9-49

Initial plates and registration are valid for six (6) months from the date of issuance. Film vehicle plates and registration may be renewed one time for a period not to exceed three (3) months.

Requests from companies or individuals for Nebraska license plates to be placed on motor vehicles or trailers that will appear on film should be directed to the Department.

VTR

Film Vehicle plates are processed by the Department.

State of Nebraska - Vehicle Registration E 0000000					State of Nebraska - Registration Receipt		Tax & Fee Summary	
RHONDA LAHM					2013050710061450 2013050710061444		Renew online at: www.clickdmv.ne.gov	
Plate Number 40	Type/Class FV FV	Series Year 11	Tax Flag Ex	Reg Weight 80,000	Tax District 2012		REG. FEE	153.50
Reg Number 20130141	Reg Type NR	Reg Date 5/07/2013	Exp Date NOV 2013	Total Paid 160.10	Make KENWORTH	Year 90	PLATE FEE	6.60
V.I.N. 1XKEDB9X8LJ378091	Title Number				Model COE K100E			
Vehicle Info 1990 KENWORTH		DIESEL	TRACTOR TRUCK		Style TRACTOR TRUCK			
Owner Info PARAMOUNT PICTURES 100 MAIN ST NORFOLK NE 68701					V.I.N. 1XKEDB9X8LJ378091			
REMARKS JTG				5/07/2013	Reg Date 5/07/2013	Exp Date NOV 2013		
					5976			Total Paid 160.10
An automobile liability policy or proof of financial responsibility is required at the time of registration and while the motor vehicle is operated on a public highway located in Nebraska.					Requests for refunds or credits of fees upon loss of possession or transfers of ownership of motor vehicle must be made within sixty days from the date of the loss or transfer.			
								

Example of a Film Vehicle Registration

Chapter 9 – License Plates – 9-50



Repossession Plates

VTR Quick Reference for Repossession Plates

VTR Plate Type: RE | VTR Plate Class: RE | Number of Plates: Motor Vehicle – 1; Trailer – 1

The Department issues Repossession Plates to finance companies licensed to do business in Nebraska.

To obtain repossession plates an Application for Repossession Plates (see appendix A-42 for example) must be obtained from and submitted to the Motor Vehicle Industry Licensing Board at the following address:

Motor Vehicle Industry Licensing Board
301 Centennial Mall South
PO Box 94697
Lincoln, NE 68509
(402) 471-2148

After the Motor Vehicle Industry Licensing Board has approved the application the applicant then submits the application to the Department along with the appropriate fee. Applications may be submitted to the Department by mail or in person.

Fees – Repossession Plates

	Total	County Fund	DMV/Registration	Recreation Road	Hiway Trust Mt. Veh. Registration	Hiway Trust Lic. Plate Fee	EMS Fund
Deposit Document Line #			5	9	10	11	18
New	\$ 17.30	N/A	\$2.00	\$1.50	\$10.00	\$3.30	\$.50
Renewal	\$ 14.00	N/A	\$2.00	\$1.50	\$10.00	N/A	\$.50
Lost							
Plates	\$9.80	N/A	\$2.00	\$1.50	\$2.50	3.30	\$.50
Registration	\$5.00	N/A	\$2.00	\$1.50	\$1.00	N/A	\$.50

Plate fee is applicable upon first issuance of a plate and registration, when requesting a replacement plate, and in a year when new plates are issued.

Once the application has been verified and processed the applicant is issued a registration, plate and validation decal. There is no limit to the number of plates an applicant may request.

Repossession plates are issued for a calendar year and expire in December to be valid for no more than twelve (12) months.

References: §60-375

Chapter 9 – License Plates – 9-51

To renew repossession plate the applicant follows the same procedure as in the initial application process.

Repossession plates are placed on the rear of a repossessed motor vehicle or trailer and may only be used for operating or towing motor vehicles or trailers for the purpose of repossession, demonstration and disposal. The registration must be displayed upon demand for any motor vehicle or trailer being operated or towed with a repossession plate.

VTR

Repossession plates are processed by the Department.

State of Nebraska - Vehicle Registration E 0591991				State of Nebraska - Registration Receipt			
MOTOR VEHICLE DEPT. 301 CENTENNIAL MALL				2013022107584303 2013022107584291		Renew online at: www.clickdmv.ne.gov	
Plate Number	Type/Class	Series Year	Tax Flag	Reg Weight	Tax District		Tax & Fee Summary
73	RE RE	11			2012		REG. FEE 13.50 PLATE FEE 3.30
Reg Number 201300885	Reg Type NR	Reg Date 2/21/2013		Exp Date DEC 2013	Make	Year 00	
V.I.N.	Title Number			Total Paid 16.80	Model REPOSSESSION PLATE		
Vehicle Info 0000 REPOSSESSION PLATE					Style		
Owner Info FIRST BANK OF THE MIDWEST 360 MAIN ST LINCOLN NE 68501					V.I.N.		
					Reg Date 2/21/2013		
					Exp Date DEC 2013		
JTG					69439		
REMARKS				2/21/2013			Total Paid 16.80
An automobile liability policy or proof of financial responsibility is required in Nebraska. By paying the required registration fees, every person whose name appears on the registration of the motor vehicle certifies that a current and effective automobile liability policy or proof of financial responsibility will be maintained for the motor vehicle at the time of registration and while the motor vehicle is operated on a public highway of the state and that he or she will also provide a current and effective automobile liability policy evidence of insurance, or proof of financial responsibility for the motor vehicle upon demand.					Requests for refunds or credits of fees upon loss of possession or transfers of ownership of motor vehicle must be made within sixty days from the date of the loss or transfer.		

Example of Repossession Registration



Transporter Plates

VTR Quick Reference for Transporter Plates

VTR Plate Type: TA | VTR Plate Class: TA | Number of Plates: 1

The Department issues a Transporter Plate to qualified transporters, persons, firms, corporations and businesses. There are two types of transporter plates.

Type I: A transporter (see definition on page 1-7) doing business in this state and engaged in the business of transporting motor vehicles or trailers not owned by them solely for the purpose of delivery.

Type II: Any person, firm, or corporation in this state engaged in the business of equipping, modifying, repairing, or detailing motor vehicles or trailers which are not registered and which are not owned by that person, firm, or corporation.

To obtain a transporter plate a properly completed Application for Transporter Plate (see appendix A-43) must be submitted to the Department along with the appropriate fee. Applications may be submitted to the Department by mail or in person.

The applicant is required to provide verification of their business in the form of:

- Business and Individual:
 - In-state: The ID Number assigned to them by the Nebraska Department of Revenue.
 - A copy of their business registry with a Secretary of State’s office or similar document.
 - Other documentation as may be required by the Department to establish legitimacy of the business.

Fees – Transporter Plates

	Total	County Fund	DMV/Registration	Recreation Road	Hiway Trust Mt. Veh. Registration	Hiway Trust Lic. Plate Fee	EMS Fund
Deposit Document Line #			5	9	10	11	18
Type I - NEW	\$17.30	N/A	\$2.00	\$1.50	\$10.00	3.30	\$.50
Type I - RENEWAL	\$14.00	N/A	\$2.00	\$1.50	\$10.00	N/A	\$.50
Type II - NEW	\$37.30	N/A	\$2.00	\$1.50	\$30.00	3.30	\$.50
Type II - RENEWAL	\$34.00	N/A	\$2.00	\$1.50	\$30.00	N/A	\$.50
Lost:							
Plates	\$9.80	N/A	\$2.00	\$1.50	\$2.50	3.30	\$.50
Registration	\$5.00	N/A	\$2.00	\$1.50	\$1.00	N/A	\$.50

References: §60-355, §60-377, §60-378

Revised 12/2014

Chapter 9 – License Plates – 9-53

Once the application has been verified and processed the applicant is issued the registration, plate and a validation decal. There is no limit to the number of plates an applicant may request.

Transporter plates are issued for one calendar year and expire in December of the year of issuance. The Department sends renewal notices to transporter plate holders in November each year.

To renew a transporter plate the applicant must submit the renewal postcard and the appropriate fee to the Department. If the applicant will be applying for new plates in addition to renewing existing plates they will need to submit an Application for Transporter Plates indicating the plates they are renewing along with the new plates requested and include the appropriate fee.

The transporter plate registrant is required to keep a record of each motor vehicle or trailer transported by him or her for a period of six (6) years and to make such record available to the Department upon demand.

Transporter plates may only be used for transporting vehicles that fall into one of the types indicated. Plates are to be displayed on the front of the driven vehicle for a truck/trailer combination, on the front of a vehicle driven alone, and on the rear of a trailer being towed.

VTR

Transporter plates are processed by the Department.

State of Nebraska - Vehicle Registration E 0591992				State of Nebraska - Registration Receipt			
MOTOR VEHICLE DEPT. 301 CENTENNIAL MALL				2013022108042566 2013022108042560 Renew online at: www.clickdmv.ne.gov			
Plate Number		Type/Class	Series Year	Tax Flag	Reg Weight	Tax & Fee Summary	
2270		TA TA	11			REG. FEE	13.50
Reg Number		Reg Type	Reg Date	Exp Date		PLATE FEE	3.30
201300886		NR	2/21/2013	DEC 2013			
V.I.N.		Title Number		Total Paid			
				16.80			
Vehicle Info				Tax District			
0000				2012			
TRANSPORTER PLATE				Make			
				Year			
				00			
				Model			
				TRANSPORTER PLATE			
				Style			
				V.I.N.			
				Reg Date			
				2/21/2013			
				Exp Date			
				DEC 2013			
				69440			
JTG						Total Paid	16.80
REMARKS				2/21/2013			
An automobile liability policy or proof of financial responsibility is required in Nebraska. By paying the required registration fees, every person whose name appears on the registration of the motor vehicle certifies that a current and effective automobile liability policy or proof of financial responsibility will be maintained for the motor vehicle at the time of registration and while the motor vehicle is operated on a public highway of the state and that he or she will also provide a current and effective automobile liability policy evidence of insurance, or proof of financial responsibility for the motor vehicle upon demand.				Requests for refunds or credits of fees upon loss of possession or transfers of ownership of motor vehicle must be made within sixty days from the date of the loss or transfer.			

Example of Transporter Registration

References: §60-355, §60-377, §60-378

Revised 12/2014

Undercover License Plates

Undercover license plates may be issued to law enforcement agencies and other entities authorized by statute. Their use is restricted to legitimate criminal investigatory purposes **only**.

Undercover plates may **not** be used on personally owned vehicles or for personal use of a government-owned vehicle.

Eligible entities must contact the Department to obtain the required application form. Applications are two part forms with specific control numbers and must be submitted in their original form. Photocopied or reprinted application forms are not acceptable.

Properly completed applications must be submitted, along with proper payment, to the Department for final approval and issuance of the plates.

Confidentiality Notice

All records and information related to undercover license plates is **strictly confidential** and **cannot be released under any circumstances**.

All requests for information related to undercover license plates should be directed to the Department.

Ordering License Plates

The initial supply of license plates for each county in a new plate series year is ordered by the Department. The number of plates ordered for each county is determined by the number of plates registered in that county in the previous registration period and then adding 10% to that number to allow for the normal increase in registrations each year.

Plate Inventory Status
A – Available
D – Damaged
I – Issued
L – Lost
N – Not Returned
R – Returned
S – Saved (Reserved)

Currently registered specialty plates are included in the new plate series year plates that are ordered. The specialty plates are ordered on a quarterly basis.

Specialty plate orders from new applications are processed by the Department on a weekly basis.

A County Specialty Plate Order report that lists all specialty plates ordered for a specific county is generated and sent to each county via a process on the AS400 (if not printed the report is system deleted one week after receipt). One user id in each county is designated as the recipient of the report. This user has the option of either manually locating and printing the report on a weekly basis or managing the settings that will allow for automatic print to your report printer.

- To manually locate and print the report the owner of the user id where the report is directed selects option 80 Change Default Printer from the AS/400 Main Menu and notes the printer name (may be PRT01 or something similar), press F12 to Cancel. Then from the AS/400 Main Menu select option 20 AS/400 System Operations, then select option 3 Work with Printer Output. Page down through the list of queues until you locate the printer name noted above (PRT01, etc.). Place a number 5 in front of the appropriate queue then page down until you locate the report named SPSCNTYXX (xx=county number), place a number 2 in front of the report, enter, and key in the printer address, press enter.
- To set the report up to automatically print when received the owner of the user id where the report is directed selects option 80 Change Default Printer, types the printer address in the Printer Name field and presses enter. The printer address field may need to be updated with a change to the report printer.
- The user id that the report is directed to may need to be updated with change of staff, etc. Contact the DMV Help Desk to request changes to the recipient of the report or to inform the Department of issues receiving the report.

After the initial supply of plates is received, counties must monitor the number of plates in their inventory to assure they have a sufficient number of each plate type to properly register motor vehicles and trailers as required.

Chapter 9 – License Plates – 9-56

When inventory for a plate type needs to be replenished, additional plates are ordered from the Department using the County Plate Management System on the AS400. (Please allow 3 to 4 weeks to receive your order.)

Ordering plates using the Plate Management System:

Sign on to the AS400 using a User ID authorized to order plates. From **4 - Motor Vehicle System**, go to **8 - County Plate Management**. Select **1 - Request Additional Plates**. The Work with Requisitions screen will appear.

```
VTAFDFK          State of Nebraska          S2402041
DISPLAY          Work with Requisitions      3/19/14 12:58:50

Date.: _____
Req #.: _____ Pending Status Only

Type options, press Enter.
1=Select 4=Delete 5=Release

F3=Exit F8=Add F12=Cancel
No data to display.
```

Leave Date and Req# blank. Press F9 to add plates.

```
VTCJE1R          State of Nebraska          S2402041
ADD             Add Requisition            3/19/14 13:37:45

Plate Series Year: ____ (must be 4-digit series year)
County: 04 DHV State

Enter Plate Series Year of 1984 for: Government County (GC)
Government School (GS)
Government Municipal (GM)
Government Motorcycle (MG)

F3=Exit F12=Cancel
```

Key the correct series year (series year is 2011 for all plates except government where the series year is 1984) and press enter.

Enter Y (yes) to confirm.

```
F3=Exit F12=Cancel

CONFIRM: Y (Y/N)
```

```
VTAFDFK          State of Nebraska          S2402041
DISPLAY          Work with Requisitions      3/19/14 13:48:15

Date.: _____
Req #.: _____ Pending Status Only

Type options, press Enter.
1=Select 4=Delete 5=Release

Opt Date Req # Year Type Status County
1 3/19/2014 10220 1984 A Additional P Pending 04 DHV State

F3=Exit F8=Add F12=Cancel
```

The Work with Requisitions screen reappears.

Select the order by placing a 1 on the line under Opt and enter.

The Additional Requisition Detail screen will appear.

```
_VTAFDFR          State of Nebraska          S2402041
DISPLAY          Additional Requisition Detail 3/20/14 7:59:25

Req #: 702 Series: 2011 Requisition Status Pending

Type options, press Enter.
2=Edit 4=Delete

F3=Exit F8=Add Plate Types/Quantities to Requisition
No data to display.
```

Chapter 9 – License Plates – 9-57

```

VTFHPVR          State of Nebraska          S2402041
ENTER            Request Plates              3/20/14  8:28:06

Requisition # 704 Series 2011 County 02 LANCASTER COUNTY

Quantity  Plate Type      Site ID  Begin Plate  End Plate
-----  -
F3=Exit
    
```

Press **F9** to access the Request Plates screen. Enter the quantity and plate type needed and press enter.

A drop menu will appear. Select the county Site ID for appropriate county (e.g. C04, C10 – note that NOL is not the correct Site ID for ordering plates) and press enter.

```

VTFHPVR          State of Nebraska          S2402041
ENTER            Request Plates              3/19/14  14:25:03

Requisition # 699 Series 1994 County 02 LANCASTER COUNTY

Quantity  Plate Type      Site ID  Begin Plate
100      PA

Site Selection
Site
o C01
o C02
o C06
o C07
o C08
o C10
o C14
o C15
o C18
o C21
F12=Cancel
    
```

Enter Y (yes) to confirm.

F3=Exit F12=Cancel

CONFIRM: Y (Y/N)

The Additional Requisition Detail screen will appear. If additional plates are needed, press **F9** on to add to the order or, if no additional plates are needed, **F12=Cancel** to return to the Work with Requisitions/Pending Status Only screen.

```

VTAFDFK          State of Nebraska          S2402041
DISPLAY          Work with Requisitions     3/19/14  15:46:57

Date.: _____
Req #.: _____ Pending Status Only

Type options, press Enter.
1=Select 4=Delete 5=Release

Series
Opt  Date   Req #  Year  Type  Status  County
-   -
  3/19/2014  699  2011  A Additional P Pending  02 LANCASTER COUNT
F3=Exit F9=Add F12=Cancel
    
```

On the Work with Requisitions screen, select the correct requisition by keying a 5 on the Opt line and press enter.

```

VTCPE1R          State of Nebraska          S2402041
CHANGE           Release Requisition       3/19/14  15:48:15

Type 'R' to Release Requisition.

Number.....: 699
Series Year: 2011
Status.....: R Pending
Type.....: A Additional Order
County.....: 02 LANCASTER COUNTY
Entry Date.: 3/19/2014
    
```

On the Release Requisition screen, type R in the status field to release the requisition to the state and press enter.

F3=Exit F12=Cancel

CONFIRM: Y (Y/N)

Enter Y (yes) to confirm.

Please allow 3 to 4 weeks to receive your order.

Department Process

The Department reviews orders for additional plates on a weekly basis using the plate type county printout provided by VTR to assist in verifying how many, if any, plates should be ordered from Cornhusker State Industries (Corrections).

Steps in the review process include:

- a. A determination is made of the number of plates for the specific plate type ordered in the previous year;
- b. The number of unallocated plates is subtracted from the number of plates ordered, then the result is divided by the number of months since the last order. This is to determine the average number of plates issued per month. This average number is then multiplied by four to determine how many plates are required to ensure the county has at least a four month supply in inventory.
- c. The available inventory at the county level for the plate type ordered is then determined by checking the number of unallocated plates for that plate type on the Plate Type Counts Report.
- d. The number of plates ordered is determined as follows:
 - If the number of actual plates in inventory is less than the number determined to be needed in available inventory, a six-month supply of plates are ordered by multiplying the average used per month by six.
 - If the number of plates in inventory is greater than the number determined to be needed in available inventory, no plate order is placed.

This process is altered slightly the last year of a plate series to ensure that the number of plates to be destroyed is kept to a minimum.

Note: The accuracy of the Plate Type Counts Report is dependent on the proper responses provided to plate questions asked during VTR processes. For instance if you indicate that a plate has been returned (it is returned to your inventory and increases the number of plates available), if in actuality you destroy the plate (and do not reuse) you should respond to the question that the plate is damaged.

Chapter 9 – License Plates – 9-60

On the Outstanding Order Details screen, again place a 1 in the Opt field for the correct order.

```

VTGDGFR          ANY COUNTY          USER ID
DISPLAY          Outstanding Order Details  4/03/14 10:33:36

Order Number: 529      Order Type.: A Additional Series Year.: 1999
Entry Date.: 7/18/2000 Order Status: 0 Open
                      POLK COUNTY

Type options, press Enter.
1=Select

Opt  Plate Type  Site ID  Status  Approved Quantity  Approved Beg Plate  Approved End Plate  Last
 1  RV Mobile Hom  0  Ordered  20  41226  41245  7/18/2000
    
```

```

VTGMDFR          ANY COUNTY          USER ID
DISPLAY          Work With Receipts  4/03/14 10:35:03

Order # : 583      Site ID: C41      Approved Begin Plate: 4131
County : 41 POLK COUNTY      Approved End Plate : 41230
Plate Type: MT Mini Truck      Approved Quantity : 200

Type options, press Enter.
4=Delete  8=Notes
    
```

On the Work with Receipts screen, press **F9=Receive Plates**.

```

F3=Exit  F9=Receive Plates  F12=Cancel
Total plates received is 0
    
```

```

VTGDPVR          ANY COUNTY          USERID
ENTER           Receive Plates  4/03/14 10:35:39

Order : 583      Approved Begin Plate: 4131
County : POLK COUNTY      Approved End Plate : 41230
Plate Type: MT Mini Truck      Approved Quantity : 200

Begin Plate  End Plate  Quantity
 4131      4331      0
    
```

Enter the beginning and ending plate numbers exactly as they appear.

```

F3=Exit
    
```

```

VTGDPVR          ANY COUNTY          USERID
ENTER           Receive Plates  4/03/14 10:38:14

Order : 585      Approved Begin Plate: 41251
County : POLK COUNTY      Approved End Plate : 41285
Plate Type: MT Mini Truck      Approved Quantity : 35

Begin Plate  End Plate  Quantity
 41251      41285      35
    
```

Enter Y (Yes) to confirm. The Work with Receipts screen will reappear. Press **F12=Cancel**, twice to return to the County Plate Management System menu.

```

F3=Exit
    
```

```

CONFIRM: Y (Y/N)
    
```

Chapter 9 – License Plates – 9-61

From the County Plate Management System menu, select **3 – Post Receipts** and press **F15=Post Plates Received**.

_VT8TDFK DISPLAY	ANY COUNTY Receipts for Posting	USERID 4/03/14 10:40:48		
Order Number	Plate Type	Received Beg Plate	Received End Plate	Received Qty Received
583	MT	4131	41230	200
585	MT	41251	41285	35
F3=Exit F12=Cancel F15=Post Plates Received				

The system will move the plates into the county inventory in an overnight process. The plates will be available for issuance the next business day.

**Nebraska Department of Motor Vehicles
License Plate Information**

(Alpha/Numeric Counties (plates with 3 alpha – 3 numeric format) are: Douglas, Lancaster, and Sarpy)

VTR Plate Type Code	Plate Description	Plate Number Format	# of Plates	PMS Code	VTR Plate Class Code
AM	Amateur Radio	KCØWA	1 or 2	N/A - SPS	FX, LV, MC, MH, MT, PA, RV, SX, TC, TF, XC, XF, XP, XU, XZ
AN	Antique/Historical (State Issued)	12345	1 or 2	AN	AN
AY	Autocycle	94123 ABC123	1	AY	AY
BD	Boat Dealer Trailer (State Issued)	94123	1	BD	BD
BU	Bus	94123 ABC123	1	BU LS	BC, BL, BN, BS
CA	Camper Permit VTR Permit Type: RR	1234	Decal	N/A	CA
RO	Carnival Operator's Permit VTR Permit Type: CP	Pink Reg Form	N/A	N/A	RO
DV	Disabled American Veteran (DAV)	1234	1 or 2	N/A - SPS	FX, LV, MC, MH, MT, PA, RV, SX, TC, TF, XC, XF, XP, XU, XZ
FV	Film Vehicle (State Issued)	1234	1 or 2	FV	FV
GC	County Government - Vehicle (State Issued)	12345	1 or 2*	GC	GC

Chapter 9 – License Plates – 9-63

VTR Plate Type Code	Plate Description	Plate Number Format	# of Plates	PMS Code	VTR Plate Class Code
GG	State Government – Vehicle (State Issued)	12345	1 or 2*	GG	GG
RO	Grain Hauling Permit VTR Permit Type: GH	Pink Reg Form	N/A	N/A	RO
GK	Gold Star Message	HERO	1 or 2	N/A – SPS	AY, BC, BL, BN, FX, LV, MC, MH, MT, PA, RV, SX, TC, TF, TL, XC, XF, XP, XU, XZ
GL	Gold Star Numeric	12345	1 or 2	N/A - SPS	AY, BC, BL, BN, FX, LV, MC, MH, MT, PA, RV, SX, TC, TF, TL, XC, XF, XP, XU, XZ
GM	Municipal Government – Vehicle (State Issued)	12345	2	GM	GM
GS	School District (State Issued)	12345	2	GS	GS
HM	Husker Spirit Message	HUSKERS	1 or 2	N/A - SPS	AY, BC, BL, BN, FX, LV, MC, MH, MT, PA, RV, SX, TC, TF, TL, XC, XF, XP, XU, XZ
HN	Husker Spirit Numeric	3689	1 or 2	N/A - SPS	AY, BC, BL, BN, FX, LV, MC, MH, MT, PA, RV, SX, TC, TF, TL, XC, XF, XP, XU, XZ
MA	Motorcycle Antique (State Issued)	1234	1	MA	MA
MC	Motorcycle	94123 ABC123	1	MC	MC
MD	Motorcycle Dealer	94123	1	MD	MD
MG	Motorcycle Government (State Issued)	1234	1	MG	CG, MG, SG

Chapter 9 – License Plates – 9-64

VTR Plate Type Code	Plate Description	Plate Number Format	# of Plates	PMS Code	VTR Plate Class Code
MH	Mobile Home	94123 ABC123	1 (MH) 2 (RV)	MH LD (RV) LS (MH)	MH (single) RV (double) <i>*Non-Res</i>
MT	Minitruck	94123 ABC123	1	MI	MT
OP	Organizational	123AA	1 or 2	<i>N/A - SPS</i>	AY, BC, BL, BN, FX, LV, MC, MH, MT, PA, RV, SX, TC, TF, TL, XC, XF, XP, XU, XZ,
PA	Passenger	94A123 ABC123	1 or 2	PA LD	PA, DP, LV
PD	Dealer Passenger	94123	1	PD	PD
PH	Pearl Harbor Survivor	1234	1 or 2	<i>N/A - SPS</i>	FX, LV, MC, MH, MT, PA, RV, SX, TC, TF, XC, XF, XP, XU, XZ
PL	Handicapped (Paraplegic)	1234	1 or 2	<i>N/A - SPS</i>	AY, BN, LV, MC, MT, PA, RV, TC, TF,
PM	Message	MESSAGE	1 or 2	<i>N/A - SPS</i>	AY, BC, BL, BN, FX, LV, MC, MH, MT, PA, RV, SX, TC, TF, TL, XC, XF, XP, XU, XZ
PT	Purple Heart	1234	1 or 2	<i>N/A - SPS</i>	PA, TC, TF, LV, MC, MH, MT, RV, FX, SX, XC, XF, XP, XU, XZ
PW	Ex-POW	1234	1 or 2	<i>N/A - SPS</i>	PA, TC, TF, LV, MC, MH, MT, RV, FX, SX, XC, XF, XP, XU, XZ

Chapter 9 – License Plates – 9-65

VTR Plate Type Code	Plate Description	Plate Number Format	# of Plates	PMS Code	VTR Plate Class Code
RE	Repossession (State Issued)	R123	1	RE	RE
RO	Receipt Only	Pink Reg Form	N/A	N/A	RO
SB	Snowmobile	Pink Reg Form	Decal	N/A	SB
SD	Snowmobile Dealer	Pink Reg Form	Decal	N/A	SD
SE	Special Equipment Plate (SME)	94123 ZSA123	2	SE LD	SE
SI	Special Interest Message	SPECIAL	1		PA, TC, LV
SM	Snowmobile Manufacturer	Pink Reg Form	Decal	N/A	SM
SN	Special Interest Numeric	123AA	1		PA, TC, LV
SQ	Sesquicentennial Numeric	555BD	2 1 (MC)	SQ SX SG	AY, BC, BL, BN, FX, LV, MC, MH, MT, PA, RV, SX, TC, TF, TL, XC, XF, XP, XU, XZ
SQ	Sesquicentennial Message	HPYBDY	2 1 (MC)	SC XX SH	AY, BC, BL, BN, FX, LV, MC, MH, MT, PA, RV, SX, TC, TF, TL, XC, XF, XP, XU, XZ
SW	Soil & Water (Plates with county number designation read: Agriculture Truck)	94123 ABC123	2	SW LD	SW
TA	Transporter (State Issued)	123	1	TA	TA
TC	Commercial Truck	941234 ABC123	2	TC LD	TC TR
TD	Thirty Day	³⁰ Day 1234	2	TD	TD

Chapter 9 – License Plates – 9-66

VTR Plate Type Code	Plate Description	Plate Number Format	# of Plates	PMS Code	VTR Plate Class Code
TE	Tax Exempt	123	2	TE	PA TC
TF	Farm Truck	94123	2	TF	TF
TL	Local Truck	94123 ZBA123	2	TL LD	TL
TL	Local Truck	94123 ZBA123	2	TL LD	TL
VA	Vintage (State Issued) (One plate may be used - placed on rear of vehicle)	Varies	1 or 2	N/A	VA, PA
VM	Vintage Motorcycle (State Issued)	Varies	1	N/A	VM, MC
WC	Watercraft (Games & Park Decal)	N/A	Decal	N/A	WC
WD	Watercraft Dealer (Games & Park Decal)	N/A	Decal	N/A	WD
XD	Trailer Dealer	94123	1	XD	XD
XF	Trailer Farm (A/N Counties only)	2X1234	1	XF	XF FX
XT	Trailer	2X1234 XAA123	1	XT LS	FX, SX, XC, XF, XP, XU, XZ

Chapter 9 – License Plates – 9-67



Validation
Decal

Decals



Tonnage
Decal

The Department is responsible for the distribution of decals used in the registration process. The decals include:

- Validation
- Tonnage
- Dealer Tax Paid
- Snowmobile
- Camper Unit Permit

Validation Decals:

Validation decals are required as a method of indicating motor vehicle registration fees and taxes have been paid for the registration period indicated on the decal.

Validation decals are displayed on a license plate in the upper right corner of the plate.

The number of decals issued, one or two, is dependent upon the registration type which indicates the required number of plates. For information regarding plate types and the number of plates issued for each type, refer to Plate Type Codes and Classes, page 9-63.

The month and year of validation is printed on the decal. The year for which the validation decal is valid is also indicated by color which is changed each year.

Validation decals are ordered by the Department and shipped directly to county offices by the Department of Corrections. They arrive one (1) to two (2) months prior to the month they are needed.

Tonnage Decals:

Tonnage decals are required for vehicles registered based upon gross vehicle weight and indicate the registered weight of the vehicle.

Tonnage decals are displayed on a license plate in the upper left corner of the plate.

References: §60-399, §60-3,101, §60-3,147, §60-3,150

Revised 7/2014

Chapter 9 – License Plates – 9-68

Tonnage decals are required for:

- Commercial vehicles registered at 5 to 47 ton;
- Local trucks registered at 5 to 47 ton;
- Soil and water trucks registered at 5 to 47 ton;
- Farm vehicles registered over 16 ton;

Government vehicles are not registered with weight so tonnage decals are not required.

Tonnage decals are ordered by the Department and shipped directly to county offices by the Department of Corrections. The initial supply is shipped several months prior to the change in plate series.

Dealer Tax Paid:

Dealer Tax Paid decals are ordered by the Department and shipped directly to county offices by the Department of Corrections. The initial supply is shipped several months prior to the change in the plate series. For information regarding the use of Dealer Tax Paid decals, refer to page 7-2.

Snowmobile Decals:

Snowmobile decals are ordered by the Department and shipped directly to county offices by the Department of Corrections. The supply is usually shipped with the September validation decals. For information regarding the use of Snowmobile decals, refer to page 2-47.

Camper Unit Permit Decals:

Camper Unit Permit decals are ordered by the Department and shipped directly to county offices by the Department of Corrections. The supply is usually shipped with the December validation decals. For information regarding the use of Camper Unit Permit decals, refer to page 8-1.

Counties may order additional decals as needed by contacting the Help Desk at 1.800.972.6299 or emailing the Driver and Vehicle Records Division at dmv.dvrweb@nebraska.gov.

Chapter 9 – License Plates – 9-69

Military Honor Plates



VTR Quick Reference for Military Honor Plates

VTR Plate Types:
Message: MM
Numeric: MN

VTR Plate Class: AY, BC, BL, BN, FX, LV, MC, MH, MT, PA, RV, SX,
TC, TF, TL, XC, XF, XP, XU, XZ

Number of Plates: Motor Vehicle – 2; Minitruck/Motorcycle/Autocycle/Trailer/Mobile Home - 1

Military Honor plates are available, in lieu of regular county plates, to eligible persons who have served, or are currently serving, on active duty in the:



To apply for Military Honor license plates the applicant must be eligible for, and enrolled in, the Nebraska Veteran's Registry through the Nebraska Department of Veterans' Affairs. Applicants who need to register may do so online at: www.nebraska.gov/va_registry/index.cgi. Questions regarding eligibility should be addressed to Veterans' Affairs at:

Nebraska Department of Veteran's Affairs
301 Centennial Mall South, 6th Flr
PO Box 95083
Lincoln, NE 68509-5083
Phone: 402.471.2458
<https://veterans.nebraska.gov>

Military Honor message license plates allow the registered owner of a vehicle to display a message of their choice as long as the message does not conflict with or duplicate any number used or to be used on a regular license plate or an existing specialty plate and does not express, connote, or imply any obscene or objectionable words or abbreviations.

Chapter 9 – License Plates – 9-70

The Department will assign the plate number (an alphanumeric combination) for Military Honor numeric license plates at the time of application.

Military Honor message and numeric plates are available to motor vehicles, trailers, semitrailers and cabin trailers in lieu of regular county license plates

If a new Military Honor message or numeric plate is registered to a vehicle in a month other than the month the vehicle's current registration expires; the plate renewal fee will be required when the vehicle's registration is due.

To ensure continued ownership of the message on a Military Honor message plate, the registration must be kept current. No late fee is assessed for late registration renewal, however, the message selection is held for one (1) year only. Failure to renew the message plate after one year will result in the message being made available to the public.

If a Military Honor plate is delinquent for longer than one year, a new Application for Specialty Plate must be submitted to the Department along with the appropriate fee, \$40.00 for a Military Honor message plate and \$5.00 for a Military Honor numeric plate.

If a customer elects not to renew a Military Honor plate, they must complete a Specialty Plate Relinquishment form (refer to appendix page A-31). If the Military Honor plate is a set of plates, the customer may retain one plate. If the Military Honor plate is a trailer, minitruck, motorcycle or autocycle plate, the plate must be surrendered to the county office.

- Military Honor plates may be ordered:
 - Online using at www.clickdmv.ne.gov under the Vehicle Services tab, Specialty License Plate;
 - By submitting an application either by mail or in person to the Department;
- Change of message choice, type of specialty plate, or requests for a refund will not be accepted after the application has been processed
- The specialty plate fee is due with initial application and then annually thereafter in the month the vehicle's registration is due;
- There is no limit to the number of motor vehicles, trailers, semi-trailers or cabin trailers, owned or leased by the applicant, which may be licensed with a Military Honor plate;
- Applicants must have a Nebraska title issued in their name, or in the event the vehicle is leased or non-resident military, the name of the applicant must appear on the registration of the vehicle;

Chapter 9 – License Plates – 9-71

- Military Honor plates do not afford the registered owner any special parking privileges;
- Commercial vehicles registered for 5 tons or over and farm trucks registered for 16 tons or over must display the appropriate tonnage sticker;
- All appropriate registration fees and taxes apply and must be paid to the county treasurer in the county where the vehicle has situs;
- The Military Honor plate fee is due to the Department with the initial application and to the county treasurer each time the vehicle's registration is renewed. The fees for Military Honor message plates are distributed in the following manner: \$30.00 (75%) to the NE Veteran Cemetery System Operation Fund [NE Vet Cemetery Fund (Line 22)] and \$10.00 (25%) to the DMV Cash Fund [DMV Military Honor (Line 28)]. The fees for Military Honor numeric plates are distributed in the following manner: \$5.00 (100%) to the NE Veteran Cemetery System Operation Fund (NE Vet Cemetery Fund (Line 22)). Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

	Total - Fee	DMV Military Honor Line 28	Vet Cemetery Fund Line 22
Message	\$40.00	\$10.00	\$30.00
Numeric	\$5.00		\$5.00

The funds credited to the Nebraska Veteran Cemetery System Operation Fund shall be used for the operation, administration, and maintenance of the state veteran cemetery system.

After the application has been approved and processed, an approval letter is sent to the applicant indicating the approved message or number assigned, the date the plates will be available at their county treasurer's office (approximately 3 to 4 weeks after the application is processed by the Department) and their county treasurer's telephone number to verify the treasurer has received the plates.

While the applicant is directed to present this letter at the time of initial registration it is not mandatory.

Current plates and registration must be surrendered when the Military Honor plates are registered.

If a Military Honor plate is lost or damaged the county treasurer in the county where the vehicle is registered must fax a request to the Department for a replacement plate.

Chapter 9 – License Plates – 9-72



NE 150 Message

Sesquicentennial Plates



NE 150 Numeric

VTR Quick Reference for Sesquicentennial Plates

VTR Plate Types:

Message: SR

Numeric: SQ

VTR Plate Class: BC, BL, BN, FX, LV, MC, MH, MT, PA, RV, SX, TC, TF, TL, XC, XF, XP, XU, XZ

Number of Plates: Motor Vehicle – 2; Minitruck/Motorcycle/Trailer/Mobile Home - 1

Sesquicentennial plates are available for initial and renewal application during the period from October 1, 2015 through December 31, 2022.

Sesquicentennial message license plates allow the registered owner of a vehicle to display a message of their choice as long as the message does not conflict with or duplicate any number used or to be used on a regular license plate or an existing specialty plate and does not express, connote, or imply any obscene or objectionable words or abbreviations.

The Department will assign the plate number (an alphanumeric combination) for Sesquicentennial numeric license plates at the time of application.

Sesquicentennial message and numeric plates are available to motor vehicles, trailers, semitrailers and cabin trailers in lieu of regular county license plates

If a new Sesquicentennial message or numeric plate is registered to a vehicle in a month other than the month the vehicle's current registration expires; the plate renewal fee will be required when the vehicle's registration is due.

To ensure continued ownership of the message on a Sesquicentennial message plate, the registration must be kept current. No late fee is assessed for late registration renewal, however, the message selection is held for one (1) year only. Failure to renew the message plate after one year will result in the message being made available to the public.

If a Sesquicentennial plate is delinquent for longer than one year, a new Application for Specialty Plate must be submitted to the Department along with the \$70.00 fee.

If a customer elects not to renew a Sesquicentennial plate, they must complete a Specialty Plate Relinquishment form (refer to appendix page A-31). If the Sesquicentennial plate is a set of plates, the customer may retain one plate. If the message plate is a trailer, minitruck, motorcycle, or autocycle plate, the plate must be surrendered to the county office.

Chapter 9 – License Plates – 9-73

- Sesquicentennial plates may be ordered:
 - Online using at www.clickdmv.ne.gov under the Vehicle Services tab, Specialty License Plate;
 - By submitting an application either by mail or in person to the Department;
- Change of message choice, type of specialty plate, or requests for a refund will not be accepted after the application has been processed
- The specialty plate fee is due with initial application and then annually thereafter in the month the vehicle's registration is due;
- There is no limit to the number of motor vehicles, trailers, semi-trailers or cabin trailers, owned or leased by the applicant, which may be licensed with a Sesquicentennial plate;
- Applicants must have a Nebraska title issued in their name, or in the event the vehicle is leased or non-resident military, the name of the applicant must appear on the registration of the vehicle;
- Sesquicentennial plates do not afford the registered owner any special parking privileges;
- Commercial vehicles registered for 5 tons or over and farm trucks registered for 16 tons or over must display the appropriate tonnage sticker;
- All appropriate registration fees and taxes apply and must be paid to the county treasurer in the county where the vehicle has situs;
- The \$70.00 renewal fee is due to the Department with the initial application and to the county treasurer each time the vehicle's registration is renewed. The fees for the Sesquicentennial **message** plates are distributed in the following manner: \$39.90 (57%) to the NE 150 Sesquicentennial Plate Proceeds Fund [Historical S 150 Fund (Line 27)] and \$30.10 (43%) to the DMV Cash Fund [DMV Sesquicentennial Plate (Line 26)]. The fees for the Sesquicentennial **numeric** plates are distributed in the following manner: \$59.50 (85%) to the NE 150 Sesquicentennial Plate Proceeds Fund [Historical S 150 Fund (Line 27)] and \$10.50 (15%) to the DMV Cash Fund [DMV Sesquicentennial Plate (Line 26)]. Fees are submitted monthly, not later than the 25th day of the month following collection, to the Nebraska State Treasurer through their County Documents website at <https://www.treasurer.state.ne.us/CountyDocs/login.asp>.

Chapter 9 – License Plates – 9-74

	Total - Fee	DMV Sesquicentennial Plate Line 26	Historical S 150 Fund Line 27
Message	\$70.00	\$30.10	\$39.90
Numeric	\$70.00	\$10.50	\$59.50

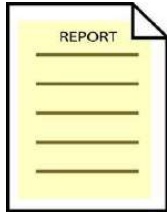
The funds credited to the Nebraska 150 Sesquicentennial Plate Proceeds Fund shall be used to execute commemorative events and to implement educational activities with emphasis on events and activities that promote Nebraska and its economy by focusing on the state's history, cultural diversity, and unique geography. *In addition the Sesquicentennial Commission shall use such funds for awarding grants in support of local sesquicentennial event or projects.*

After the application has been approved and processed, an approval letter is sent to the applicant indicating the approved message or number assigned, the date the plates will be available at their county treasurer's office (approximately 3 to 4 weeks after the application is processed by the Department) and their county treasurer's telephone number to verify the treasurer has received the plates.

While the applicant is directed to present this letter at the time of initial registration it is not mandatory.

Current plates and registration must be surrendered when the Sesquicentennial plates are registered.

If a Sesquicentennial plate is lost or damaged the county treasurer in the county where the vehicle is registered must fax a request to the Department for a replacement plate.



VTR Reports Overview

The system provides a number of reports that are generated to perform necessary assessment and registration procedures and to provide information required to complete, verify, report and audit transactions for county and state offices.

Below is a listing of the reports available on the system and that are used in the normal course of business when assessing and registering vehicles.

Assessment Reports

Report	When	Description
7. Renewed Registration List	Monthly	List of vehicles to be renewed by expiration date and list of errors to be corrected.
8. Renewal Notice/Monthly Billing	Monthly	Creates vehicle renewal notice file.
34. Vehicle Renewal Notice Creation	Monthly	Sends vehicle renewal notice file to state.
50. Alpha Boat List	Annually	List of boats to be renewed in December.
51. Boat Renewal Notice Selection	Annually	Creates boat renewal notice file.
52. Boat Renewal Notice Creation	Annually	Sends boat renewal notice file to state.

Registration Reports

Report	When	Description
6. One-Stop Daily Balancing Report	Daily	Used to balance daily receipts.
8. Daily Balancing Report	Daily	Used to balance daily receipts.
9. Tax & Fees Report	Monthly	Used to determine taxes & fees collected and for monthly distribution.
10. Tax & Fee Distribution Listing	Monthly	Used for monthly tax distribution.
11. Registration Count List	Monthly	Used to find out original/non-original registration count and provides information for reporting the motor vehicle registration breakdown report to the State Treasurer each month.

Informational Reports

The reports below are available for information, research, and troubleshooting problems.

Report	When	Description
26. Sales Tax Summary Report	As Needed	Distribution of collected sales tax.
28. Sales Tax/Receipt Only	As Needed	List of sales tax only/deferred payment transactions.
38. Special Plate Listing	As Needed	List of specialty plates and fees.
60. Registration Warrant Report	As Needed	List of records with warrants attached.
61. Registration w/Flagged Remarks	As Needed	List of records with remarks attached.

Chapter 10 – Reports – 10-2

Audit/Overview Reports

Reports below to be run on a periodic basis by supervisory staff to oversee the function of VTR where records can be altered.

Report	When*	Description
14. Subdivision Update List Report	Monthly	List of changes made to subdivision information.
29. District Tax Update List Report	Monthly	List of changes make to districts w/corresponding tax rates.
30. Manual Change Audit List Report	Weekly	List of changes while in Manual Change program.

*DMV suggested time-frame – counties may run more or less often based upon necessity.

The reports referenced here represent the reports used on a daily, monthly or annual basis for motor vehicle/boat registration renewal procedures, to report receipts for the month, to troubleshoot problems, and to audit the system transactions.

To see additional reports available on the system, refer to the VTR Assessment and/or VTR Registration Manuals.

As always, if a report problem should arise that requires more detailed or technical assistance, contact the DVR Help Desk.

Information related to the yearly Tax Rate Rollover process will continue to be sent to county treasurer offices by the DMV Information Systems Division.



Renew Registration List

This report prints out a listing of all vehicles to be renewed as determined by the registration expiration date and is the first step in the process of generating the motor vehicle registration renewal file that is forwarded to the Department for printing and mailing of the renewal notices.

To generate this report, from the Motor Vehicle Assessment menu, select **10 - Reports Menu** and then select **7 – Renew Registration List** and enter.

Select the format for the report. This report may be generated using several options for format:

1. Title Number within Expiration Date;
2. Tax District within Name within Expiration Date;
3. VIN Number within Expiration Date;
4. Alpha Name within Expiration Date;
5. Plate Number within Expiration Date;

For the motor vehicle registration renewal process, **select 4 – Alpha Name within Expiration Date.**

After selecting the format, enter the “From Date” and “To Date,” and press enter. The user is then returned to the Report Menu.

The system will return two different reports that may be viewed/printed from **33 – Report Printer.**

- **Renew Registration List (VTRB6077P2)** – provides a detailed listing of all vehicle records which will receive a renewal notice and includes owner name, vehicle information, tax rate, vehicle value, total tax and fees;
- **Renewed Registration Error List (VTRB6077P3)** — provide a list of all records that have a problem that must be corrected. *All errors indicated on this list must be corrected before proceeding with the motor vehicle renewal notice process.*

This report is required prior to running the Renewal Notice/Monthly Billing (refer to page 10-4)



Renewal Notice/Monthly Billing

The Renewal Notice/Monthly Billing process is a function that extracts the information necessary to generate and print the monthly Motor Vehicle Registration Renewal Notices.

This procedure is the last step in the registration renewal notice process and should only be run after the Renewed Registration Error List has been worked and no errors remain.

From the **Motor Vehicle Assessment** menu, select **8 – Renewal Notice/Monthly Billing** and press enter.

The Renewal Notice Creation Selection screen will appear and will indicate the month/year for which the renewal notices will be created.

- If the month/year are **incorrect**, press **F3=Exit** to return to the Report Menu screen and verify that the Renew Registration List (refer to page 10-3) has been completed for the month the renewal notices are intended.
- If the month/year is **correct**, press enter to continue. A box will appear with the question, “*Are you sure you want to start the renewal notice process?*” Enter Y for yes and press enter.

A confirmation of postal fees box will then appear asking, “*Are these fees correct? __ (Y=Yes, N=No).*”

- If they are incorrect, select N=No and press enter. A box will appear advising that fees may be changed in the defaults file (refer to page 5-5). Press enter to return to the Reports Menu, then F3=Exit to return to the Assessment menu.
- If they are correct, select Y=Yes and press enter.

Incorrect Fees

Correct the fees in the defaults file
And reselect the renewal notice cards.

Press Enter to continue.

The Renewal Notice Creation Selection confirmation screen will appear with the message, “*Renewal notice cards will be created for registrations expiring in: 00/0000.*”

- If the expiration date indicated is incorrect, contact the Help Desk for assistance.

Chapter 10 – Reports/Assessment – 10-5

- If the expiration date is correct, when the processed has completed a message will be displayed stating, “*RENEW_LIST completed normally.*”

To View Messages:

Return to the **Main Menu** and select **81 – Work with Messages**.

- When you receive the “*RENEW-LIST completed normally,*” message return to Change Defaults and remove the postage fees so that they do not appear on the registrations currently being processed.
- If the “*RENEW-LIST completed normally,*” message does not appear, or if the message “Renewal Notice Creation Ended Abnormally,” appears, contact the Help Desk for assistance.

Once this process is completed, the system will generate the **Monthly Billing (Tax Report) (VTRB6083P1)**

This report may be viewed/printed from **33 – Report Printer**.



Vehicle Renewal Notice Creation

Once the Renewal Notice/Monthly Billing process is complete, the next step in the generation of the Motor Vehicle Registration Renewal notice data file is the Vehicle Renewal Notice Creation.

When the “*RENEW-LIST completed normally,*” message appears (the last step in the Renewal Notice/Monthly Billing process), return to the Motor Vehicle Assessment menu and select **10 – Report Menu**, and then **34 – Renewal Card Print** and press enter.

A message will appear stating, “*Renewal notice card processing completed successfully.*” Go to Work with Message on the Main Menu to view this message (refer to page 10-5).

Note

34 – Renewal Card Print is the last step in the Motor Vehicle Registration Renewal data process – and also the most often forgotten step.

This step must be performed or the data file is not transmitted to the Department.



One-Stop Daily Balancing Report

This report is used to generate a listing of all transactions performed during a specified time period. The report may be generated for one day or multiple days, may include all cash drawers or be limited to one and may be sorted by title number or registration number.

To generate this report, from the **Reports Menu** in Registration, select **6 – One-Stop Daily Balancing Report** and press enter.

Enter the From Date, Site ID, and Cash Drawer (leaving Cash Drawer blank will return data for all cash drawers) and the preferred sort method and press enter.

Cash Drawer Balance Report	
From date (MM/DD/YYYY ... <u>6/3/2014</u>	
Site ID	*ALL
Cash Drawer	*ALL
Sort Method	<input type="checkbox"/> 1. By Title Number <input type="checkbox"/> 2. By Registration Number
F3=Exit F12= Cancel	

The system will return the **Cash Drawer Balancing Report (VTRBCALP1)** with the following information:

- Cashier
- Title Number
- Check Amount
- Cash Amount
- Card Amount
- Combined Amount
- Change Returned
- Total Amount

The report may be viewed/printed from **33 – Report Printer**.



Daily Balancing Report

This report is used to generate a listing of all transactions performed during a specified time period. The report may be generated for one day or multiple days and may include all cash drawers or be limited to one.

To generate this report, from the **Reports Menu** in Registration, select **8 – Daily Balancing Report** and press enter.

Enter the From Date, To Date, Site ID, and Cash Drawer (leaving Cash Drawer blank will return data for all cash drawers).

Cash Balance Report
From date (MM/DD/YYYY): __ __ ____
To Date (MM/DD/CCYY): __ __ ____
Site ID: ____
Cash Drawer: ____
F3=Exit F12= Cancel

The system will return two different reports:

- **Summary of Fees and Taxes (VTRB7060P1)** – indicates the registration and validation number, name, fees, taxes and total collected by cash drawer.
- **Detail Cash Balance Report (VTRB7060P3)** – provides a detailed breakdown of fees and taxes collected by cash drawer.

These reports may be viewed/printed from **33 – Report Printer**.



Tax and Fees Report

This report is used to generate a listing of all taxes and fees collected during a specified time period. The report may be generated for one day or multiple days.

To generate this report, from the **Reports Menu** in Registration, select **9 – Tax and Fees Report** and enter.

Enter the From Date, To Date, and Site ID (The Cash Drawer and Tax District fields are optional entries and should be left blank unless the user wants the report for a specific cash drawer or tax district).

The system will return four different reports:

Detailed Listing of Fees (VTRB7061P2) – provides a breakdown by tax district for each registration showing all fees (including registration, plates, handling, specialty plate, special fuel, message plate, lost plate, no return & lost registration and previous fees).

Detail Listing of Taxes (VTRB7060P3) – provides a breakdown by tax districts for all registrations [includes property, sales (state, county and city), tire and wheel taxes].

Fee and Tax Totals Report (VTRB7061P4) – provides a breakdown of all Total and Commission amounts for each entity.

Tax and Fee Balance Report (VTRB7061P5) – provides a detailed listing of each registration transaction with fund distributions for the specified period.

These reports may be viewed/printed from **33 – Report Printer**.



Tax and Fee Distribution Listing

This function is used to generate a listing of each tax district with their respective fund numbers, tax rate, and the amount of money distributed to each fund. The report is then used for the monthly tax distribution.

To generate the Tax Distribution Listing, from the **Reports Menu** in Registration, select **10 – Tax Distribution Listing** and press enter.

On the Tax Distribution screen, enter the From Date and To Date and press enter.

Tax Distribution Report
From date (MM/DD/YYYY): ____
To Date (MM/DD/CCYY): ____
F3=Exit F5=Refresh F12= Cancel

The system will return a **Tax Distribution Report (VTRB7050P1)**.

The report may be viewed/printed from **33 – Report Printer**.



Registration Count List

This report is generated to list all original and non-original registrations issued for a specific period of time. The counts are indicated by tax district number according to plate type. The report may be generated for one day or multiple days.

Original registrations are defined as all registrations issued for a full registration period.

Non-original registrations are defined as any registration issued subsequent to an original registration (e.g. name change, correction, tonnage increase, plate transfer, lost registration).

To generate this report, from the Reports Menu in Registration, select 11 – Registration Count List and press enter.

- Total the number of “Original” registrations for each City or Village, record for the appropriate City or Village individually on the top portion of the report.
- Add these numbers up and record on the line titled “City/Village Registrations”.
- Total the number of “Original” registrations for each rural district and record on the line titled “Rural Registrations”.
- Add the number of “City/Village Registrations” and the number of “Rural Registrations” and record on the “Subtotal” line.
- Record the total number of “Non-Original” registrations from the Registration Count List and record on the line titled “Other Registrations Issued for a Fee”.
- Add the “Subtotal” and the “Other Registrations for a Fee” and record on the line titled “TOTAL”.
- The number of permits issued and reported on the Registration Count List is not recorded on this form.

The registration count from this report is reported monthly, in the same manner as the General Document, not later than the 25th day of the month following collection to the Nebraska State Treasurer through their County Documents website at:

<https://www.treasurer.state.ne.us/CountyDocs/login.asp>

The report may be viewed/printed from 33 – Report Printer.



Sales Tax Summary Report

This report will provide the distribution of the collected sales tax for the state, county, city and all penalty and interest, by districts.

To generate this report, from the **Reports Menu** in Registration, select **26 – Sales Tax Summary Report** and press enter.

Enter the From Date and To Date and press enter.

Sales Tax Summary Report
From date (MM/DD/YYYY): ____
To Date (MM/DD/CCYY) : ____
F3=Exit F5=Refresh F12= Cancel

The system will return the **Vehicles Sales Tax Summary Report (VTRB7066P1)**.

The reports may be viewed/printed from 33 – Report Printer.

Chapter 10 – Reports/Informational – 10-13



Sales Tax/Receipt Only

This report lists all records processed through the Sales Tax Only and Deferred Payment programs and will provide additional, but separate, accounting for these two types of transactions.

To generate this report, from the **Reports Menu** in Registration, select **28 – Sales Tax/Receipt Only** and press enter.

There are three options available to define the search, 1) Registration Number; 2) Registration Number by Tax District; and 3) Alphabetical by Name. The option used will determine how the information is sorted.

Sales Tax Only Report

Select Report Sequence

1. Registration Number
2. Registration Number by Tax District
3. Alphabetical by Name

Selection: __

From date (MM/DD/YYYY): __ __ __ __

To Date (MM/DD/CCYY) : __ __ __ __

F3=Exit F5=Refresh F12= Cancel

Enter the From Date only to obtain data for one day. Both the From Date and To Date are required for multiple days. Press enter.

The report may be viewed/printed from **33 – Report Printer**.



Special Plate Listing

The Special Plate Listing report provides owner and vehicle information, including plate message and the amount collected for each transaction.

To run this report, from the **Report Menu** in Registration, select **38 – Special Plate Listing** and press enter.

There the report criteria from the available options indicated. A message will appear, *“Press Enter to submit “Special Plate Listing.”* Press enter to proceed.

Special Plate Listing Selection

From Date _____
Thru Date _____
Site ID _____

Select one of the following, press Enter.

- All special plate types
- Message plates
- Specialty plates
- Husker spirit plate

F3=Exit F12= Cancel

The system will generate the **Special Plate Listing (VTRB7064P1)**.

The report may be viewed/printed from **33 – Report Printer**.



Registration Warrant Report

The Registration Warrant Report provides a listing of registration with warrants. The report includes the title number, registration number, owner name, and warrant description (message).

To run a Registration Warrant Report, from the **Registration** menu, select **10 – Reports Menu** then select **60 – Registration Warrant Report** and press enter.

The system will generate the **Registration Warrant Report (VTRB2000P1)**

The report may be viewed/printed from **33 – Report Printer**.



Registration with Flagged Remarks

The Registration with Flagged Remarks report provides a listing of registration with flagged remarks. The report includes the title number, registration number, owner name, and remark description (message).

To run a Registration with Flagged Remarks Report, from the **Registration** menu, select **10 – Reports Menu** then select **61 – Registration with Flagged Remarks Report** and press enter.

The system will generate the **Registration with Flagged Remarks Report (VTRB2100P1)**

The report may be viewed/printed from **33 – Report Printer**.



Subdivision Update List Report

DMV suggests this report be run monthly.

The Subdivision Update List report all changes made to any subdivision information. The report indicates Fund Number, Tax Year, Subdivision Description, Tax Rate, Commission Rate, and type of activity performed (e.g. changes, additions and deletions).

This report will display “before” and “after” information and is generated from a data range that is supplied by the user. All recorded activity within the supplied set of date will be displayed in the report.

The Department advises that this report be run on at least a monthly basis. Patterns of changes and out of the ordinary changes should be researched further to ensure proper use of add, change, and delete functions.

From the Reports Menu, select **14** – **Subdivision Update List** and enter. On the next screen it will indicate that the Subdivision Tax Table Update List was selected and inquire if the user wishes to continue. Enter Y for Yes and press enter.

Report Selection
You have selected ...
Subdivision Tax Table Update List
Continue? . . ____ Y=Yes, N=No
F3=Exit F5=Refresh F12= Cancel

Select **33 – Report Printer** to view/print the report so that changes that appear may be reviewed and verified.



District Tax Update List Report

DMV suggests this report be run monthly.

This report will generate a listing of all changes made to any tax district information. The report includes district number, tax year, district description groupings, tax rate and type of activity performed.

The old information will be displayed as well as the new information.

To generate the District Tax Update List, from the **Reports Menu** in Registration, select **29 – Dist Tax Update** and press enter.

A message will appear with the question, “*You have selected ... District Tax Table Update. Continue? .. Y=Yes, N=No*” To continue, answer with Y for Yes and press enter.

Report Selection
You have selected ...
District Tax Table Update List
Continue? . . ____ Y=Yes, N=No
F3=Exit F5=Refresh F12= Cancel

The system will generate the **District Tax Table Update Listing (VTRB6095P1)**.

The listing may be viewed/printed by selecting **33 – Report Printer**.



Manual Change Audit List Report

DMV suggests this report be run weekly.

The Manual Change Audit List report identifies changes made to any vehicle record while using the Manual Change program. It captures “before” and “after” information, the date/time of the change and the User ID of the person who performed the change.

This report is generated from a date range that is supplied by the user. All recorded activity within the supplied set of dates will be displayed in the report.

The Department advises that this report be run on at least a weekly basis. Patterns of changes and out of the ordinary changes should be researched further to ensure proper use of these functions.

It is also suggested that an employee who does not have access to the functions be assigned to run the report and review any changes for appropriate activity.

From the **Reports Menu**, select **30 - Manual Change Audit List** and press enter. Enter the date range to be reviewed on the Audit Trail Date Selection screen and enter.

Audit Trail Date Selection	
From date (MM/DD/YYYY):	__ __ ____
To Date (MM/DD/CCYY) :	__ __ ____
F3=Exit	F12= Cancel

Select **33 – Report Printer** to view/print the report so that changes that appear may be verified.



Alpha Boat List

This report prints out a listing of all boats to be renewed as determined by the registration expiration date and is the first step in the process of generating the boat registration renewal file that is forwarded to the Department for printing and mailing of renewal notices.

To generate this report, from the **Report Menu** in Motor Vehicle Assessment, select **50 – Alpha Boat List** and press enter.

On the Alphabetical Boat Listing screen, enter the year for the boat registration renewals you are processing and press enter. If generating yearly boat renewal notices, the year will be the current year.

10/28/2014 VTR7086S01	STATE OF NEBRASKA Alphabetical Boat Listing	S001T1D1 User
Expiration Year (CCYY): <u>2014</u>		
F3=Exit F5=Refresh F12= Cancel		

After entering the expiration year, the user is returned to the Report Menu.

The system will return the report that may be viewed/printed from **33 - Report Printer**.

- **Registered Boat Listing – Alphabetical List by Expiration (VTRB7086)** - provides a detailed listing of all boat records which will receive a renewal notice and includes owner name and address, Game and Parks boat registration number, county registration number, and year of registration expiration.

This report is require prior to running the Boat Renewal Notice Card Selection program (refer to page 10-21).



Boat Renewal Notice Selection

This function is used to generate the yearly boat registration renewal notice file that is forwarded to the Department for printing and mailing of renewal notices.

When the “*ALPHABOAT completed normally,*” message appears (the last step in the Alpha Boat List report process), return to the Motor Vehicle Assessment Menu and select **10 – Reports Menu**, and then **51 – Boat Renewal Notice Card Selection** and press enter.

The Renewal Notice Creation Selection screen will appear and will indicate the month/year for which the renewal notices will be created.

- If the month/year are **incorrect**, press **F3=Exit** to return to the Report Menu screen and verify that the Alpha Boat List (refer to page 10-20) has been completed for the month the renewal notices are intended.
- If the month/year is **correct**, press enter to continue. A box will appear with the question, “*Are you sure you want to start the renewal notice process?*” Enter Y for yes and press enter.

A confirmation of postal fees box will then appear asking, “*Are these fees correct? __ (Y=Yes, N=No).*”

- If they are incorrect, select N=No and press enter. A box will appear advising that fees may be changed in the defaults file (refer to page 5-5). Press enter to return to the Reports Menu, then **F3=Exit** to return to the Assessment menu.
- If they are correct, select Y=Yes and press enter.

Incorrect Fees

Correct the fees in the defaults file and reselect the renewal notice cards.

Press Enter to continue.

The Boat Renewal Notice Creation Selection confirmation screen will appear with the message, “*Renewal notice cards will be created for registrations expiring in: 00/0000.*”

- If the expiration date indicated is incorrect, contact the DVR Help Desk for assistance.
- If the expiration date is correct, when the process has completed a message will be displayed stating, “*CRTRNWNTC completed normally.*”

Chapter 10 – Reports/Assessment – 10-22

To View Messages:

Return to the **Main Menu** and select **81 – Work with Messages**.

- When you receive the “*CRTRNWNTC completed normally*,” message return to Change Defaults and remove the postage fees so that they do not appear on the registrations currently being processed.
- If the “*CRTRNWNTC completed normally*,” message does not appear, or if the message “Boat Renewal Notice Creation Ended Abnormally,” appears, contact the DVR Help Desk for assistance.



Boat Renewal Notice Creation

Once the Boat Renewal Notice Selection process is complete, the next step in the generation of the Boat Registration Renewal notice data file is the Boat Renewal Notice Creation.

When the “*CRTRNWNTC completed normally,*” message appears (the last step in Boat Renewal Notice Selection process), return to the Motor Vehicle Assessment menu and select **10 – Report Menu**, and then **52 – Boat Renewal Notice Creation** and press enter.

The data file is transmitted to the Department.

A message will appear stating, “*Renewal notice card processing completed successfully.*” Go to Work with Message on the Main Menu to view this message (refer to page 10-22).

Record Retention/Disclosure

County treasurers are authorized to destroy records related to the issuance of registrations as outlined in Records Retention Schedule 16 County Treasurers maintained by the Nebraska Secretary of State, Records Management Division. This Schedule is available for download at: http://www.sos.ne.gov/records-management/retention_schedules.html.

The retention periods outlined in Schedule 16 are as follows:

County Treasurer copy of registrations (or a computer generated list of all registrations issued)	3 years
Motor Vehicle Registration Monthly Report	2 years
Motor Vehicle Refund Application	5 years*
Permits - Grain Hauling, Special Farm, Carnival Operator, etc.	3 years
Affidavit of Storage and Non-Use	1 year*
Motor Vehicle Daily Transaction Report	6 years*

*Or 10 years if no audit have been performed

The county treasurer has the authority to destroy these documents prior to the period specified above if copies are stored on durable medium (i.e. microfilm, microfiche, document imaging system, etc.) if approved by the State Records Administrator.

Requests for approval of durable medium and for destruction of records should be directed to:

Nebraska Records Management Division
440 S 8th St, Suite 210
Lincoln, NE 68508-2294

402.471.2559

Refer to Uniform Motor Vehicle Records Disclosure Act in the title manual for details regarding disclosure of records.

One Stop

The One Stop is a program designed to allow the user to issue a title, perform the assessment, and issue a registration in a smooth and continuous manner. One Stop should be used for most transactions.

The exceptions are when the owner requests issuance of a title and not a corresponding registration. In that situation, process the transaction from the Motor Vehicle Title menu using 1- Original Title. When the owner is ready to register the vehicle, issue from the Motor Vehicle Registration menu, using 6 - Assess & Register or 2 – New Registration.

From the **Motor Vehicle Title**, **Motor Vehicle Assessment**, or **Motor Vehicle Registration** menu, select **8 – One Stop**.

On the Vehicle Identification screen, enter the information indicated and press enter.

```

VTR01000S01          ANY COUNTY          USER ID
ORIGINAL              Vehicle Identification

Previous Title State: NE

Previous Title: _____

VIN/Hull Number: _____ Vehicle Type: _

Make Code: _____

Year: _____

-Exit                      F12=Cancel
    
```

```

VTR01000S04          ANY COUNTY          USER ID
ORIGINAL              Title Owner Information
                     Vehicle Owner

If Joint Ownership   And: N      Or: Y      WROS: N

Owner Type/Name: I  SMITH, JOSEPH
SSN/FTIN : _____ DOB (M/D/Y/C): _ _ _ _

Owner Type/Name: I  _____
SSN/FTIN : _____ DOB (M/D/Y/C): _ _ _ _

Owner Address Line 1: 123 STATE ST
Address Line 2: _____
City: LINCOLN          State: NE  Zip: 68508

Mailing Name       : _____
Address Line 1:    _____
Address Line 2:    _____
City: _____   State: _  Zip: _____

F3=Exit              F12=Cancel
    
```

Enter the owner information on the Title Owner Information/Vehicle Owner screen and press enter.

Enter the purchase date and press enter.

```

VTR01000S06          ANY COUNTY          USER ID
ORIGINAL              Title Owner Information

Pur (M/D/Y/C): 04 01 14 _          Issue (M/D/Y/C): 4 8 14

Previous Owner:
Previous Owner: RANDY STRAJNER
City: LINCOLN          State: NE  Zip: 68508
Previous Title: 1470011000 NE 3/24/2014

Lien Information

Lien Holder :
Address:
City :           State:      Zip:

PREVIOUS NE VEHICLE INFORMATION FOUND ON COUNTY FILE
F3=Exit F7=Lien Notation F12=Cancel
    
```

Chapter 12 – VTR – 12-2

Enter the odometer reading and flag and any remarks to appear

```

VTR01000S07          ANY COUNTY          USER ID
ORIGINAL             Vehicle Information
VIN/Hull Number : 5NPDH4RE9DH223044   Year: 2008   Vehicle Type: I
Make Code   : GMC   Desc. GMC           Fuel Type   : G
Model Code  : NC1   Desc. SIERRA C1500 SIERRA NEW
Style Code  : PK   Desc. PICKUP
Color      : MHI   GVWR : 6400   Capacity:
Odometer   :      Odom Flag: _   Legends:
Prev Odometer: 2253   Prev Odom Flag: A   State:

Remarks
    
```

F12=Cancel F17=Override codes F19=Override odometer
F22=Boat Information F23=Override Legend

```

VTR01000S08          ANY COUNTY          USER ID
ORIGINAL             Certificate of Title
VIN/Hull Number   Year   Make   Body Style/Hull Length
5NPDH4RE9DH223044 2008   GMC   Model   SIERRA C1500 SIERRA NEW PICKUP
Purchase Date Issue Date Previous Title No/ST Title Type
4/07/2014 4/08/2014 1470011000 NE ORIGINAL
Color
GVWR/Hull Mat Capacity/Prop MHI Odometer/Watercraft Reg
6400 52003 ACTUAL
Legends

Owner(s) Name and Address
JOSEPH SMITH
123 STATE ST
LINCOLN, NE 68509

Previous Owner(s)/City/State
RANDY STAJNER
LINCOLN, NE 68509
Initials: DS

County
ANY COUNTY

F3=Exit F12=Cancel F18=Printers
    
```

Verify that all information is correct, enter user initials and press enter and the title will print.

A box will appear asking if you wish to defer payment. This will delay payment of the title fee and include it with the registration fees and taxes. Answer Y (Yes).

```

VTR01000S08          ANY COUNTY          USER ID
ORIGINAL             Certificate of Title
VIN/Hull Number   Year   Make   Body Style/Hull Length
5NPDH4RE9DH223044 2008   GMC   Model   SIERRA C1500 SIERRA NEW PICKUP
Purchase Date Issue Date Previous Title No/ST Title Type
4/07/2014 4/08/2014 1470011000 NE ORIGINAL
Color
GVWR/Hull Mat Capacity/Prop MHI Odometer/Watercraft Reg
6400 52003 ACTUAL
Legends

Owner(s) Name and Address
JOSEPH SMITH
123 STATE ST
LINCOLN, NE 68509

County
ANY COUNTY

Initials: DS

F3=Exit F12=Cancel F18=Printers
    
```

One-Stop Payment Deferral

You are processing this transaction as One-Stop.
Do you want to defer payment? _ (Y/N)

```

VTR0070S01          ANY COUNTY
ORIGINAL             Payment

Inspection Fee: .00
Lien Fee: .00
Title Fee: 10.00   Total Due: 10.00

Check: .00 : Payment deferred.
Cash: .00 : Press F10 to continue.
Credit Card: .00

Cashier Initials: DS Change Due: .00
Cash Drawer: -

Remarks

F9=Reprint Title F10=Defer Payment to Treasurer
F13=Print Title Application
    
```

Press **F10=Defer** payment to Treasurer

Chapter 12 – VTR – 12-3

```
Select option, press Enter.
  1. Assessment
  2. Return to Titling
  90. Return to Menu
```

A box will appear with the option to proceed to assessment, return to titling, or return to the starting menu. To proceed with the assessment enter a 1 on the selection line and press enter.

A notice will appear advising that titling fees will be collected by the Treasurer. Press enter.

```
VTR0600530          ANY COUNTY          USER ID
One-Stop            Assessment

Owner type/Name: I SMITH, JOSEPH

Owner address line 1: 123 STATE ST
Address line 2:

In Deferred titling fees will be collected by the Treasurer.

City: LINCOLN      State: NE  Zip: 68509

Title no: NE 1470011000  Issue date: 4/08/2014
```

```
VTR0600530          ANY COUNTY          USER ID
One-Stop            Assessment

Owner type/Name: I SMITH, JOHN

Owner address line 1: 123 STATE ST
Address line 2:
City: LINCOLN      State: NE  Zip: 68509

In care of type/name: I _____
Address line 1: 123 STATE ST
Address line 2: _____
City: LINCOLN      State: NE  Zip: _____

Title no: NE 1470011000  Issue date: 4/08/2014
```

F19=Leased Vehicle

If the vehicle is not a leased vehicle, press enter to continue.

F3=Exit F12=Cancel F19=Leased Vehicle

```
VTR0600530          ANY COUNTY          USER ID
One-Stop            Assessment

Lessee Owner type/Name: _____
Lessee Owner type/Name: _____

Owner address line 1: 123 STATE ST
Address line 2:
City: LINCOLN      State: NE  Zip: 68509
```

If the vehicle is a lease, press **F19=Leased Vehicle**. Fields will appear to allow the Lessee name(s) to be entered.

```
VTR0600540          ANY COUNTY          USER ID
One-Stop            Tax Assessment

VIN/Hull number: SNPDH4RE9DH223044  Acq. date: 4/07/2014  Veh type: T
Make code : GMC  Desc. GMC  Year: 2008  Fuel type: G
Model code : NCI  Desc. SIERRA C1500 SIERRA NEW  Color: WHI / 
Style code : PK  Desc. PICKUP  Capacity: _____
MSRP: 18100  GVWR: 8100
1:
District: _____ / _____  Tax year: 2013
Expires . . . : 4/2015  Months assessed: 0
Last expired: _____

Tax flag: B

Total tax due: .00

F3=Exit F4=Prompt F10=Valuation Lookup F12=Cancel
F22=Credit search
```

Select the appropriate district.

Chapter 12 – VTR – 12-4

```

VTR0600
One-Sto
VIN/Hul
Make co
Model c
Style c
MSRP:
1:
Distric
Expires
Last ex
    
```

District Number selection for Tax Year 2013

Type Option, Press Enter.
1=Select

District	Total Tax	Wheel Tax	
Opt Number	District Description	Rate	Flag
1	STATE TEST DISTRICT	1.349300	Y
10	FREEMAN SCHOOL DIST	2.139300	Y
15	RANDY'S DISTRICT	1.905000	Y
20	DERIC'S DISTRICT	1.570000	Y
25	TEST DISTRICT 25	1.570000	N

Bottom

F12=Cancel

```

F3=Exit  F4=Prompt  F10=Valuation Lookup  F12=Cancel
          F22=Credit search
    
```

Press **F4=Prompt** to see a list of tax districts to select from, enter the number in the Tax District field and press enter. If the Tax Flag should be changed, do so.

If a credit has been attached, press **F22=Credit search**.

Enter the method of search. To ensure the greatest accuracy, the title number should be the search method.

```

VTRCRDSCH          Credit Search Criteria
Title number : _____
Plate number  : _____ Type: __ Year: __
Owner type/name: I _____
    
```

F4=Prompt F12=Cancel

```

VTR0600S40          ANY COUNTY          USER ID
One-Stop           Tax Assessment
VIN/Hull number: 5NPDH4RE9DH223044    Acq. date: 4/01/2014  Veh type: T
Make code  : DODG Desc. DODGE           Year: 2004         Fuel type: G
Model code  : DLH  Desc. DURANGO LIMITED Color: GRY / ___
Style code  : 4M   Desc. 4 DR SPT UTIL   Capacity: _____
MSRP: 34255  GVWR: 6400
1:
2:
3:
District: 15 / RANDY'S DISTRICT        Tax year: 2013
Expires . . : 4/2015                  Months assessed: 12
Last expired: _____
Tax flag: B
Credit Information
Title number: NE 07070410001          Plate number: 100          Type: PA PA Year: 11
Name: I JOHNSON, BETTY
District: 1 / STATE TEST DISTRICT      Tax year: 2008          Tax paid: .00
Date sold: 4/08/2014                  Months credited: 7       Tax credit: .00
Total tax due: .00
F3=Exit  F4=Prompt  F10=Valuation Lookup  F12=Cancel
F20=View credit  F22=Credit search
    
```

Change the date sold if it is other than the current date. Enter user initials and press enter. The credit is now attached to the record.

A box will appear with registration options. Select the appropriate option by placing the applicable number on the select line.

```

00S40          ANY COUNTY          USER ID
itop          Tax Assessment
VIN/Hull number: 5NPDH4RE9DH223044    Acq. date: 4/07/2014  Veh type: T
Make code  : GMC Desc. GMC           Year: 2006         Fuel type: G
Model code  : NC1 Desc. SIERRA C1500 SIERRA NEW Color: MHI / ___
Style code  : PK   Desc. PICKUP       Capacity: _____
MSRP: 18190  GVWR: 6100
1:
Dist
Expi
Last
    
```

Select option, press Enter.

- 1. New Registration
- 2. 6 Month New Registration
- 3. Return to Titling
- 90. Return to Menu

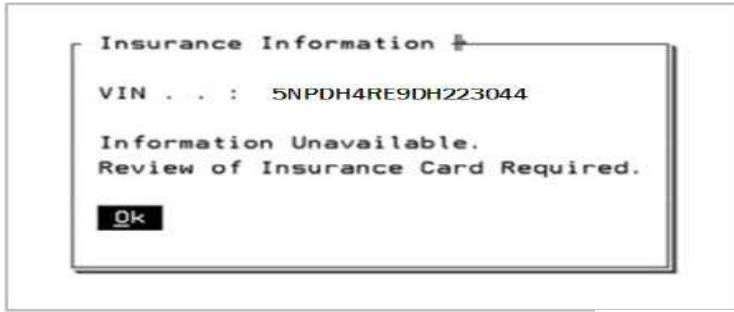
Initials: DS Total tax due: .00

Remarks: _____

```

F3=Exit  F4=Prompt  F10=Valuation Lookup  F12=Cancel
          F22=Credit search
    
```

Chapter 12 – VTR – 12-5



An Insurance Information box may appear. Follow the instructions (refer to Nebraska Insurance Database found on page 2-9).

Enter the plate number, plate type and plate year and press enter.

VTR0700S30 ANY COUNTY USER ID
One-Stop Registered Owners

Owner Type/Name: I SMITH, JOHN

Owner Address Line 1: 123 STATE ST
Address Line 2:
City: LINCOLN State: NE Zip: 68509

In Care of Type/Name: _____
Address Line 1: 123 STATE ST
Address Line 2:
City: LINCOLN State: NE Zip: 68509

Title No: NE 1470011000 Issue Date: 4/08/2014
Plate No: _____ Plate Type: _____ Plate Year: _____

F4=Prompt F12=Cancel F19=Leased Vehicle F20=Change Address

VTR0700S30 ANY COUNTY USER ID
One-Stop Registered Owners

Owner Type/Name: I SMITH, JOHN

Plate Class Selection

Plate type: Passenger Code: PA

Owner Address Line
Address Line
Ci Type option, press Enter.
1=Select

In Care of Type/Na
Address Line
Address Line
Ci

Opt Plate Class Code
- Dealer: Personal DP
- Low Speed Vehicle LV
1 Passenger PA

Title No: NE 14098
Plate No: 41A103

F3=Exit F4=Prompt F5=Refresh F12=Cancel Bottom

Select Plate Class.

If sales tax is to be collected, enter number of wheels to assess tire tax, purchase price and trade-in and/or rebate if applicable. Press enter.

The Form 6 may be printed from this screen by pressing **F22=Form 6** (refer to 12-66).

VTR07200S40 ANY COUNTY USER ID
One-Stop Registration

VIN/Hull Number: 5NPDH4RE9DH223044 Acq Date: 4/07/2014 Veh Type: I
Make Code : GMC Desc. GMC Year: 2006 Fuel Type: G
Model Code : NC1 Desc. SIERRA C1500 SIERRA NEW Color: HHI / _____
Style Code : PK Desc. PICKUP Capacity: _____

District: 15 RANDY'S DISTRICT Base Tax: 260.00 MSRP: 18190
Tax Year : 2013 Mo. Assessed: 12 Prorated Tax: 62.40
Expiration (m/y/c) : 4 15 0

Tax Flag: B

MV Fee: 5.00

Wheels: _____
Purch. Price: _____
Trade-In: _____
Rebate: _____

F3=Exit F12=Cancel F18=Printers

Chapter 12 – VTR – 12-6

```

VTR07200S45          ANY COUNTY          USER ID
One-Stop             Open Fees

Registration Fee: 20.50          Previous Fees: _____
Plate Fee: 6.80                  Title Fee: 10.00
Handling Fee: _____          Lien Fee: _____
Special Fuel Fee: _____      Inspection Fee: _____

Form 6 Info
( 5) State sales tax: 962.50    State Sales Tax Rate: 5.500000
( 6) City sales tax: _____    City Sales Tax Rate: _____
( 6) County sales tax: _____    County Sales Tax Rate: _____
( 7) Total sales tax: 962.50    Total Sales Tax Rate: 5.500000
( 8) Tire fee: _____          Previous tax: _____
( 9) Sales tax penalty: _____    MV Fee: 20.00
(10) Sales tax interest: _____
(11) BALANCE DUE: 962.50

Remarks to be printed on the Registration

F3=Exit      F5=Add Handling Fee      F12=Cancel
    
```

If you wish to add remarks to be printed on the registration, press **F10=Open Fees** on the Registration screen to get to the Open Fees screen. Enter any remarks at the bottom of the screen and press enter to return to the Registration screen.

Verify fees and enter user initials. Press enter and the registration will print.

```

VTR07200S40          ANY COUNTY          USER ID
One-Stop             Registration

VIN/Hull Number: 5NPDH4RE9DH223044    Acq Date: 4/07/2014    Veh Type: I
Make Code : GMC Desc. GMC                Year: 2008            Fuel Type: G
Model Code : NC1 Desc. SIERRA C1500 SIERRA NEW    Color: NHI / ____
Style Code : PK Desc. PICKUP                Capacity: _____
District: 15 RANDY'S DISTRICT            Base Tax: 280.00      MSRP: 18190
Tax Year : 2013                          Mo. Assessed: 12 Prorated Tax: 62.40
Expiration (m/y/c) : 4 15 0

Tax Flag: R

Registration Fee : 20.50                MV Fee: 5.00
Plate Fee : 6.80                        Penalty: .00
Handling Fee : _____                Wheels: 5            Interest: .00
Purch. Price: 10200.00                Trade-In: _____    Tire Tax: 5.00
Rebate: _____                    Sales Tax: 612.00
Previous Fees : _____                Total Tax: 679.40
Titling Fees : 10.00                    Total Fees: 42.10
Initials: _____                    Total Due: 721.50

F3=Exit      F5=Add Handling Fee      F12=Cancel      F24=More Keys
    
```

```

VTR0700S50          ANY COUNTY          USERID
One-Stop             PAYMENT

Inspection Fee: .00
Lien Fee: .00
Title Fee: 10.00
Total Tax: 679.40
Registration Fees: 32.10          Total Due: 721.50

Check: 721.50
Cash: .00

Cashier Initials: DS
Cash Drawer: _____

Remarks
_____
_____
    
```

Again, verify the fees, change payment type if necessary, and press enter and the transaction is completed.

Chapter 12 – VTR – 12-8

Verify the payment type and revise if necessary.

Enter user initials and press enter.

The money will appear on the report for the day the recall was processed, not the day the title was issued.

A registration will print which can serve as a receipt for the title and, if applicable, lien and/or inspection fees for the customer.

VTR0700S61	ANY COUNTY Deferred Payment	S002T281 USER ID
Title No: 1470011000	VIN/Motor ID: 5NPDH4RE9DH223044	Year: 6 Fuel: G
Make Desc: GMC	Model Desc: SIERRA C1500 SIERRA NEW	
Style Desc: PICKUP	Color: WHI /	Capacity:
Owner type/name 1: I BROWN, DON		
Owner type/name 2:		
Address line 1: 321 STATE ST		
Address line 2:		
City: LINCOLN	State: NE	Zip: 68509
Title Fee: 10.00	Cash Drawer: __	
Lien Fee: .00	Cash: _____	
Inspection Fee: .00	Check: <u>10.00</u>	
Total Due: 10.00	Cashier Initials: DS_	
F3=Exit	F12=Cancel	

New Assessment

New Assessment is used to create an assessment record once a title has been issued for any vehicle which is:

- Newly acquired – first time register;
- Change/transfer of ownership;
- Transferred from another Nebraska county;
- Transferred from another state;

From the main menu, select **4 – Motor Vehicle Assessment** and then **1 – New Assessment**.

On the **Title Holding Select Summary** screen, a list will display title records which have been processed by the county treasurer’s office.

```

VTR0600S05          ANY COUNTY          USERID
New          Title Holding Selection Summary

Type options, press Enter.
1=Select

Records Selected from Title Holding File

Opt Name          Issue Date  Title No.  Make Year Model
= BROWNMICHAEL   3/25/14  1370011001  HYUN 2013  ELA
    
```

```

VTR0600S20          ANY COUNTY          USERID
New          Selection Summary

Type options, press Enter.
1=Select

Records selected from COUNTY titling database

Opt Name          Title No.  Make Year Model Plate No.
= SMITH JEN       1370011000  PONT 1994  SLE
  BROWN MICHAEL   1370011001  HYUN 2013  ELA

F9=Exit  F12=Cancel
    
```

The most recently issued title will appear at the top of the list. The number of titles displayed will depend upon the number of days

set for Record Retention in Assessor’s Default (refer to Change Defaults in the VTR Assessor’s Manual).

If the title for the vehicle appears on the list, select it by placing a 1 in the Opt. field of that record.

If the record does not appear, or if the owner is from out of county, press **F9=Registration Identification**. Enter the search method (title number, VIN for county/state search; name only to search the county database) and press enter.

```

VTR0600S10          ANY COUNTY          USERID
New          Registration Identification

County/State Search

Title State: NE
Title Number: _____
VIN/Null Number: _____  Make Code: ____  Year: ____

County Search

Type/Name: 1 _____

F9=Exit          F12=Cancel  F16=Override CDR/VIN
    
```

Chapter 12 – VTR – 12-10

This will begin a direct search of, first the county, then the State database.

```
VTR0600S20                                ANY COUNTY                                USER ID
New                                         Selection Summary

Type options, press Enter.
1=Select

Records selected from COUNTY titling database

Opt Name                                Title No.  Make Year Model Plate No.
-----                                -
SMITH,LEN                               1370011000  PONT 1984  SLE
= BROWN,MICHAEL                         1370011001  HYUN 2013  ELA

F3=Exit  F12=Cancel
```

The **Selection Summary** screen will appear once the record is found. Select it by placing a 1 in the Opt. field for that record.

```
VTR0600S30                                ANY COUNTY                                USER ID
New                                         Assessment

Owner type/Name: I BROWN,MICHAEL

Owner address line 1: 123 MAIN ST
Address line 2:
City: LINCOLN                               State: NE  Zip: 68501

In care of type/name: I _____
Address line 1: 123 MAIN ST
Address line 2:
City: LINCOLN                               State: NE  Zip: 68501

Title no: NE 1370011001  Issue date: 3/25/2014

F3=Exit  F12=Cancel  F19=Leased Vehicle
```

On the **Assessment** screen, verify the owner information and, if necessary, enter the “In Care Of” address. If there is no “In Care Of” information, the system will accept the address information currently displayed.

```
VTR0600S30                                ANY COUNTY                                USER ID
New                                         Assessment

Owner type/Name: I BROWN,MICHAEL

MSRP/GVWR Selection ↑
VIN . . . : 5NPDH4RE9DH223044             # found . . . : 2

Type option, press Enter.
1=Select

Opt Model                                MSRP      GVWR
-----                                -
= 2013 HYUNDAI (DH4E) ELANTRA 4DR GLS    18,895
- 2013 HYUNDAI (DH4E) ELANTRA 4DR LIMITED 28,945

Bottom

F12=Cancel
F
```

If the vehicle is leased, press **F19=Leased Vehicle**. This will provide additional lines to enter the Lessee(s) (registered owner) name. After the name has been entered, press enter.

The system will then search the database for a Manufacturer’s Suggested Retail Price (MSRP) or Gross Vehicle Weight Rating (GVWR). One or both may appear depending upon the vehicle being

assessed. Under normal circumstances, only an MSRP or GVWR will be required.

Select the correct record by placing a 1 in the Opt. field.

Chapter 12 – VTR – 12-11

If no information is found, contact the DVR Help Desk for assistance.

```
VTR0600S30          ANY COUNTY          USER ID
NEW                  Assessment

Contact DMV for MSRP/GVWR Values

VIN . . . . . : JS3TD62UX24161935
Vehicle year . . . . . : 2002
Make . . . . . : SUZUKI
Model name . . . . . : GRAND VITARA
Model description . . . : UTILITY

F8=Input values  F12=Cancel
```

```
VTR0600S40          ANY COUNTY          USER ID
New                  Tax Assessment

VIN/Hull number: 5NPDH4FE9DH223044   Acq. date: 3/25/2014   Veh type: P
Make code   : HYUN Desc. HYUNDAI       Year: 2013           Fuel type: G
Model code  : ELA Desc. ELANTRA        Color: GRY / ____
Style code  : 4D Desc. 4 DOOR SEDAN    Capacity: ____
MSRP: 16695   GVWR:

1:           2:           3:
District: ____ / ____           Tax year: 2013
Expires . . : 3/2015           Months assessed: 0
Last expired: ____

Tax flag: B

Total tax due: .00

F3=Exit  F4=Prompt  F10=Valuation Lookup  F12=Cancel
F22=Credit search
```

A Tax District Number is required. Pressing **F4=Prompt** will display a list of current Tax District Numbers. Place a 1 in the Opt. field for the correct Tax District Number to select it and press enter.

The **Tax Assessment** screen is also where you will assign the appropriate Tax Flag (to see a list of valid Tax Flag codes, refer to page 12-66).

The system will generate the expiration date. This date will always be one (1) year from the acquisition date. If the owner has opted to have all of his vehicles expire in the same month, or presents an Affidavit of Storage and Non-Use, the expiration date may be changed accordingly. Otherwise the assessment must be for a full registration period based upon the acquisition date.

IMPORTANT: When registering a vehicle from out of county, the **Last Exp Date** is **required** to eliminate the system assessing back taxes on the vehicle.

Credits may be added in both New Assessment and Change Assessment (refer to page (One Stop) for procedure).

For information regarding adding a credit, refer to Credit Process, page 12-51.

For information regarding adding, changing, or removing a credit, refer to Change Assessment, page 12-12.

Change Assessment

The Change Assessment program is used when:

- assessing a vehicle in the same county in which it was previously registered;
- preparing records that are in the upcoming month's Renewal Notices;
- changing, correcting, or removing a credit which was attached to a record processed in the New Assessment function.

From the **Motor Vehicle Assessment** menu, select **2 – Change Registration** and enter.

On the **Registration Identification** screen, perform a search of the county database by entering one of the search criteria (title number, VIN/Hull number, plate number or name). Press enter.

On the **Assessment** screen, verify all information for accuracy.

If necessary, input an “In Care Of” name. The displayed owner address may be changed by typing the new address in the “In Care Of” address field. If the “In Care Of” fields are blank, the system will accept whatever owner information is currently displayed.

If the vehicle is leased and the lease information was not entered in **New Assessment**, it may be added here by pressing **F19=Leased Vehicle**.

After appropriate information is entered, press enter.

Chapter 12 – VTR – 12-13

On the **Tax Assessment** screen, fill in or correct any necessary vehicle information such as: Veh Type, Make, Model, Style, Year, Fuel Type, Color, or Capacity.

```

VTR0600S40                ANY COUNTY                USER ID
Change                    Tax Assessment

VIN/Hull Number: 5NPDH4RE9DH22304    Acq. date: 3 25 14 @    Veh type: P
Make code   : HYUN Desc. HYUNDAI        Year: 2013        Fuel type: G
Model code  : ELA  Desc. ELANTRA        Color: GRY / ___
Style code  : 4D  Desc. 4 DOOR SEDAN    Capacity: _____
MSRP: 16695    GVWR:
1: _____ 2: _____ 3: _____
District: 15 / RANDY'S DISTRICT    Tax year: 2013
Exp (M/Y/C): 3 15 @    Months assessed: 12
Last expire: @ @ @    Prior months assessed:    Previous tax: .00
                                   Tax flag: R
    
```

```

VTR0600S40                ANY COUNTY                USER ID
Change                    Tax Assessment

VIN/Hull Number: 5NPDH4RE9DH223044    Acq. date: 3 25 14 @    Veh type: P
Make code   : HYUN Desc. HYUNDAI        Year: 2013        Fuel type: G
Model code  : ELA  Desc. ELANTRA        Color: GRY / ___
Style code  : 4D  Desc. 4 DOOR SEDAN    Capacity: _____
MSRP/GVWR Selection
-----
VIN . . . : 5NPDH4RE9DH223044    # found . . . : 2

Type option, press Enter.
i=Select

Opt Model                               MSRP    GVWR
-----
- 2013 HYUNDAI (DH4E) ELANTRA 4DR GLS    16,695
- 2013 HYUNDAI (DH4E) ELANTRA 4DR LIMITED 20,945

F12=Cancel                                Bottom
F
    
```

```

Total tax due: .00

ion Lookup F12=Cancel
okup credit
    
```

Be sure that either the MSRP (Manufacturer's Suggested Retail Price) or GVWR (Gross Vehicle Weight Rating), or both appear. The MSRP or GVWR will be obtained from either the database or exception file.

If not contained in either, a message will appear with instructions to contact the DMV to obtain the necessary information.

Any information to be changed, such as tax flag or Tax District Number, may be changed at this time.

A listing of the current District numbers may be viewed by placing the cursor on the District field and pressing **F4=Prompt**. Select the District number from the list or press the **F12=Cancel** to remove the prompt and enter in the District number.

The expiration date will be generated by the system and will be one (1) year later than displayed when the Treasurer accesses it for registration. Press enter. Enter user initials and press enter again

```

VTR0600S30                ANY COUNTY                USER ID
CHANGE                    Assessment

-----Contact DMV for MSRP/GVWR Values-----

VIN . . . . . : JS3TD62UX24161935
Vehicle year . . . . . : 2002
Make . . . . . : SUZUKI
Model name . . . . . : GRAND VITARA
Model description . . . : UTILITY

F6=Input values    F12=Cancel
    
```

Add, Remove, or Change a Credit

From the **Motor Vehicle Assessment** menu, select **2-Change Assessment** and press enter.

To Add a Credit to a New Assessment

On the Registration Identification screen, enter the search method (title number, VIN, or name) and press enter to advance to the Tax Assessment screen.

Press **F22=Lookup Credit** to bring up the Credit Search window and enter the search method (title number, plate number, or name) for the vehicle that was traded and press enter.

After the Credit Information is retrieved and displayed, key in the Tax District Number, Date Sold and Tax Credit Amount, if necessary.

Note: If the Date Sold is adjusted, the Tax Credit Information may need to be re-entered. When entering the Tax Credit information, use the minus key on the number keypad to reflect the amounts as negative.

Press enter. Enter the user initials and press enter again to complete the change.

To Remove a Credit from a New Assessment

On the Registration Identification screen, enter the search method (title number, VIN, or name) and press enter to advance to the Tax Assessment screen.

Press **F22=Lookup Credit** to bring up the Credit Search window. Leave all search criteria fields blank and press enter.

The Tax Assessment screen will be re-displayed and the Credit information will no longer appear on the screen. Press enter (*credit may be re-attached here if necessary – see directly below). **User initials must be keyed and enter pressed again complete the removal of the credit.**

***To reattach:** Once the credit has been removed if the user wishes to re-attach the credit to the record, the following options are available (both options are only available if user initials and pressing enter has not occurred):

- Press **F12=Cancel** to go back to the Registered Owners screen. Press enter to return to the Tax Assessment screen. The Credit information will be re-displayed.
- Press **F3=Exit** to leave the program resulting in the cancellation all changes previously made.

Change the Credit to a Different Credit

On the Registration Identification screen, enter the search method (title number, VIN, or name) and press enter to advance to the Tax Assessment screen.

The currently attached credit will be displayed on the screen.

Press **F22=Lookup Credit** to bring up the Credit Search window and enter the search method (title number, plate number, or name) for the record you want to attach as credit.

After the Credit Information is retrieved and displayed, enter the Tax District Number, Date Sold, and Tax credit amount, if necessary.

Note: If the Date Sold is adjusted, the Tax Credit Information may need to be re-entered. When entering the Tax Credit information, use the minus key on the number keypad to reflect the amounts as negative.

Press enter. Enter the user initials and press enter again to complete assigning the new credit record.

Change the Date Sold or Tax Credit Amount

On the Registration Identification screen, enter the search method (title number, VIN, or name) and press enter to advance to the Tax Assessment screen.

The Tax Credit information will be displayed.

Tab down to the Date Sold and/or Tax Credit amount. Adjust as necessary and press enter to accept changes.

Note: If the Date Sold is adjusted, the Tax Credit Information may need to be re-entered. When entering the Tax Credit information, use the minus key on the number keypad to reflect the amounts as negative.

Press enter. Enter the user initials and press enter again to complete the change.

Affiliated District/Credit Vehicle

If the tax district of the credit record is not found in the current year's tax district file, the system will default to the Affiliated District prompt in the lower portion of the screen. This prompt requires that a district number entry be supplied before processing the transaction. The district number used will allow the system to properly distribute the tax credit amount and should match the district in which the previous district number was affiliated.

View Credit (Credit Look up)

Use this function when, after entering the search method, the Credit Search window states, “*Credit pending on this registration, credit denied,*” for the requested credit record.

When the credit pending message appears, press **F20=View Credit** and view the credit record information.

In **Assessment Change Registration**, the credit can be removed by use of **F22=Lookup Credit** and the credit is now attached to the correct record. This function may also display the Associated Registration information. Use of **F20=View Associated Registration** will allow the display of the associated record, which is the record to which the credit is currently attached.

New Registration

New registrations are issued in **2. New Registration** which is located on the **Motor Vehicle Registration** menu. New Registration is also the final process in One-Stop, Assess & Register, and Untitled Assess & Register.

Once the title and assessment have been completed a registration may be issued. For untitled vehicles, once the untitled assessment process is completed a registration may be issued.

New Registration for One-Stop, Assess & Register, or Untitled Assess & Register

When the assessment process has been completed a box will appear on the screen. Select **1. New Registration**.

An Insurance Information box will appear. Follow the instructions (refer to Nebraska Insurance Database, page 2-9).

```

VTR0600S40          ANY COUNTY          USER ID
One-Stop            Tax Assessment

VIN/Hull number: JHLPE4H75BC008858      Acq. date: 5/27/2013  Veh type: T
Make code   : HOND Desc. HONDA           Year: 2011         Fuel type: G
Model code  : RXL  Desc. CR-V EXL        Color: BLU / ___
Style code  : 4W   Desc. 4 DR SPT UTIL   Capacity: _____
MSRP:      27895   GVWR:

1:
Dist      Select option, press Enter.
Expi      - 1. New Registration
Last      - 2. 6 Month New Registration
          - 3. Return to Titling
          - 90. Return to Menu

Initials: ABC      Total tax due: .00
          _____
F10=Valuation Lookup  F12=Cancel
2=Credit search
    
```

```

Insurance Information
VIN . . . : JHLPE4H75BC008858
Information Unavailable.
Review of Insurance Card Required.
Ok
    
```

The next screen is the Registered Owners screen. Enter in the Plate Number; Plate Type; and Plate Year in the appropriate fields and press enter.

```

VTR0700S30          ANY COUNTY          USER ID
One-Stop            Registered Owners

Owner Type/Name: I JONES,BENJAMIN
Owner Type/Name: I JONES,MARY

Owner Address Line 1: 800 OAK DR
Address Line 2:
City: LINCOLN          State: NE  Zip: 68501

In Care of Type/Name: _____
Address Line 1: 800 OAK DR
Address Line 2:
City: LINCOLN          State: NE  Zip: 68501

Title No: NE 1370011001 Issue Date: 6/20/2013
Plate No: _____ Plate Type: ___ Plate Year: ___

F3=Exit  F4=Prompt  F12=Cancel  F19=Leased Vehicle  F20=Change Address
    
```

Chapter 12 – VTR – 12-18

A Plate Class Selection box may appear. Select the Plate Class and press enter.

VTR0700S30 One-Stop	ANY COUNTY Registered Owners	USER ID
Owner Type/Name: I JONES, BENJAMIN		
Plate Class Selection		
Owner Type/Na	Plate type: Passenger	Code: PA
Owner Address Line Address Line Ci	Type option, press Enter. 1=Select	
In Care of Type/Na Address Line Address Line Ci	Opt Plate Class	Code
	- Dealer: Personal	DP
	- Low Speed Vehicle	LV
	<u>1</u> Passenger	PA
Title No: NE 13171 Plate No: ABC123		
F3=Exit F4=Prompt		Bottom
		F5=Refresh F12=Cancel

VTR07200S40 One-Stop	ANY COUNTY Registration	USER ID
VIN/Hull Number: JHLPE4H75BC008858 Acq Date: 5/27/2013 Veh Type: I		
Make Code : HOND Desc. HONDA Year: 2011 Fuel Type: G		
Model Code : RXL Desc. CR-V EXL Color: BLU / ___		
Style Code : 4W Desc. 4 DR SPT UTIL Capacity: _____		
District: 10 FREEMAN SCHOOL DIST Base Tax: 420.00 MSRP: 27895		
Tax Year : 2012 Mo. Assessed: 12 Prorated Tax: 336.00		
Expiration (m/y/c) : <u>5 14 0</u>		
Tax Flag: R		
MV Fee: 20.00		
Wheels: _____		
Purch. Price: _____		
Trade-In: _____		
Rebate: _____		
F3=Exit F12=Cancel F18=Printers		

On the Registration screen, enter the number of wheels to reflect Tire Tax and enter the Purchase Price. Also enter Trade-In and/or Rebate if applicable to the vehicle.

These fields are only entered if Sales Tax is to be collected. Press enter.

All taxes and fees to be collected will now be displayed on the Registration screen. **F5=Add Handling Fee/F5=Zero Handling Fee** is a toggle key that can be used to add or remove the handling fee (refer to page 5-5).

The Form 6 may be printed from this screen (refer to Printing a Form 6 from VTR, page 12-66) .

VTR07200S40 One-Stop	ANY COUNTY Registration	USER ID
VIN/Hull Number: JHLPE4H75BC008858 Acq Date: 5/27/2013 Veh Type: I		
Make Code : HOND Desc. HONDA Year: 2011 Fuel Type: G		
Model Code : RXL Desc. CR-V EXL Color: BLU / ___		
Style Code : 4W Desc. 4 DR SPT UTIL Capacity: _____		
District: 10 FREEMAN SCHOOL DIST Base Tax: 420.00 MSRP: 27895		
Tax Year : 2012 Mo. Assessed: 12 Prorated Tax: 336.00		
Expiration (m/y/c) : <u>5 14 0</u>		
Tax Flag: R		
MV Fee: 20.00		
Registration Fee	: <u>20.50</u>	Penalty: .00
Plate Fee	: <u>6.60</u>	Interest: .00
Handling Fee	: _____	Wheels: _____
		Purch. Price: <u>17500.00</u>
Previous Fees	: _____	Trade-In: _____
		Rebate: _____
		Sales Tax: 962.50
Titling Fees	: 10.00	Total Tax: 1298.50
		Total Fees: 57.10
		Total Due: 1355.60
		Initials: _____
F10=Open Fees F18=Printers F22=Form 6 F24=More Keys		

Chapter 12 – VTR – 12-19

If you wish to add remarks to be printed on the registration, press **F10=Open Fees** on the Registration screen to get to the Open Fees screen. Enter any remarks at the bottom of the screen and press enter to return to the Registration screen.

Enter user initials and press enter to print the registration.

VTR07200S45 One-Stop	ANY COUNTY Open Fees	USER ID
Registration Fee: <u>20.50</u>	Plate Fee: <u>6.60</u>	Previous Fees: _____
Handling Fee: _____	Special Fuel Fee: _____	Title Fee: <u>10.00</u>
		Lien Fee: _____
		Inspection Fee: _____
Form 6 Info		
(5) State sales tax: <u>962.50</u>	State Sales Tax Rate: <u>5.500000</u>	
(6) City sales tax: _____	City Sales Tax Rate: _____	
(6) County sales tax: _____	County Sales Tax Rate: _____	
(7) Total sales tax: <u>962.50</u>	Total Sales Tax Rate: <u>5.500000</u>	
(8) Tire fee: _____		
(9) Sales tax penalty: _____	Previous tax: _____	
(10) Sales tax interest: _____		
(11) BALANCE DUE: <u>962.50</u>	MV Fee: <u>20.00</u>	
Remarks to be printed on the Registration		

F3=Exit	F5=Add Handling Fee	F12=Cancel

New Registration

From the **Motor Vehicle Registration** menu, select **2 - New Registration**.

Select the correct record from the Registration Holding Selection Summary screen by placing a 1 on the Opt line for that record.

If the correct record it is not there, press **F9=Registration Identification** to search for the record.

VTR0700S05 NEW	ANY COUNTY Registration Holding Selection Summary	USER ID
Type options, press Enter.		
1=Select		
Records selected from Registration Holding File		
Opt Name	Issue Date	Title No. Make Year Model
1 JONES, BENJAHIN	6/20/13	1370011001 HOND 2011 RXL
Bottom		
8=Registration Identification		F12=Cancel

VTR0700S10 NEW	ANY COUNTY Registration Identification	USER ID
County Search		
Title Number: NE _____		
VIN/Hull Number: _____		
Type / Name: I _____		
F3=Exit	F12=Cancel	F16=Override CDR/VIN

If it is necessary to search for the record in **F9=Registration Identification**, enter one of the search criteria (title number, VIN, name) and press enter.

Chapter 12 – VTR – 12-20

Whether selecting the record from the Summary screen or searching for the record with F9=Registration Identification, an Insurance Information box may appear. Follow the instructions (refer to Nebraska Insurance Database found on page 2-9).

```
VTR0700S05                                ANY COUNTY                                USER ID
NEW                                         Registration Holding Selection Summary

Type options, press Enter.
1=Select

Records selected from Registration Holding File

Opt Name      Insurance Information      Title No.  Make Year Model
 1 JONES, BE  VIN . . . : JHLPE4H75BC008858  370011001 HOND 2011  RXL

Information Unavailable.
Review of Insurance Card Required.

  Ok

Bottom

F3=Exit      F5=Refresh      F9=Registration Identification      F12=Cancel
```

From this point forward the procedure to issue the new registration is the same as shown in One-Stop, Assess & Register, or Untitled Assess & Register.

Renew Registration

A renewal registration is issued in **1- Renew Registration** on the **Motor Vehicle Registration** menu.

```

VTR0700S10          ANY COUNTY          USER ID
RENEWAL             Registration Identification
                   County Search

Registration Number: _____
Title Number: NE _____
VIN/Hull Number:    _____
Plate Number: _____ Plate Type: __ Plate Year: __

Type / Name : I _____

F3=Exit F4=Prompt F12=Cancel F16=Override CDR
    
```

Enter one of the search criteria on the Registration Identification screen and press enter.

An Insurance Information box may appear. Follow the instructions (refer to Nebraska Insurance Database, page 2-9.)

```

VTR0700S10          ANY COUNTY          USER ID
RENEWAL             Registration Identification
                   County Search

Registration Number: _____
Title Number: NE 1371402000
VIN/Hull Number:    _____
Plate Number: _____ Plate Type: __ Plate Year: __

Type / Name : I _____

Insurance Information
VIN . . . : 2G1WT58L26936425
Information Unavailable.
Review of Insurance Card Required.
Ok

F3=Exit F4=Prompt F12=Cancel F16=
    
```

```

VTR07100S40          ANY COUNTY          USER ID
RENEWAL             Registration

Owner: I JONES, MICHAEL          Prev. Issue Date: 8/02/2013

Title No: NE 13714020001      Acq: 8/15/2012 Veh Type: I Fuel: G
Plate No: ABC007 PA PA 11     Make: CHEV CHEVROLET      Color: BLU /
Prev. No: 00020130189        Model: QAZ EQUINOX EQUINOX LT2 AMD Veh Yr: 2011
                               Style: 4W 4 DR SPT UTIL Cap.:
                               Base Tax: 500.00 MSRP: 30070
                               Assessed: 12 Prorated Tax: 400.00

District: 10 FREEMAN SCHOOL DIST
Expires: 8/2014 Tax Flag: R
Tax Year: 2012
Reg. Fee : 20.50              MV Fee: 20.00
Plate Fee :                   Check: 440.50      Lost Plate Fee:
Handling Fee :                 Cash:
Spec. Fuel Fee :               Cash Drawer:
Previous Fees :                 Cashier Initials:
Receipt Remarks:

F3=Exit F5=Add Handling Fee F12=Cancel F13=Retrieve MSRP F24=More Keys
    
```

Press enter to proceed to the Registration screen.

Chapter 12 – VTR – 12-22

```

VTR0700S30          ANY COUNTY          User ID
RENEWAL             Registered Owners

-   Owner Type/Name: I JONES, MICHAEL

Owner Address Line 1: 500 W OAK ST
Address Line 2:
City: LINCOLN          State: NE   Zip: 68501

In Care of Type/Name: _____
Address Line 1: 500 W OAK ST
Address Line 2:
City: LINCOLN          State: NE   Zip: 68501

VIN/Hull Number: 2G1WT58L269364254

F3=Exit   F4=Prompt   F12=Cancel   F19=Leased Vehicle   F20=Change Address
    
```

Any changes to address or lease status are made on the Registered Owners screen.

Press **F12=Cancel** from the Registration screen to access the Registered Owners screen.

- Use **F20=Change Address** to make changes to an address. Press enter to return to the Registration screen.
- Use **F19=Leased Vehicle** to enter the name of the Lessee(s) for a leased vehicle. Press enter to return to the Registration screen.

If a change is made to the plate number, plate type, or plate year, a Plate Status box will appear on the screen.

Change the status if appropriate and press enter.

Any remarks to be printed on the registration are entered on the **Receipt Remarks** line at the bottom of the Registration screen.

```

VTR07100S40          ANY COUNTY          User ID
RENEWAL             Registration

Owner: I JONES, MICHAEL          Prev. Issue Date: 8/02/2013

Title No: NE 13714020001      Acq: 8/15/2012  Veh Type: I   Fuel: G
Plate No: ABC008   PA PA 11  Make : CHEV CHEVROLET      Color: BLU / ___
Prev. N

District: _____
Expire: _____
Tax Yea: _____
Reg. Fe: _____
Plate F: _____
Handlin: _____

Spec. F: _____
Previou: _____

Please enter the status of this plate..... N
R=Returned; N=Not Returned; L=Lost

Plate Number: ABC007
Plate Type : PA Class: PA
Plate Year : 11

MSRP: 30070
ated Tax: 400.00

MV Fee: 20.00
ate Fee: _____

otal Due: 440.50

Receipt Remarks: _____

F3=Exit   F5=Add Handling Fee   F12=Cancel   F13=Retrieve MSRP   F24=More Keys
    
```

Be sure to make any necessary changes on the Registration screen **after** accessing the Registered Owners screen. If a change is made first on the Registration screen and then the Registered Owners screen is accessed, the information that was changed on the Registration screen will not hold.

Chapter 12 – VTR – 12-23

Verify all information for accuracy on the Registration screen, enter your user initials in the appropriate field and press enter to print the registration.

Untitled Assess and Register

While untitled assessment alone remains an option on the **Motor Vehicle Assessment** menu (4 - Untitled Assessment), it is from a time when the county assessor performed the vehicle assessment function. Assessment and registration of vehicles is performed by selecting **5 - Untitled Assess & Register** on the **Motor Vehicle Registration** menu.

```

VTR06400S01          ANY COUNTY          USER ID
Assess/Register      Untitled Assessment

  Owner Type/Name:  _
  Owner Type/Name:  _
  Owner address line 1:
  Address line 2:
  City:             State:  _ Zip:  _
  In care of type/name: I
  Address line 1:
  Address line 2:
  City:             State:  _ Zip:  _

  Previous title number: NE
  Previous plate number:   Plate type:  _ Plate year:  _
  VIN/Hull number:       Year:  _

F3=Exit  F4=Prompt  F12=Cancel  F16=Override CDR/VIN  F19=Leased vehicle
    
```

On the **Untitled Assessment** screen, enter the Owner Name and Address.

Enter as much information as you have related to the vehicle and press enter.

```

VTR06400S01          ANY COUNTY          USER ID
Assess/Register      Untitled Assessment

  Owner Type/Name:  I SMITH, WILLIAM
  Owner Type/Name:  _
  Owner address line 1: 123 MAIN ST
  Address line 2:
  City:             LINCOLN State:  NE Zip:  68501
  In care of type/name: I
  Address line 1:
  Address line 2:
  City:             State:  _ Zip:  _

  Previous title number: NE
  Previous plate number:   Plate type:  _ Plate year:  _
  VIN/Hull number:       4WRPS1910X1075405 Year:  1999

F3=Exit  F4=Prompt  F12=Cancel  F16=Override CDR/VIN  F19=Leased vehicle
    
```

If the correct vehicle appears on the **Untitled Selection Summary** screen, select it by placing a 1 in the Opt field for the correct vehicle record.

Chapter 12 – VTR – 12-25

If the correct record is not found, press “F20=Record not found” to get to the **Untitled Tax Assessment** screen.

```

_VTR06400S01                ANY COUNTY                USER ID
Assess/Register                Untitled Assessment

      Owner Type/Name: I SMITH, WILLIAH

Owner address line 1: 123 MAIN ST
Address line 2:
City: LINCOLN                State: NE  Zip: 68501

In care of type/name: I
Address line 1:
Address line 2:
City:                State:      Zip:

Previous title number: NE
Previous plate number:                Plate type:      Plate year:
VIN/Hull number: 4WRPS1910X10754    Year: 1999

Record not found
F3=Exit  F4=Prompt  F12=Cancel  F16=Override CDR/VIN  F20=Record not found
    
```

```

VTR06400S03                ANY COUNTY                USER ID
Assess/Register                Untitled Tax Assessment

VIN/Hull number: 4WRPS1910X107540    Acq. date: 6/25/2013    Veh type: _
Make code : _ Desc. _                Year: 1999    Fuel type: _
Model code : _ Desc. _                Color: _ / _
Style code : _ Desc. _                Capacity: _
MSRP:                GVWR:
1: _                2: _                3: _
District: _ / _                Tax year: 2012
Expires . : 6/2014                Months assessed: 12
Last expire: _

Tax flag: R

This vehicle is not contained in the R.L. Polk VINA, edit accordingly.
F3=Exit  F4=Prompt  F10=Valuation Lookup  F12=Cancel
F22=Lookup credit
    
```

The Acquisition Date will default to the current date. If the owner has two or more vehicles registered and requests they be due in the same month, or submits an Affidavit of Storage and Non-Use, change the acquisition date by typing over the date that appears in the Acq. Date field.

Enter the Vehicle Type, Make, Model, Style codes and descriptions, Fuel type, Color, and District and press enter. (Capacity is optional.)

Enter user initials and press enter.

```

VTR06400S03                ANY COUNTY                USER ID
Assess/Register                Untitled Tax Assessment

VIN/Hull number: 4WRPS1910X107540    Acq. date: 6/25/2013    Veh type: 0
Make code : RANG Desc. RANGER                Year: 1999    Fuel type: N
Model code : R10 Desc. R100                Color: SIL / _
Style code : BT Desc. BOAT TRAILER                Capacity: _
MSRP:                GVWR:
1: _                2: _                3: _
District: 10 / FREEMAN SCHOOL DIST    Tax year: 2012
Expires . : 6/2014                Months assessed: 12
Last expire: _                Prior months assessed: 0

Tax flag: R

Initials: _                Total tax due: .00
Remarks: _____

F3=Exit  F4=Prompt  F10=Valuation Lookup  F12=Cancel
F22=Lookup credit
    
```

If the MSRP/GVWR information is required (non-resident trucks, buses and trailers), and is not on the system, the Contact DMV for MSRP/GVWR Values box will appear.

```

VTR0600S30                               ANY COUNTY                               USER ID
Assess/Register                             Assessment
-----Contact DMV for MSRP/GVWR Values-----
VIN . . . . . : JS3TD62UX24181935
Vehicle year . . . . . : 2002
Make . . . . . : SUZUKI
Model name . . . . . : GRAND VITARA
Model description . . . : UTILITY

F8=Input values  F12=Cancel
    
```

Press **F12=Cancel** to return to the **Untitled Tax Assessment** screen and contact the DVR Help Desk so the Exception File can be updated with the appropriate information.

Once Help Desk advises the information is now contained in the Exception File, press enter and the MSRP/GVWR information will appear.

Enter user initials and press enter.

```

VTR06400S03                               ANY COUNTY                               USER ID
Assess/Register                             Untitled Tax Assessment
VIN/Hull number: 4WRBS1910X1075405   Acq. date: 6/25/2013   Veh type: Q
Make code  : RANG Desc. RANGER           Year: 1999           Fuel type: N
Model code  : R10  Desc. R100             Color: SIL / ___
Style code  : BT   Desc. BOAT TRAILER     Capacity: _____
MSRP:      GVWR:
1:
Dis
Exp
Las
Select option, press Enter.
  1. New Registration
  2. 6 Month New Registration
  3. Return to Assessment
  90. Return to Menu

Remarks: _____ Initials: JTG   Total tax due: .00 +
F3=Exit  F4=Prompt  F10=Valuation Lookup  F12=Cancel
F22=Lookup credit
    
```

A box will appear. Place a 1 on the select option line to choose New Registration (refer to New Registration, page 12-17).

Untitled Assessment

When using **4 - Untitled Assessment**, the procedure is the same as **5 - Untitled Assess & Register** except, once the user initials are entered; the system returns the user to the Untitled Assessment screen.

The user will then need to return to the **Motor Vehicle Registration** menu and select **2 - New Registration** to issue the registration.

Commercial Vehicles

New Registration

Commercial vehicle registrations are issued through **8. One-Stop** located on the **Motor Vehicle Titling, Motor Vehicle Registration, and Motor Vehicle Assessment** menus.

Once the title has been issued, select **1 - Assessment** and press enter.

```
Select option, press Enter.
  1. Assessment
  2. Return to Titling
  90. Return to Menu
```

```
VTR0600S30          ANY COUNTY          USER ID
One-Stop            Assessment

Owner type/Name: B WILSON CONSTRUCTION INC

Owner address line 1: 234 MAIN ST
Address line 2:
In [Deferred titling fees will be collected by the Treasurer.]
City: LINCOLN      State: NE  Zip: 68501
Title no: NE 13141410001  Issue date: 5/21/2013

F3=Exit  F12=Cancel  F19=Leased Vehicle
```

If the fees were deferred on the title, a box will appear on the Assessment screen advising the titling fees were deferred.

Press enter.

Press enter again and a box will appear asking “*Will this vehicle be registered as a: RV, Bus, Trailer, or Mini Truck? _ (Y=Yes/N=No).*”

```
VTR0600S30          ANY COUNTY          USER ID
One-Stop            Assessment

Owner type/Name: B WILSON CONSTRUCTION INC

Owner address line 1: 234 MAIN ST
Address line 2:
City: LINCOLN      State: NE  Zip: 68501

In care of type/name: I
Address line 1
Address line 2
City
Title no: NE 1314141
[Will this vehicle be registered as a: RV, Bus, Trailer, or Mini Truck? _ (Y=Yes/N=No)]

F3=Exit  F12=Cancel  F19=Leased Vehicle
```

This will occur whenever the Vehicle Type is T (Truck) and an MSRP and/or GVWR are not available on the record.

- If the answer is “No” the system will base the fees on the MSRP or GVWR;
- If the answer is “Yes” the fees are based on the plate type and an MSRP or GVWR is not required;

Answer the question according to the type of vehicle you are registering and press enter.

Chapter 12 – VTR – 12-28

If “No” was the response to the question, and the MSRP or GVWR is not available in the database, the **Contact DMV for MSRP/GVWR Values** box will appear.

Contact the DMV Help Desk so the MSRP or GVWR information may be to be added to the Exception File.

```

VTR0600S30          ANY COUNTY          USER ID
Assess/Register      Assessment
                    Contact DMV for MSRP/GVWR Values
-----
VIN . . . . . : 1FTPX1EFXBF39082
Vehicle year . . . . . : 2002
Make . . . . . : SUZUKI
Model name . . . . . : GRAND VITARA
Model description . . . . . : UTILITY

F8=Input values  F12=Cancel
    
```

```

VTR0600S40          ANY COUNTY          USER ID
One-Stop            Tax Assessment
-----
VIN/Hull number: 1FTPX1EFXBF39082      Acq. date: 4/30/2013  Veh type: T
Make code   : FORD Desc. FORD           Year: 2011      Fuel type: E
Model code  : F15 Desc. LGT CONVTNL 'F' F150      Color: RED / ___
Style code  : 4C Desc. 4DR EXTEND CAB           Capacity: _____
MSRP: 32175  GVWR:
1:
District: ___ /           Tax year: 2012
Expires . . : 4/2014      Months assessed: 0
Last expired: _____

Tax flag: R

Total tax due: .00

MSRP/GVWR data retrieved from Exception File.
F3=Exit  F4=Prompt  F10=Valuation Lookup  F12=Cancel
F22=Credit search
    
```

Once the information is added, press enter and “*MSRP/GVWR data retrieved from Exception File.*” will appear at the bottom of the screen and the MSRP or GVWR will information will now appear on the Tax Assessment screen.

Enter the District number and change the Tax Flag if necessary and press enter. Enter user initials and press enter.

Select 1 - New Registration and press enter.

```

VTR0600S40          ANY COUNTY          USER ID
One-Stop            Tax Assessment
-----
VIN/Hull number: 1FTPX1EFXBF39082      Acq. date: 4/30/2013  Veh type: T
Make code   : FORD Desc. FORD           Year: 2011      Fuel type: E
Model code  : F15 Desc. LGT CONVTNL 'F' F150      Color: RED / ___
Style code  : 4C Desc. 4DR EXTEND CAB           Capacity: _____
MSRP: 32175  GVWR:
1:
Dist
Expi
Last
Select option, press Enter.
  1. New Registration
  2. 6 Month New Registration
  3. Return to Titling
  90. Return to Menu

Remarks: _____ Initials: JTG  Total tax due: .00
F3=Exit  F4=Prompt  F10=Valuation Lookup  F12=Cancel
F22=Credit search
    
```

An Insurance Information box may appear. Follow the instructions (refer to Nebraska Insurance Database, page 2-9).



VTR0700S30 ANY COUNTY USER ID
One-Stop Registered Owners

Owner Type/Name: B WILSON CONSTRUCTION INC
Plate Class Selection

Owner Address Line
Address Line
Ci

In Care of Type/Na
Address Line
Address Line
Ci

Title No: NE 13141
Plate No: 9999

F3=Exit F4=Prompt

Plate type: Truck: Commercial Code: TC

Type option, press Enter.
1=Select

Opt Plate Class	Code
1 Truck: Commercial	TC
- Truck: 10% Reduction	TR

F5=Refresh F12=Cancel Bottom

The next screen is the Registered Owners screen. Enter the Plate Number, Plate Type, and Plate Year in the appropriate fields and press enter.

A Plate Class Selection box will appear. Select the appropriate Plate Class and press enter.

A box will appear asking "Is this vehicle a Truck-Tractor? N". This will default to N (No). Change to Y (Yes) if necessary (this will determine the plate fee), and press enter.

Is this vehicle a Truck-Tractor? N

A Registered weight box will appear. Enter the appropriate weight in tons and press enter.

VTR0700S30 ANY COUNTY USER ID
One-Stop Registered Owners

Owner Type/Name: B WILSON

Registered weight _____ Tons

Owner Address Line 1: 234 MAIN ST
Address Line 2:
City: LINCOLN State: NE Zip: 68501

In Care of Type/Name: _____
Address Line 1: 234 MAIN ST

Is this vehicle a Truck-Tractor? N

F3=Exit F4=Prompt F12=Cancel F19=Leased Vehicle F20=Change Address

Chapter 12 – VTR – 12-30

The Registration screen will appear.

Enter the number of wheels to reflect Tire Tax and enter the Purchase Price.

Tire Tax is assessed only on first time registration of a new model year vehicle or when registering a previously owned vehicle if new tires have been added.

If Sales Tax is collected enter Trade-In and/or Rebate information if applicable and press enter.

VTR07200S40 NEW	ANY COUNTY Registration	USER ID
VIN/Hull Number: 1FTPX1EFXBF39082 Acq Date: 4/30/2013 Veh Type: I		
Make Code : FORD Desc. FORD Year: 2011 Fuel Type: E		
Model Code : F15 Desc. LGT CONVTL 'F' F150 Color: RED / ___		
Style Code : 4C Desc. 4DR EXTEND CAB Capacity: _____		
District: 10 FREEMAN SCHOOL DIST Base Tax: 540.00 MSRP: 32175		
Tax Year : 2012 No. Assessed: 12 Prorated Tax: 432.00		
Expiration (m/y/c) : <u>4 14 0</u>		
Tax Flag: R		
Registered Weight : <u>3</u> Tons		
MV Fee: 20.00		
Wheels: _____		
Purch. Price: _____		
Trade-In: _____		
Rebate: _____		
F3=Exit F12=Cancel F18=Printers		

VTR07200S40 NEW	ANY COUNTY Registration	USER ID
VIN/Hull Number: 1FTPX1EFXBF39082 Acq Date: 4/30/2013 Veh Type: I		
Make Code : FORD Desc. FORD Year: 2011 Fuel Type: E		
Model Code : F15 Desc. LGT CONVTL 'F' F150 Color: RED / ___		
Style Code : 4C Desc. 4DR EXTEND CAB Capacity: _____		
District: 10 FREEMAN SCHOOL DIST Base Tax: 540.00 MSRP: 32175		
Tax Year : 2012 No. Assessed: 12 Prorated Tax: 432.00		
Expiration (m/y/c) : <u>4 14 0</u>		
Tax Flag: R		
Registered Weight : <u>3</u> Tons		
MV Fee: 20.00		
Registration Fee : <u>23.50</u> Penalty: .00		
Plate Fee : <u>6.60</u> Wheels: _____ Interest: .00		
Handling Fee : _____ Purch. Price: <u>18500.00</u>		
Previous Fees : _____ Trade-In: _____ Sales Tax: 1017.50		
Titling Fees : 10.00 Rebate: _____ Total Tax: 1449.50		
Initials: _____ Total Fees: 60.10		
Total Due: 1509.60		
F10=Open Fees F18=Printers F22=Form 6 F24=More Keys		

All taxes and fees to be collected will now be displayed on the Registration screen.

F5=Add Handling Fee/F5=Zero Handling Fee is a toggle key that can be used to add or remove the handling fee (refer to page 55).

The Form 6 may be printed from this screen. Refer to Printing a Form 6 from VTR on page 12-66.

Chapter 12 – VTR – 12-31

If you wish to add remarks to be printed on the registration, press **F10=Open Fees** on the Registration screen. Enter any remarks at the bottom of the screen and press enter when finished to return to the Registration screen.

Enter user initials and press enter to print the registration.

VTR07200S45 NEW	ANY COUNTY Open Fees	USER ID
Registration Fee: <u>23.50</u>	Plate Fee: <u>6.60</u>	Handling Fee: _____
Special Fuel Fee: _____	Previous Fees: _____	Title Fee: <u>10.00</u>
		Lien Fee: _____
		Inspection Fee: _____
<u>Form 6 Info</u>		
(5) State sales tax: <u>1017.50</u>	State Sales Tax Rate: <u>5.500000</u>	
(6) City sales tax: _____	City Sales Tax Rate: _____	
(6) County sales tax: _____	County Sales Tax Rate: _____	
(7) Total sales tax: <u>1017.50</u>	Total Sales Tax Rate: <u>5.500000</u>	
(8) Tire fee: _____		
(9) Sales tax penalty: _____	Previous tax: _____	
(10) Sales tax interest: _____		
(11) BALANCE DUE: <u>1017.50</u>	MV Fee: <u>20.00</u>	
Remarks to be printed on the Registration		

F3=Exit	F5=Add Handling Fee	F12=Cancel

For information regarding the renewal of a commercial registration, refer to Renew Registration, page 12-21.

For information regarding 6 Month Registration Renewals, refer to page 12-32.

6 Month Registration - New

A new 6 Month Registration is processed through **8. One-Stop**, located on the **Motor Vehicle Titling, Motor Vehicle Registration, and Motor Vehicle Assessment** menus.

- If the vehicle has already been titled, issue the registration through **6 - Assess & Register** on the **Motor Vehicle Registration** menu.
- If the vehicle has already been titled and assessed, issue the registration through **22 - 6 Month New** on the **Motor Vehicle Registration** menu.

Once the title has been issued, follow the instructions for Assessment in **New Registration for Commercial Vehicles** (refer to page 12-27).

Do not adjust the expiration date in Assessment. It will automatically change to a 6 month period during the registration process.

```

VTR0600S40          ANY COUNTY          USER ID
One-Stop            Tax Assessment

VIN/Hull number: 1FTPX1EFBFD39082   Acq. date: 6/01/2013   Veh type: T
Make code   : PTRB Desc. PETERBILT   Year: 2002           Fuel type: D
Model code  : 330 Desc. CONVENTIONAL 330   Color: MHI / ___
Style code  : CC Desc. CONVENTNAL CAB   Capacity: _____
MSRP:      64524   GVWR: 31000

1:
Dist
Expi
Last
  Select option, press Enter.
  2_ 1. New Registration
     2. 6 Month New Registration
     3. Return to Titling
     90. Return to Menu

Initials: JTG   Total tax due: .00
Remarks: _____
F3=Exit  F4=Prompt  F10=Valuation Lookup  F12=Cancel
F22=Credit search
    
```

After the vehicle is assessed select **2 - 6 Month New Registration** from the pop-up box.

An Insurance Information box may appear. Follow the instructions (refer to Nebraska Insurance Database, page 2-9).

```

Insurance Information
VIN . . . : 1FTPX1EFBFD39082
Information Unavailable.
Review of Insurance Card Required.
  Ok
    
```

Chapter 12 – VTR – 12-33

On the Registered Owners screen, key in the Plate Number, Plate Type, and Plate Year in the appropriate fields and press enter.

A Plate Class Selection box will appear. Select the Plate Class and press enter.

```

VTR0700S30                                ANY COUNTY                                USER ID
One-Stop                                    Registered Owners

Owner Type/Name: B SMITH TRUCKING
                                           Plate Class Selection
Owner Address Line 1: 678 OAK RD           Plate type: Truck: Commercial           Code: TC
Address Line 2:                            Type option, press Enter.
City: LINCOLN                               1=Select
In Care of Type/Name:                      Opt Plate Class                           Code
Address Line 1: 678 OAK RD                 1 Truck: Commercial                       TC
Address Line 2:                            - Truck: 10% Reduction                   TR
City:
Title No: NE 13158
Plate No: 99999
                                           Bottom
F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel
    
```

```

VTR0700S30                                ANY COUNTY                                USER ID
One-Stop                                    Registered Owners

Owner Type/Name: B SMITH TRUCKING

Owner Address Line 1: 678 OAK RD
Address Line 2:
City: LINCOLN                               State: NE  Zip: 68501

In Care of Type/Name:
Address Line 1: 678 OAK RD

Is this vehicle a Truck-Tractor? Y

F3=Exit  F4=Prompt  F12=Cancel  F19=Leased Vehicle  F20=Change Address
    
```

A pop-up box will ask “*Is this vehicle a Truck-Tractor? N*”. This will default to N (No). Change to Y (Yes) if necessary. This will determine the plate fee. Press enter.

A Registered weight box will appear. The registered weight must be greater than 12 tons to issue a 6 month registration. Enter the tons and press enter.

```

VTR0700S30                                ANY COUNTY                                USER ID
One-Stop                                    Registered Owners

Owner Type/Name: B SMITH
                                           Registered weight . . . _____ Tons

Owner Address Line 1: 678 OAK RD
Address Line 2:
City: LINCOLN                               State: NE  Zip: 68501

In Care of Type/Name:
Address Line 1: 678 OAK RD

Is this vehicle a Truck-Tractor? Y

F3=Exit  F4=Prompt  F12=Cancel  F19=Leased Vehicle  F20=Change Address
    
```

Chapter 12 – VTR – 12-34

The next screen is the Registration Screen.

Enter the number of wheels for assessment of tire Tax and enter the Purchase Price.

Also enter Trade-In and/or Rebate if it applies to the vehicle. These fields are only entered if Sales Tax is to be collected. Press enter.

VTR07200S40 One-Stop	ANY COUNTY Registration	USER ID
VIN/Hull Number: 1FTPX1EFBFD39082 Make Code : PTRB Desc. PETERBILT Model Code : 330 Desc. CONVENTIONAL Style Code : CC Desc. CONVENTNAL C District: 10 FREEMAN SCHOOL DIST Tax Year : 2012 M Expiration date : 12 13 0 Registered Weight : <u>30</u> Tons		
HHVUT Verification Has proof of payment of the Heavy Highway Vehicle Use Tax been provided? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Claiming Suspension <input type="radio"/> Exempt <input type="radio"/> Within 60 days of acquisition		
Purch. Price: <u>19500</u> Trade-In: _____ Rebate: _____		
F3=Exit F12=Cancel F18=Printers		

Since the registered weight is over 27 tons, a HHVUT Verification box will appear on the screen (refer to page 2-23 for Federal Heavy Vehicle Use Tax).

Once you make your selection for HHVUT Verification, all taxes and fees will be displayed on the Registration screen.

The Form 6 may also be printed from this screen by pressing **F22-Form 6** (refer to Printing a Form 6 from VTR on page 12-66).

Enter user initials and press enter to print the registration.

VTR07200S40 One-Stop	ANY COUNTY Registration	USER ID
VIN/Hull Number: 1FTPX1EFBFD39082 Acq Date: 6/01/2013 Veh Type: <u>I</u> Make Code : PTRB Desc. PETERBILT Year: 2002 Fuel Type: <u>D</u> Model Code : 330 Desc. CONVENTIONAL 330 Color: <u>WHI</u> / _____ Style Code : CC Desc. CONVENTNAL CAB Capacity: _____ District: 10 FREEMAN SCHOOL DIST Base Tax: 760.00 GVWR: 31000 Tax Year : 2012 Mo. Assessed: 12 Prorated Tax: 53.20 Expiration date : 12 13 0 Tax Flag: <u>R</u>		
Registered Weight : <u>30</u> Tons		
Registration Fee : <u>335.50</u> MV Fee: 10.50 Plate Fee : <u>3.30</u> Penalty: .00 Handling Fee : _____ Wheels: _____ Interest: .00 Purch. Price: <u>19500.00</u> Trade-In: _____ Sales Tax: 1072.50 Rebate: _____ Previous Fees : _____ Total Tax: 1125.70 Tinting Fees : 10.00 Total Fees: 359.30 Initials: _____ Total Due: 1485.00		
F10=Open Fees F18=Printers F22=Form 6 F24=More Keys		

6 Month Registration - Renewal

Renewal of a 6 Month registration is processed by selecting **21 - 6 Month Renewal** from the **Motor Vehicle Registration** menu.

On the Registration Identification/County Search screen, enter one of the search criteria and press enter.

An Insurance Information box may appear. Follow the instructions (refer to Nebraska Insurance Database, page 2-9).

VTR0700S10 6 MONTH RENEWAL	ANY COUNTY Registration Identification	USER ID
County Search		
Registration Number: _____		
Title Number: NE <u>13714020001</u>		
VIN/Hull Number: _____		
Plate Number: _____	Plate Type: __	Plate Year: __
Type / Name : <u>I</u> _____	<div style="border: 1px solid black; padding: 5px;"> Insurance Information VIN . . : 1FTPX1EFBFD39082 Information Unavailable. Review of Insurance Card Required. <div style="text-align: center; margin-top: 5px;">OK</div> </div>	
F3=Exit	F4=Prompt	F12=Cancel F16=

VTR07100S40 6 MONTH RENEWAL	ANY COUNTY Registration	USER ID
Owner: B SMITH TRUCKING	Prev. Issue Date: 6/07/2013	
Title No: NE 13714020001	Acq: 12/10/2012	Veh Type: <u>I</u> Fuel: <u>D</u>
Plate No: <u>9999</u> <u>TC TC 11</u>	Make: KW KENWORTH	Color: <u>BLK</u> / <u> </u>
Prev. No: 00020130164	Model: T80 CONSTRUCTION T800	Veh Yr: 2005
Reg. Weight: <u> </u> <u>47</u> Tons	Style: TR TRACTOR TRUCK	Cap.: <u> </u>
District: 10 FREEMAN SCHOOL DIST	Base Tax: _____	GVWR: 50000
Expires: 12/2013	Assessed: _____	Prorated Tax: _____
Tax Year: 2011		
Reg. Fee : <u>580.50</u>	Check: <u>580.50</u>	MV Fee: _____
Plate Fee : _____	Cash: _____	Lost Plate Fee: _____
Handling Fee : _____	Cash Drawer: <u> </u>	
Spec. Fuel Fee : _____	Cashier Initials: <u> </u>	Total Due: 580.50
Previous Fees : _____		
Receipt Remarks: _____		
F3=Exit	F5=Add Handling Fee	F12=Cancel F13=Retrieve GVWR F24=More Keys

Verify the information on the Registration screen for accuracy.

Chapter 12 – VTR – 12-36

If a change is made to the license plate number, the Plate Status prompt box will appear. Answer accordingly and press enter.

VTR07100S40 6 MONTH RENEWAL	ANY COUNTY Registration	USER ID
Owner: B SMITH TRUCKING		Prev. Issue Date: 6/07/2013
Title No: NE 13714020001	Acq: 12/10/2012 Veh Type: I	Fuel: D
Plate No: 99999 TC TC 11	Make : KW KENWORTH	Color: BLK /
Prev. N Reg. We		Veh Yr: 2005
District Expire Tax Yea Reg. Fe Plate F Handlin	Please enter the status of this plate.... N R=Returned; N=Not Returned; L=Lost Plate Number: 99999 Plate Type : TC Class: TC Plate Year : 11	P.: GVWR: 50000 ated Tax: MV Fee: _____ late Fee: _____ otal Due: 580.50
Spec. F Previou		
Receipt Remarks: _____ Initials invalid - Please re-enter. F3=Exit F5=Add Handling Fee F12=Cancel F13=Retrieve GVWR F24=More Keys		

VTR07100S40 6 MONTH RENEWAL	ANY COUNTY Registration	USER ID
Owner: B SMITH TRUCKING		Prev. Issue Date: 6/07/2013
Title No: NE 13714020001	Acq: 12	HHVUT Verification
Plate No: 99999 TC TC 11	Make : KW	Has proof of payment of the Heavy Highway Vehicle Use Tax been provided? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Claiming Suspension <input type="radio"/> Exempt <input type="radio"/> Within 60 days of acquisition
Prev. No: 00020130164	Model: T8	
Reg. Weight: 47 Tons	Style: TR	
District: 10 FREEMAN SCHOOL DIST		
Expires: 12/2013 Tax Flag: R		
Tax Year: 2011		
Reg. Fee : 580.50	Check:	
Plate Fee : _____	Cash:	
Handling Fee : _____	Cash Draw	
Spec. Fuel Fee : _____		
Previous Fees : _____	Cashier Initials: _____	
Receipt Remarks: _____ F3=Exit F5=Add Handling Fee F12=Cancel F13=Retrieve GVWR F24=More Keys		

If the registered weight is over 27 ton, an HHVUT Verification pop-up box will appear on the screen after enter is pressed. Answer accordingly and press enter.

Refer to page 2-23 for more information regarding to Federal Heavy Vehicle Use Tax.

Once the HHVUT Verification is complete, enter user initials and press enter to print the registration.

Additional Weight

Additional weight is processed through **24 - Increase Tonnage** which is located on the **Motor Vehicle Registration** menu.

Registration in the County Database

Enter the Plate Number, Plate Type, and Plate Year on the Registration Identification screen. Press enter.

```

VTR0700S10                ANY COUNTY                USER ID
INCREASE TONNAGE          Registration Identification
                           County/State Search

Plate Number: _____ Plate Type: __ Plate Year: __

F3=Exit    F4=Prompt    F9=State Search    F12=Cancel
    
```

```

VTR0700S26                ANY COUNTY                USER ID
INCREASE TONNAGE          Selection Summary

Type options, press Enter.
  1=Select

Records selected from County Database

Opt Name                    Title No.  Make  Plate No.  Type  Srs
- PETERSON CONSTRUCTION CO  13714020001  FORD  9991    TC TC  11
    
```

Select the record from the County Database by placing a 1 on the Opt line for the correct record and press enter.

An Insurance Information box may appear. Follow the instructions (refer to Nebraska Insurance Database, page 2-9).

```

Insurance Information
VIN . . . : 1FTPX1EFBFD39082

Information Unavailable.
Review of Insurance Card Required.

Ok
    
```


Chapter 12 – VTR – 12-38

On the Owner/Registration screen, enter the New Registered Weight and press enter.

```

VTR0700S31          ANY COUNTY          USER ID
INCREASE TONNAGE    Owner/Registration

Owner Type/Name: B PETERSON CONSTRUCTION CO

Address line 1: 123 ANYST
Address line 2:
City: LINCOLN      State: NE  Zip: 68501
Registered Weight: 5 Tons  New Registered Weight: _____ Tons
Expires: 6/2014  County of Issuance: 41  Months Assessed: 12
Plate Number: 9991      Type: TC TC  Series/Year: 11
Registration No: 20130163  Tax flag: R
Title Number: NE 13714020001      Color: RED /
VIN/Motor ID: 1FTPX1EFBFD39082    Vehicle year: 2012  Vehicle type: T
Make: FORD FORD      Fuel type: G
Model: F15  LGT CONVTL 'F' F150    Capacity:
Style: 4C  4DR EXTEND CAB

Registration fee:  _____ .00  Handling fee:  _____ .00  Total tax: .00
Total fees: .00
Total due: .00

F3=Exit  F10=Open Fees  F12=Cancel  F18=Printers
    
```

```

VTR0700S45          ANY COUNTY          USER ID
INCREASE TONNAGE    Open Fees

Registration Fee:  380.50
Handling Fee:  _____

Remarks to be printed on the Registration
INCREASE TONNAGE

F3=Exit  F5=Handling Fee  F12=Cancel
    
```

Use **F10=Open Fees** to add remarks to be printed on the registration.

Press enter to return to the Owner/Registration screen. Key user initials and press enter to print the registration.

```

VTR0700S31          ANY COUNTY          USER ID
INCREASE TONNAGE    Owner/Registration

Owner Type/Name: B PETERSON CONSTRUCTION CO

Address line 1: 123 ANYST
Address line 2:
City: LINCOLN      State: NE  Zip: 68501
Registered Weight: 5 Tons  New Registered Weight:  20 Tons
Expires: 6/2014  County of Issuance: 41  Months Assessed: 12
Plate Number: 9991      Type: TC TC  Series/Year: 11
Registration No: 20130163  Tax flag: R
Title Number: NE 13714020001      Color: RED /
VIN/Motor ID: 1FTPX1EFBFD39082    Vehicle year: 2012  Vehicle type: T
Make: FORD FORD      Fuel type: G
Model: F15  LGT CONVTL 'F' F150    Capacity:
Style: 4C  4DR EXTEND CAB

Registration fee:  380.50  Handling fee:  _____ .00  Total tax: .00
Initials:  _____  Total fees: 380.50
Total due: 380.50

F3=Exit  F10=Open Fees  F12=Cancel  F18=Printers
    
```

Chapter 12 – VTR – 12-39

Registration From Another County

Enter the Plate Number, Plate Type, and Plate Year on the Registration Identification screen and press enter.

```

VTR0700S10          ANY COUNTY          USER ID
INCREASE TONNAGE    Registration Identification
                   County/State Search

Plate Number: _____ Plate Type: __ Plate Year: __
    
```

```

VTR0700S10          ANY COUNTY          USER ID
INCREASE TONNAGE    Registration Identification
                   County/State Search

Plate Number: 9991   Plate Type: TC   Plate Year: 11

The following information is needed to
search the mainframe database:

Plate Number/Type . . . 9991   TC
Plate Class . . . . .
Resident/Nonresident .  Resident
                        Nonresident

F3=Exit   F4=Prompt   F12=Cancel
    
```

Enter the Plate Class in the box and change to Nonresident if applicable. Press enter to search the Mainframe.

Select the correct record on the Selection Summary screen and press enter.

Select the appropriate Plate Class from the Plate Class Selection box by placing a 1 in the Opt field and press enter.

```

VTR0700S26          ANY COUNTY          USER ID
INCREASE TONNAGE    Selection Summary

Type options, press Enter.
1=Select

Opt Name
1 PETERSON CONSTRUCTI

R
Plate Class Selection
Plate type: Truck: Commercial          Code: TC
Type option, press Enter.
1=Select

Opt Plate Class          Code
1 Truck: Commercial      TC
- Truck: 10% Reduction   TR

F3=Exit   F12=Cancel   F5=Refresh   F12=Cancel
Bottom
    
```


Chapter 12 – VTR – 12-40

An Insurance Information box may appear. Follow the instructions (refer to Nebraska Insurance Database, page 2-9).

Insurance Information

VIN . . . : 1FTPX1EFBFD39082		Expiration Date
Name PETERSON CONSTRUCTION CO	Policy Number 06T2TN2114	10/01/2013

Bottom

Information Unavailable. Review of Insurance Card Required.

VTR0700S31 INCREASE TONNAGE	ANY COUNTY Owner/Registration	USER ID
--------------------------------	----------------------------------	---------

Owner Type/Name: B PETERSON CONSTRUCTION CO

Address line 1: 123 ANYST
Address line 2:
City: LINCOLN State: NE Zip: 68501

Registered Weight: 5 Tons New Registered Weight: _____ Tons
Expires: 6/2014 County of Issuance: 41 Months Assessed: 12
Plate Number: 9991 Type: TC TC Series/Year: 11
Registration No: 20130163 Tax flag: R
Title Number: NE 13714020001 Color: RED /
VIN/Motor ID: 1FTPX1EFBFD39082 Vehicle year: 2012 Vehicle type: T
Make: FORD FORD Fuel type: G
Model: F15 LGT CONVTL 'F' F150 Capacity:
Style: 4C 4DR EXTEND CAB

Registration fee: _____	Handling fee: _____	Total tax: .00
		Total fees: .00
		Total due: .00

F3=Exit F10=Open Fees F12=Cancel F18=Printers

Enter the New Registered Weight and press enter.

Use **F10=Open Fees** add any remarks to be printed on the registration.

VTR0700S45 INCREASE TONNAGE	ANY COUNTY Open Fees	USER ID
--------------------------------	-------------------------	---------

Registration Fee: 380.50

Handling Fee: _____

Remarks to be printed on the Registration
INCREASE TONNAGE

F3=Exit F5=Handling Fee F12=Cancel

Press enter to return to the Owner/Registration screen. Enter user initials and press enter to print the registration.

Plate Transfer

A plate transfer is processed from the **Motor Vehicle Registration** menu by selecting **26 - Miscellaneous Registrations** and then **3 - Plate Transfer**.

Single Plate Transfer

A vehicle is currently registered.

```

VTR07800S03          ANY COUNTY          USER ID
CURRENT LOOKUP      LOOKUP SUMMARY

                                Vehicle Information
VIN/Hull Number: 2CNFLEK3E61112221   Make : CHEVROLET
Vehicle Type   : T                   Year: 2011   Model: EQUINOX EQUINOX LTZ AWD
Color          : BLU                  Style: 4 DR SPT UTIL

                                Title Information
Title Number: 13714020001 Title Type: ORIGINAL
Owner Name   : MICHAEL JONES          County   : ANY
                                                Issue Date: 8/02/2013
Address      : 123 ANY ST             Alter Date:
City/St/Zip  : LINCOLN NE 68501

                                Registration Information
Plate   : ABC007   Type: PA PA Year: 11 Co: 2 Issue Date: 8/02/2013
Name    : MICHAEL JONES                               Expir Date: 8/2014
                                                Veh Weight:
                                                -
F3=Exit F12=Cancel F16=Titling F17=Assessment F21=Insurance Inquiry
    
```

```

VTR06800S02          ANY COUNTY          S002T2B1
Plate Transfer      Registration Identification  USER ID

                                Previous Registration Information

Registration number: _____
Title number . . . : _____
VIN/Hull number . : _____
Plate number . . . : _____ Plate type: __ Plate year: __
Type/Name . . . . : I _____

F3=Exit F4=Prompt F5=Refresh F12=Cancel F16=Override CDR/VIN
    
```

Enter one of the search criteria on the Registration Identification screen in Plate Transfer and press enter.

An Insurance Information box may appear. Follow the instructions (refer to Nebraska Insurance Database, page 2-9).

```

Insurance Information #
VIN . . . : 2CNFLEK3E61112221
Information Unavailable.
Review of Insurance Card Required.
Ok
    
```

```

VTR06800S31          ANY COUNTY          S002T2B1
                    Plate Transfer        USER ID

VIN/Motor ID: 2CNFLEK3E61112221      Year: 2011 Fuel Type: G Veh Type : T
Make: CHEV / CHEVROLET                Color: BLU / ___ Cap.: _____
Model: QAZ / EQUINOX EQUINOX LTZ AWD  Style: 4W / 4 DR SPT UTIL

Owner Type/Name: I JONES, MICHAEL
Address Line 1: 123 ANY ST
Address Line 2: _____
City: LINCOLN State: NE Zip: 68501 0000

Tax Flag: R District: 10 / FREEMAN SCHOOL DIST
Original Plate No: ABC007 Plate Type: PA / PA Plate Year: 11
New Plate No: DMVDVR Plate Type: PM / Plate Year: 11

F3=Exit F4=Prompt F12=Cancel F18=Printers
    
```

On the Plate Transfer screen update Color, Address and Tax Flag if different. Enter the New Plate No, Plate Type and Plate Year. Press enter.

The Plate Class Selection prompt box will appear. Select the Plate Class (should be the same as the plate class that was registered to this vehicle) and press enter.

```

VTR06800S31          ANY COUNTY          S002T2B1
                    Plate Transfer        USER ID

VIN/Motor ID: 2CNFLEK3E61112221      Year: 2011 Fuel Type: G Veh Type : T
Make: CHEV / CHEVRO                    Plate Class Selection#
Model: QAZ / EQUINOX

Owner Type/Name:
Address Line 1:
Address Line 2:
City:
Tax Fl
Original Plate
New Plate

Plate type: Message Plate Code: PM
Type option, press Enter.
1=Select

Opt Plate Class Code
- Bus: Commercial BC
- Bus: Local BL
- Bus: Non-commercial BN
- Low Speed Vehicle LV
- Mini Truck MT
- Mobile Home: Motorized RV
- Mobile Home: Non-motorized MH
- Motorcycle MC

More...

F5=Refresh F12=Cancel

F3=Exit F4=Prompt
    
```

Chapter 12 – VTR – 12-43

A prompt box will appear asking if the plate number has been returned (referring to the old plate). Answer the question appropriately.

- Answering “Y” for Yes will place a Returned status on the returned plate in your plate inventory.
- Answering “N” for No will place a Not Returned status on the plate in your plate inventory.

```
VTR06800S31                ANY COUNTY                S002T2B1
                             Plate Transfer              USER ID

VIN/Motor ID: 2CNFLEK3E6112221      Year: 2011 Fuel Type: G Veh Type : T
Make: CHEV / CHEVROLET                Color: BLU / ___ Cap.: _____
Model: QAZ / EQUINOX EQUINOX LTZ AWD  Style: 4W / 4 DR SPT UTIL

0
┌───────────────────────────────────────────────────────────────────────────────────┐
│ Has this plate ABC007 PA 11 been returned? = (Y=Yes, N=No)                       │
└───────────────────────────────────────────────────────────────────────────────────┘

Tax Flag: R                District: 10 / FREEMAN SCHOOL DIST
Original Plate No: ABC007          Plate Type: PA / PA Plate Year: 11
New Plate No: DMVDVR        Plate Type: PM / PA Plate Year: 11

F3=Exit F4=Prompt F12=Cancel F18=Printers
```

```
VTR06800S31                ANY COUNTY                S002T2B1
                             Plate Transfer              USER ID

VIN/Motor ID: 2CNFLEK3E6112221      Year: 2011 Fuel Type: G Veh Type : T
Make: CHEV / CHEVROLET                Color: BLU / ___ Cap.: _____
Model: QAZ / EQUINOX EQUINOX LTZ AWD  Style: 4W / 4 DR SPT UTIL

Owner Type/Name: I JONES, MICHAEL
Address Line 1: 123 ANY ST
Address Line 2: _____
City: LINCOLN State: NE Zip: 68501 0000

Tax Flag: R                District: 10 / FREEMAN SCHOOL DIST
Original Plate No: ABC007          Plate Type: PA / PA Plate Year: 11
New Plate No: DMVDVR        Plate Type: PM / PA Plate Year: 11

Registration Fee : 8.50          Total Fees: 15.10
Plate Fee       : 6.60
Message Plate Fee : .00          Initials: _____
Receipt Remarks: TRANSFER FROM ABC007

Initials invalid - Please re-enter.
F3=Exit F4=Prompt F12=Cancel F18=Printers
```

On the Plate Transfer fee screen, verify that the fees are correct. Enter your initials and press enter to print the registration.

Chapter 12 – VTR – 12-44

Double Plate Transfer

A double plate transfer will switch plate numbers between two vehicles currently registered to the same owner.

- VTR07800S03	ANY COUNTY	USER ID
CURRENT LOOKUP	LOOKUP SUMMARY	
Vehicle Information		
VIN/Hull Number: KNBKM1A43B2038534	Make : KIA	
Vehicle Type : P	Year: 2011	Model: OPTIMA LX
Color : RED		Style: 4 DOOR SEDAN
Title Information		
Title Number: 13714020001	Title Type: ORIGINAL	
Owner Name : MARY JONES	County : ANY	
	Issue Date: 8/08/2013	
Address : 444 ELM ST	Alter Date:	
City/St/Zip : OMAHA NE 68111		
Registration Information		
Plate : ABC045	Type: PA PA	Year: 11 Co: 2
Name : MARY JONES	Issue Date: 8/08/2013	Explr Date: 8/2014
	Veh Weight:	
F3=Exit F12=Cancel F16=Titling F17=Assessment F21=Insurance Inquiry		

- VTR07800S03	ANY COUNTY	USER ID
CURRENT LOOKUP	LOOKUP SUMMARY	
Vehicle Information		
VIN/Hull Number: 1GNET13F422162904	Make : CHEVROLET	
Vehicle Type : T	Year: 2002	Model: TRAILBLAZER
Color : BLU		Style: 4 DR SPT UTIL
Title Information		
Title Number: 13714020002	Title Type: ORIGINAL	
Owner Name : RICHARD JONES	County : ANY	
	Issue Date: 8/01/2013	
Address : 123 1ST ST	Alter Date:	
City/St/Zip : LINCOLN NE 68501		
Registration Information		
Plate : ABC048	Type: PA PA	Year: 11 Co: 2
Name : RICKY JONES	Issue Date: 8/01/2013	Explr Date: 7/2014
	Veh Weight:	
F3=Exit F12=Cancel F16=Titling F17=Assessment F21=Insurance Inquiry		

Enter one of the search criteria on the Registration Identification screen in Plate Transfer for one of the currently registered vehicles and press enter.

VTR06800S02	ANY COUNTY	S002T2B1
Plate Transfer	Registration Identification	USER ID
Previous Registration Information		
Registration number:	_____	
Title number . . . :	_____	
VIN/Hull number . :	_____	
Plate number . . . :	Plate type: __	Plate year: __
Type/Name :	I _____	
F3=Exit F4=Prompt F5=Refresh F12=Cancel F16=Override CDR/VIN		

Chapter 12 – VTR – 12-45

An Insurance Information box may appear. Follow the instructions (refer to Nebraska Insurance Database, page 2-9).

Insurance Information ↑

VIN . . : KNBKM1A43B2038534

Information Unavailable.
Review of Insurance Card Required.

Ok

```

VTR06800S31                ANY COUNTY                S002T2B1
                             Plate Transfer            USER ID

VIN/Motor ID: KNBKM1A43B2038534   Year: 2011 Fuel Type: G Veh Type : P
Make: KIA / KIA                    Color: RED / ___ Cap.: _____
Model: OLX / OPTIMA LX             Style: 4D / 4 DOOR SEDAN

Owner Type/Name: I JONES,MARY
Address Line 1: 444 ELM ST
Address Line 2: _____
City: OMAHA                        State: NE Zip: 68111 0000

Tax Flag: B                        District: 10 / FREEMAN SCHOOL DIST
Original Plate No: ABC045          Plate Type: PA / PA Plate Year: 11
New Plate No: ABC048              Plate Type: PA /   Plate Year: 11

F3=Exit F4=Prompt F12=Cancel F18=Printers
    
```

On the Plate Transfer screen update Color, Address and Tax Flag if applicable.

Enter the New Plate Number, Plate Type, and Plate Year from the other currently registered vehicle and press enter.

For counties that are not alpha numeric, the plate type cannot be changed.

The Plate Class Selection prompt box will appear. Select the appropriate Plate Class and press enter.

```

VTR06800S31                ANY COUNTY                S002T2B1
                             Plate Transfer            USER ID

VIN/Motor ID: KNBKM1A43B2038534   Year: 2011 Fuel Type: G Veh Type : P
Make: KIA / KIA                    Plate Class Selection↑
Model: OLX / OPTIMA

Owner Type/Name:
Address Line 1:
Address Line 2:
City:

Tax Fl
Original Plate
New Plate

Plate type: Passenger                Code: PA

Type option, press Enter.
1=Select

Opt Plate Class                Code
- Dealer: Personal              DP
- Low Speed Vehicle             LV
1 Passenger                      PA

F5=Refresh F12=Cancel

F3=Exit F4=Prompt
    
```

Chapter 12 – VTR – 12-46

A prompt box will appear on the screen stating “*The new plate number is currently issued on another registration. The original plate number will be transferred to the other registration. Is this the desired procedure? Y (Y=Yes, N=No)*”.

By answering Y for Yes, the system will generate the appropriate transfer fees and generate two separate registration documents.

```
VTR068800S31                ANY COUNTY                S002T2B1
                              Plate Transfer              USER ID

VIN/Motor ID: KNBKM1A43B2038534   Year: 2011 Fuel Type: G Veh Type : P
Make: KIA / KIA                    Color: RED / ___ Cap.: _____
Model: OLX / OPTIMA LX             Style: 4D / 4 DOOR SEDAN

Owner Type/Name: I JONES, MARY
Address Line 1: 444 ELM ST
Address Line 2: _____
City: OMAHA State: NE Zip: 68111 0000

Tax Flag: R District: 10 / FREEMAN SCHOOL DIST
Original Plate No: ABC045 Plate Type: PA / PA Plate Year: 11
New Plate No: ABC048 Plate Type: PA / PA Plate Year: 11

Registration Fee : 11.00 Total Fees: 11.00
Plate Fee       : .00
                .00 Initials: ___

Receipt Remarks: _____

F3=Exit F4=Prompt F12=Cancel F18=Printers
```

On the Plate Transfer fee screen, verify that the fees are correct. Enter user initials and press enter to print the registrations.

The original Expiration Date will remain with the vehicle.

Refund Registration

This function is used to process a refund of motor vehicle taxes and/or motor vehicle and registration fees for a vehicle that has been sold (not used as a trade-in) and the old plates are not being transferred to another vehicle.

In an event a vehicle has been traded in for a new vehicle, or the previous vehicle has been sold, and the plates are being transferred to a new vehicle with time remaining on the registration, **Do Not Use the Refund Process**. The registration fees credit will be processed in the New Assessment or Untitled Assess & Register function (refer Credit Process, page 12-51).

From the **Motor Vehicle Registration** menu, select **4 - Refund Registration**. Select the search method (e.g. registration number, title number, VIN/Hull number, plate number or name). Note that only one method of search needs to be entered. The cursor will default to the title number field. Press enter.

```

VTR0709S10          Any County          User ID
REFUND              Registration Identification
                   County Search

Registration Number: _____
                   Title Number: NE _____
VIN/Hull Number:   _____
Plate Number:     _____ Plate Type: __ Plate Year: __

Type / Name: I _____

F12=Cancel      F16=Override CDR/VIN
    
```

```

VTR0709S40          Any County          User ID
REFUND              Registration

Title No: NE 137001100  Acq: 1 1 8 0  Veh Type: P Fuel: G
Plate No: 41A913  PA 11  Make: HAZD / MAZDA  Color: RED /
Reg. No: 20130305  Model: PLX / PROTEGE LX  Veh Yr: 1994
Reg. Weight:      Style: 4D / 4 DOOR SEDAN  Cap.:
                   Base Tax:              HSRP: 11295
District: 10 / FREEMAN SCHOOL DIST  Assessed: 8  Prorated Tax: .00
Expires: 9/2013  Tax Flag: R  Wheels:
Date Sold (M/D/Y/C): 08 12 12 0  Months Credited: 0  MV fee: .00
                   Tax Credit: .00

Reg. Fee : _____ Plate Returned: _
Plate Fee : _____
Handling Fee : _____ Check: _____ Lost Plate: _____
                   Cash: _____
Special Fuel Fee: _____ Cash Drawer: _____ Lost Reg. Fee: _____
Previous Fees : _____
Message Plate : _____ Total:

Receipt Remarks: _____
Date sold must be less than expiration date.
F3=Exit      F10=Open Fees      F12=Cancel      F18=Printers
    
```

On the Registration screen, the system defaults to the current date for the date sold, but can be overridden by typing over the entry with the actual date the vehicle was sold.

Press enter and the tax/fee credit amount fields will be populated.

The amount will be displayed in the check field and may be moved to the cash field, if necessary. Enter user initials and cash drawer number and press enter.

If refund amount must be manually computed due to multiple activity, refer to page 12-49.

Chapter 12 – VTR – 12-48

If the tax district of the refund record is not found in the current tax year's tax district file, the system will default to the "Affiliated District" prompt in the lower portion of the screen. This prompt requires that a district number entry be supplied before processing the transaction.

The district number used will allow the system to properly distribute the tax credit amount and should match the district in which the previous district number affiliated into.

```

VTR0700S40          (COUNTY NAME)          (USER ID)
REFUND              Registration

Title No: NE 98078120013  Acq  3 16 98 9  Veh Type: T  Fuel: G
Plate No: 12B14          PA 99  Make: CHEV / CHEVROLET      Color: RED / BRO
Reg. No: 2459           Model: CLS / C1500 SUBURBAN         Veh Year: 93
Reg. Weight:           Style: LL / SUBRB/CARRYALL  Cap.:
                               Base Tax: 260.00      MSRP: 19918
District: 1 / KNOX SPECIAL      Assessed: 12  Prorated Tax: 109.20
Expires: 3/2000  Tax Flag: R      Wheels:
Date Sold (M/D/Y/C): 4 26 99 2  Months Credited: 10      MV fee: 4.17-
                                           Tax Credit: 91.00-

Reg. Fee .....
Plate Fee : District is not found in the current tax year. :
Handling Fe : Please enter the current District in which the :
Specialty P : tax credit is to be distributed out of. 10 :
Special Fee : :
Previous Fee : :
Message Pla : .....

Receipt Remarks: _____

F3=Exit      F10=Open Fees      F12=Cancel      F18=Printers
    
```

Multiple Activity

When there has been more than one registration transaction on the vehicle in a registration period, a **Multiple Activity Refund Selection** screen will appear. On the screen is the option to select the transaction that contains the records by date and shows the amount of taxes and fees. Select the correct record by placing a 1 on the Opt line next to the appropriate record and press enter. The refund can now be processed.

```

VTR0700S10          (COUNTY NAME)          (USER ID)
REFUND              Registration Identification
                   County Search
.....Multiple Activity Refund Selection.....
:
: Name: SMITH, FRANK          Expiration date: 6/1/2015
: Title: 1370011001      Issued: 6/5/2014      Plate: 12A12      PA 11
: Vehicle: 1990 GMC          SIERRA K1500
:
: Type option, press Enter.
: 1=Select
:
: Opt Reg. Number Action      Business      Wheel
: 1 2769 Reg.      Date      MV Tax      Tax      Reg. Fee      MV Fee
: 2064 Void      9/10/2014  14.40      .00      20.00      5.00
: 2064 Reg.      9/10/2014  14.40-    .00      20.00-    5.00-
:
: -
:
: F12=Cancel          Bottom
:
:
:
    
```

Chapter 12 – VTR – 12-49

Occasionally, when there is multiple activity, the **Multiple Activity Refund Selection** screen does not appear. Instead “Multiple Activity” will flash in red in the top right corner of the screen.

When this occurs, the fees(s) credit must be figured manually and entered on the system.

If manual entry of the fees credit is required, it is required that **ALL** refund credit be entered as **NEGATIVE AMOUNTS**.

Compute Refund Manually

Follow this example when figuring the refund manually.

- If the date of sale is 2/08/2013, the refund will be for 2 months. Divide the eligible amounts by 12 months and then multiply by 2 months.
- **Motor Vehicle Tax:** \$51.00 divided by 12 is 4.25 X 2 = 8.50. Enter this as a **negative amount** (- key on the number keypad) on the Tax Credit line.
- **MV Fee:** \$7.00 divided by 12 is .58333 X 2 = 1.1666 (rounded to 1.17). Enter this as a **negative amount** (- key on the number keypad) on the MV fee line.
- **Registration Fee:** First subtract \$5.50 as there is no refund for additional fees collected (County General Fund, State Rec Road Fund, DMV Cash Fund, and EMS Fund). \$20.50 – 5.50 = 15.00. Then divide 15.00 by 12 = 1.25 X 2 = 2.50. Enter this as a **negative amount** (- key on the number keypad) on the Reg. Fee line.

VTR0700S40 REFUND	Any County Registration	User ID Multiple Activity
Title No: NE 1370011001 Acq: 5 1 11 0 Veh Type: T Fuel: G		
Plate No: BBB036 PA 11	Make: TOYT / TOYOTA	Color: GRN /
Reg. No: 20110000863	Model: SCE / SIENNA CE	Veh Yr: 2002
Reg. Weight:	Style: SV / SPORT VAN	Cap.:
	Base Tax: 340.00	MSRP: 23905
District: 15 / RANDY'S DISTRICT	Assessed: 12	Prorated Tax: .00
Expires: 5/2013 Tax Flag: R	Wheels:	Wheel Tax: _____
Date Sold (M/D/Y/C): <u>2 8 13 0</u>	Months Credited: 2	MV fee: <u>1.17-</u>
		Tax Credit: <u>8.50-</u>
Reg. Fee : <u>2.50-</u>	Plate Returned: <u>Y</u>	
Plate Fee : _____		
Handling Fee : _____	Check: <u>12.17-</u>	Lost Plate: _____
	Cash: _____	
Special Fuel Fee: _____	Cash Drawer: _____	Lost Reg. Fee: _____
Previous Fees : _____		
Message Plate : _____	Initials: _____	Total: 12.17-
Receipt Remarks: _____		
Multiple Activity for this period. Check all amounts carefully.		
F3=Exit	F10=Open Fees	F12=Cancel F18=Printers

This is how the amounts will appear on the screen after being manually entered by the user.

Chapter 12 – VTR – 12-50

This prompt box will appear if the 60 day refund eligibility period is exceeded.

VTR0700S40	Any County	User ID
REFUND	Registration	-
Title No: NE 1370011001	Acq: 2 8 11 0	Veh Type: T Fuel: D
Plate No: 41811	TC 11	Make: FRHT / FREIGHTLINER Color: BLU /
Reg. No: 20130036	Model: FLD / CONVENTIONAL FLD120	Veh Yr: 1994
Reg. Weight: 12 Tons	Style: DS / TRACTOR TRUCK	Cap.:
	Base Tax:	GVWR: 46000
District: 11 / FREEMAN SCHOOL DIST	Assessed: 12	Prorated Tax: .00
Expires: 2/2013	Tax Flag: R	Wheels:
Date Sold (M/D/Y/C): 11 26 12 0	Months Credited: 0	MV fee: .00
Reg.	60 Day Refund Eligibility Period Exceeded	
Plate	72 days have elapsed since the vehicle was sold on 11/26/2012.	
Handl	Refund eligibility expired on Friday 1/25/2013.	
Speci	Do you want to override and continue the refund process? (Y/N) <u>N</u>	
Previ		
Messa		
Recei		
Date Sold must be less than current date.		
F3=Exit	F10=Open Fees	F12=Cancel F18=Printers

- Replying Yes (Y) will allow the refund to be processed. (Note: It would be an unusual exception to grant a refund if it is over 60 days.)
- Replying No (N) will remove the box from the screen and allow you to back completely out of the record and deny the refund.

Credit Process

When a vehicle has been traded in on a new vehicle and the new vehicle is presented for registration with time remaining on the trade-in vehicle's registration fees and taxes, the attach credit procedure is used for that transaction.

A credit is attached to a record in **1 - New Assessment** or **5 - Untitled Assess & Register** on the **Motor Vehicle Assessment** menu.

Once the vehicle is titled, on the **Tax Assessment** screen, or if untitled on the **Untitled Tax Assessment** screen, after entering the District # and other pertinent information, press **F22=Credit Search**. This will bring up a blank Credit Search Criteria box.

```

VTR0600S40          ANY COUNTY          USER ID
New                 Tax Assessment

VIN/Hull number: 1FTFX1EX4CFA86817    Acq. date: 5/02/2013  Veh type: P
Make code   : CHRY Desc. CHRYSLER      Year: 2012      Fuel type: E
Model code  : 2LM Desc. 200 LIMITED    Color: SIL / ___
Style code  : 4D Desc. 4 DOOR SEDAN    Capacity: _____
MSRP:      25865   GVNR:
1:          2:          3:
District: 10 / FREEMAN SCHOOL DIST    Tax year: 2012
Expires . . : 5/2014      Months assessed: 12
Last expired: _____

Tax flag: R

VTRCRDSCH          Credit Search Criteria
Title number : _____
Plate number : _____ Type: __ Year: __
Owner type/name: I _____

Rem F3=Exit F4=Prompt F12=Cancel          .00 +
F3=Exit F4=Prompt F10=Valuation Lookup F12=Cancel
F22=Credit search
    
```

```

VTR0600S40          ANY COUNTY          USER ID
New                 Tax Assessment

VIN/Hull number: 1FTFX1EX4CFA86817    Acq. date: 5/02/2013  Veh type: P
Multiple Activity Credit Selection

Name: HANSEN, JOHN          Expiration date: 4/01/2014
Title: 1370011001 Issued: 5/15/2013  Plate: 41A95 PA 11
Vehicle: 2011 DODGE          NITRO SXT

Type option, press Enter.
1=Select

Opt Reg. Number Action    Business    Date    MV Tax    Wheel    Reg. Fee    MV Fee
-   20190159 Reg.         5/14/2013  240.00    .00      8.75      1.67
-   20190152 Void        5/14/2013  240.00-   .00      8.75-     1.67-
-   20190152 Reg.         5/14/2013  240.00    .00      8.75      1.67
-   20190151 Void        5/14/2013  240.00-   .00      8.75-     1.67-
-   20190151 Reg.         5/14/2013  240.00    .00      8.75      1.67

Bottom
F12=Cancel
    
```

Enter the search method (title number, plate number, or owner name) and press enter to bring up the credit information.

A **Multiple Activity Credit Selection** box may appear when more than one registration transaction has occurred on the record in one registration period. Select the correct record by placing a 1 on the Opt line next to the record that contains the fee and tax

information required for the credit and press enter.

When there is multiple activity and the system does not calculate the credit, please refer to Refund Registration, page 12-49, for instructions regarding how to manually calculate the tax and fee credit and enter the amounts into the system.

Chapter 12 – VTR – 12-52

Change the Date Sold if the date of sale is other than the current date. Enter user initials and press enter. The credit is now attached to this record.

If you are in **One Stop**, a pop up box will appear. Select **2 - New Registration** to continue.

If you are in **New Assessment**, you will be returned to the **Registration Identification** screen. To register go to the **Motor Vehicle Registration** menu and select **2 - New Registration**.

VTR0600S40 New	ANY COUNTY Tax Assessment	USER ID
VIN/Hull number: 1FTFX1EX4CFA86817 Acq. date: 5/02/2013 Veh type: P		
Make code : CHRY Desc. CHRYSLER	Year: 2012	Fuel type: E
Model code : 2LM Desc. 200 LIMITED	Color: SIL / ___	
Style code : 4D Desc. 4 DOOR SEDAN	Capacity: _____	
MSRP: 25865 GVWR:		
1:	2:	3:
District: 10 / FREEMAN SCHOOL DIST Tax year: 2012		
Expires . . : 5/2014 Months assessed: 12		
Last expired: _____		
<u>Credit Information</u>		
Title number: NE 13135410002	Plate number: 41A35	Type: PA PA Year: 11
Name: I HANSEN, JOHN		
District: 10 / FREEMAN SCHOOL DIST	Tax year: 2012	Tax paid: 240.00
Date sold: 5/15/2013	Months credited: 11	Tax credit: 220.00-
Initials: ___		Total tax due: 220.00- +
Remarks: _____		
Multiple Activity for this period. Check all amounts carefully.		
F3=Exit F4=Prompt F10=Valuation Lookup F12=Cancel		
F20=View credit F22=Credit search		

VTR0600S40 New	ANY COUNTY Tax Assessment	USER ID
VIN/Hull number: 1FTFX1EX4CFA86817 Acq. date: 5/02/2013 Veh type: P		
Make code : CHRY Desc. CHRYSLER	Year: 2012	Fuel type: E
Model code : 2LM Desc. 200 LIMITED	Color: SIL / ___	
Style code : 4D Desc. 4 DOOR SEDAN	Capacity: _____	
MSRP:		
1:		
<p style="text-align: center;">60 Day Credit Eligibility Period Exceeded</p> <p>71 days have elapsed since the vehicle was sold on 3/08/2013.</p> <p>Credit eligibility expired on Sunday 5/05/2013.</p> <p>Do you want to override and continue the credit process? (Y/N) N</p>		
Title	Months credited: 11	Tax credit: 220.00-
Name:	Total tax due: 220.00-	
District:		
Date sold: 3/08/2013		
60 day credit eligibility exceeded.		
F3=Exit F4=Prompt F10=Valuation Lookup F12=Cancel		
F20=View credit F22=Credit search		

This prompt box will appear if the 60 day credit eligibility period is exceeded.

Replying Yes (Y) will allow the credit to be processed. (It would be an unusual exception to grant a credit if it is over 60 days.)

Replying No (N) and pressing enter will take you back to the Tax

Assessment screen showing the Credit Information. **F12=Cancel** back to the Assessment screen.

When enter is pressed to go forward to the Tax Assessment screen, the credit box will no longer be showing on the screen. Re-enter the District number, etc. and press enter. Enter user initials and press enter to complete the assessment procedure without attaching a credit.

If the owner of the vehicle has not yet obtained a replacement vehicle, refer to Disabled Motor Vehicle Credit, page 12-53.

Disabled Motor Vehicle Credit

This procedure is used when the motor vehicle owner does not have a replacement vehicle to which the credit may be attached and therefore no refund or credit amount will be given to the vehicle owner at this time. The amount of the disabled motor vehicle credit is figured through Refund Registration, but is calculated as a credit amount that may eventually be attached to another vehicle.

From the **Motor Vehicle Registration** menu, select **4 – Refund Registration**. Select the search method (e.g. registration number, title number, VIN/HIN, plate number or name) to locate the vehicle on the system. Note that only one method of search needs to be keyed and the cursor will default to the title number field. Press enter.

```

VTR0700S10          ANY COUNTY          USER ID
REFUND              Registration Identification
                   County Search

Registration Number: _____
Title Number: NE _____
VIN/Hull Number:   _____
Plate Number: _____ Plate Type: __ Plate Year: __

Type / Name: I _____

F3=Exit      F4=Prompt      F12=Cancel      F16=Override CDR/VIN
    
```

```

VTR0700S40          ANY COUNTY          USER ID
REFUND              Registration

Title No: NE13700110011 Acq: 1 1 8 0 Veh Type: P Fuel: G
Plate No: 41A313 PA 11 Make: MAZD / MAZDA Color: RED /
Reg. No: 20130305 Model: PLX / PROTEGE LX Veh Yr: 1994
Reg. Weight: Style: 4D / 4 DOOR SEDAN Cap.:
Base Tax: MSRP: 11295
District: 10 / FREEMAN SCHOOL DIST Assessed: 8 Prorated Tax: .00
Expires: 9/2013 Tax Flag: R Wheels:
Date Sold (M/D/Y/C): 12 11 12 0 Months Credited: 0 MV fee: .00
Tax Credit: .00

Reg. Fee : _____ Plate Returned: _
Plate Fee : _____
Handling Fee : _____ Check: _____ Lost Plate: _____
Cash: _____
Special Fuel Fee: _____ Cash Drawer: _____ Lost Reg. Fee: _____
Previous Fees : _____
Message Plate : _____ Total:

Receipt Remarks: _____
Date sold must be less than expiration date.
F3=Exit      F10=Open Fees      F12=Cancel      F16=Override CDR/VIN
    
```

To obtain the credit for the proper amount of months, the Date Sold must be one month prior to when the vehicle was actually disabled.

If the vehicle was disabled on 1-11-2014 (within 60 days), you will enter the date sold as 12-11-2013.

If the 60 Day Refund Eligibility Period Exceeded box appears you will want to reply Y – Yes to the question “Do you want to override and continue the refund process?”

```

VTR0700S40          ANY COUNTY          USER ID
REFUND              Registration

Title No: NE 1370011001 Acq: 5 1 12 0 Veh Type: T Fuel: G
Plate No: 41801 TC 11 Make: CHEV / CHEVROLET Color: GRY /
Reg. No: 20130046 Model: SK1 / SILVERADO K1500 Veh Yr: 2004
Reg. Weight: 7 Tons Style: 4C / 4DR EXTEND CAB Cap.:
Base Tax: 420.00 MSRP: 27475
District: 1 / STATE TEST DISTRICT Assessed: 12 Prorated Tax: 100.80
Expires: 5/2013 Tax Flag: R Wheels:
Date Sold (M/D/Y/C): 12 11 12 0 Months Credited: 2 MV fee: 2.33-

Reg. Plate 60 Day Refund Eligibility Period Exceeded
Handl 62 days have elapsed since the vehicle was sold on 12/11/2012.

Speci Refund eligibility expired on Saturday 2/09/2013.
Previ Do you want to override and continue the refund process? (Y/N) N
Messa

Recei

F3=Exit      F10=Open Fees      F12=Cancel      F18=Printers
    
```

Chapter 12 – VTR – 12-54

The credit amounts will now appear on the Refund screen.

On the Application for Disabled Motor Vehicle Credit form (refer to appendix page A-16), the Reg. Fee will be entered in the box labeled State Treasurer - Registration Fee Credit. Add the MV fee and the Tax Credit together and enter in the box labeled County Treasurer - Motor Vehicle Fee/Motor Vehicle Tax.

VTR0700S40 REFUND	ANY COUNTY Registration	USER ID
Title No: NE 1370011001	Acq: 5 1 12 0	Veh Type: T Fuel: G
Plate No: 41801 TC 11	Make: CHEV / CHEVROLET	Color: GRY /
Reg. No: 20130046	Model: SK1 / SILVERADO K1500	Veh Yr: 2004
Reg. Weight: 7 Tons	Style: 4C / 4DR EXTEND CAB	Cap.:
	Base Tax: 420.00	MSRP: 27475
District: 1 / STATE TEST DISTRICT	Assessed: 12	Prorated Tax: 100.80
Expires: 5/2013	Tax Flag: R	Wheels:
Date Sold (M/D/Y/C): 12 11 12 0	Months Credited: 4	MV fee: 4.67-
		Tax Credit: 33.60-
Reg. Fee : 28.33-	Plate Returned: Y	
Plate Fee :		
Handling Fee :	Check: 66.60-	Lost Plate: _____
	Cash: _____	
Special Fuel Fee: _____	Cash Drawer: _____	Lost Reg. Fee: _____
Previous Fees : _____		
Message Plate : _____	Initials: _____	Total: 66.60-
Receipt Remarks: _____		
F3=Exit	F10=Open Fees	F12=Cancel
		F18=Printers

After the registration fee credit and motor vehicle and tax credit amounts have been entered on the Application for Disabled Motor Vehicle Credit form, **F3=Exit** the Refund function. The completed form is then forwarded to the State Treasurer's office for completion of authorization (see Refunds and Credits, page 6-1).

If the vehicle owner obtains a replacement vehicle within one (1) year of the date of authorization as indicated on the Application for Disabled Motor Vehicle Credit form, the credit amounts on the form may be applied to his replacement vehicle.

Attach the credit while in New Assessment on the replacement vehicle (refer to Credit Process, page 12-51).

- Press **F22=Credit** search to bring up the Credit Search Criteria box;
- Enter the search criteria to bring up the credit information;
- Change the date sold to the day the vehicle was disabled. This is shown on the Application for Disabled Motor Vehicle Credit form as Date Vehicle Removed From Service, under Vehicle Information. If it is past the 60 days, and the 60 Day Refund Eligibility Period Exceeded box appears, reply Y-Yes to override the date.

Proceed to New Registration to issue the registration which will be calculated with the same credit amounts that are shown on the Application for Disabled Motor Vehicle Credit form.

Double Plate

This procedure is used for a vehicle currently registered with one plate type and the owner wants to add another plate type, or double-plate the vehicle. For example, a pickup is registered with farm plates and the owner now wants to use it for commercial purposes and needs to add a commercial plate.

From the **Motor Vehicle Registration** menu, select **2 - New Registration**.

Select the search method (e.g. title number, VIN, or name) on the Registration Identification screen to locate the vehicle on the system. Press enter.

VTR0700S10 ANY COUNTY USER ID
NEW Registration Identification
County Search

Title Number: NE 1370011001

VIN/Hull Number: _____

Type / Name: I _____

VTR0700S10 ANY COUNTY USER ID
NEW Registration Identification
County Search

Title Number: NE 1370011001

VIN/Hull Number: _____

Type / N

This Vehicle is currently registered. Is this vehicle being double plated? N

F3=Exit F12=Cancel F16=Override CDR/VIN

Cancel F16=Override CDR/VIN

A box will appear asking if this vehicle is being double plated. Change the N to Y and press enter.

An insurance information box may appear. Follow the instructions (refer to Nebraska Insurance Database, page 2-9).

Insurance Information

VIN . . . : 1FTFX1EX4CFA86817

Information Unavailable.
Review of Insurance Card Required.

Ok

Chapter 12 – VTR – 12-56

On the Registered Owners screen, enter the Plate number, plate type, and plate year and press enter.

```

VTR0700S30          ANY COUNTY          USER ID
NEW                Registered Owners

Owner Type/Name: I JONES, JOHN

Owner Address Line 1: 123 MAIN ST
Address Line 2:
City: LINCOLN          State: NE  Zip: 68501

In Care of Type/Name: _____
Address Line 1: 123 MAIN ST
Address Line 2:
City: LINCOLN          State: NE  Zip: 68501

Title No: NE 1370011001  Issue Date: 8/15/2013
Plate No: 41103          Plate Type: TC  Plate Year: 11
    
```

```

VTR0700S30          ANY COUNTY          USER ID
NEW                Registered Owners          F9=Leased Vehicle  F20=Change Address

Owner Type/Name: I JONES, JOHN

Plate Class Selection

Plate type: Truck: Commercial          Code: TC
Type option, press Enter.
1=Select

Opt Plate Class          Code
1 Truck: Commercial          TC
- Truck: 10% Reduction          TR

Title No: NE 13227
Plate No: 41103

F3=Exit  F4=Prompt          F5=Refresh  F12=Cancel          Bottom
    
```

Select the Plate Class and press enter.

Depending on the plate type, a box may appear asking *“Is this vehicle a Truck-Tractor?”* Answer accordingly.

```

VTR0700S30          ANY COUNTY          USER ID
NEW                Registered Owners

Owner Type/Name: I JONES, JOHN

Owner Address Line 1: 123 MAIN ST
Address Line 2:
City: LINCOLN          State: NE  Zip: 68501

In Care of Type/Name: _____
Address Line 1: 123 MAIN ST

Is this vehicle a Truck-Tractor? N

F9=Exit  F4=Prompt  F12=Cancel  F19=Leased Vehicle  F20=Change Address
    
```

Chapter 12 – VTR – 12-57

A box will also appear asking for the registered weight. It will show the weight for the current registration. Change the weight if necessary for the new registration that is being issued and press enter.

VTR0700S30 NEW	ANY COUNTY Registered Owners	USER ID
Owner Type/Name: I JONES,		Registered weight <u>5</u> Tons
Owner Address Line 1: 123 MAIN ST		
Address Line 2:		
City: LINCOLN		State: NE Zip: 68501
In Care of Type/Name: _____		
Address Line 1: 123 MAIN ST		
Is this vehicle a Truck-Tractor? <u>N</u>		
F3=Exit F4=Prompt F12=Cancel F19=Leased Vehicle F20=Change Address		

VTR07200S40 NEW	ANY COUNTY Registration	USER ID
VIN/Hull Number: 1FTFX1EX4CFA86817 Acq Date: 6/30/2013 Veh Type: <u>I</u>		
Make Code : FORD Desc. FORD Year: 2003 Fuel Type: <u>D</u>		
Model Code : F3S Desc. SRW SUPER DUTY F350 Color: <u>BLU</u> / _____		
Style Code : PK Desc. PICKUP Capacity: _____		
District: 10 FREEMAN SCHOOL DIST Base Tax: 380.00 MSRP: 24650		
Tax Year : 2012 Mo. Assessed: 12 Prorated Tax:		
Expiration date : 6 14 0		
Tax Flag: E		
Registered Weight : <u>10</u> Tons		Wheel Tax:
		MV Fee:
Registration Fee : <u>165.50</u>		
Plate Fee : <u>6.80</u>		
Handling Fee : _____		
Previous Fees : _____		
Initials: _____		Total Tax:
		Total Fees: 172.10
		Total Due: 172.10
F3=Exit F5=Add Handling Fee F12=Cancel F24=More Keys		

The registration will be for a full registration period.

The Tax Flag is “E” and the prorated tax and MV fee are not collected on a double registration because they were paid at the time the first registration was issued.

Enter in user initials and press enter for the registration to print.

Lost Plates

A lost plate is issued through **7 - Lost Plate** found on the **Motor Vehicle Registration** menu.

```

VTR0700S10          ANY COUNTY          USER ID
LOST PLATE          Registration Identification

                          County Search

Registration Number: _____
Title Number: NE _____
VIN/Motor ID: _____
Plate Number: _____ Plate Type: __ Plate Year: __

Type / Name : I _____

F3=Exit   F4=Prompt   F12=Cancel   F16=Override CDR/VIN
    
```

Enter one of the search criteria on the Registration Identification screen.

```

Insurance Information
VIN . . . : JM3XR3BU8V0378986
Information Unavailable.
Review of Insurance Card Required.
Ok
    
```

An Insurance Information box may appear. Follow the instructions (refer to Nebraska Insurance Database, page 2-9).

- **Same Plate Number** - If the same plate number is being replaced, press enter.

The message “*New plate number is the same as the lost plate, press enter to continue.*” will appear at the bottom of the screen. Press enter to go to the Registration screen.

- **New Plate Number** - If the plate number is being replaced with a **new plate number**, enter the new plate number and press enter.

```

VTR0700S30          ANY COUNTY          USER ID
LOST PLATE          Registered Owners

                          Owner Type/Name: I SIMONS,JOHN

Owner Address Line 1: 123 OAK DR
Address Line 2:
City: LINCOLN          State: NE   Zip: 68501

In Care of Type/Name: I JONES,ANTHONY
Address Line 1: 800 1ST ST
Address Line 2:
City: LINCOLN          State: NE   Zip: 68501

Title No: NE 1370011001   Issue Date: 5/17/2013
Plate No: 41A99         Plate Type: PA PA   Plate Year: 11
Registration No: 20130154

New plate number is the same as lost plate, press ENTER to continue.
F3=Exit F12=Cancel F20=Change address
    
```


Lost Registration

A lost registration is issued through **5 - Lost Registration** found on the **Motor Vehicle Registration** menu.

Enter one of the search criteria on the Registration Identification screen.

```

VTR0700S10          ANY COUNTY          USER ID
LOST REGISTRATION   Registration Identification
                   County Search

Registration Number: _____
Title Number: NE _____
VIN/Hull Number:    _____
Plate Number: _____ Plate Type: __ Plate Year: __

Type / Name : I _____
    
```

```

VTR0700S10          ANY COUNTY          USER ID
LOST REGISTRATION   Registration Identification
                   County Search

Registration Number: _____
Title Number: NE 13714020001
VIN/Hull Number:    _____
Plate Number: _____
Type / Name : _____

Insurance Information : --
VIN . . . : 2G1WT58L269364254
Information Unavailable.
Review of Insurance Card Required.
Ok

F3=Exit  F4=Prompt  F12=Cancel  F16=Override CDR/VIN
    
```

```

2=Cancel  F16=Override CDR/VIN
08/027
    
```

An Insurance Information box may appear. Follow the instructions (refer to Nebraska Insurance Database, page 2-9).

The address can be changed by using **F20=Change address** on the Registered Owners screen.

No other information can be changed. If additional changes are necessary, issue the lost registration and then a corrected. Press enter to proceed to the Registration screen.

```

- VTR0700S30          ANY COUNTY          USER ID
LOST REGISTRATION   Registered Owners

Owner Type/Name: I HILL,JOHN
Owner Type/Name: I HILL,JANE

Owner Address Line 1: 500 ELM ST
Address Line 2:
City: LINCOLN          State: NE  Zip: 68501

In Care of Type/Name:
Address Line 1: 500 ELM ST
Address Line 2:
City: LINCOLN          State: NE  Zip: 68501

Title No: NE 13714020001  Issue Date: 3/26/2013
Plate No: ABC123        Plate Type: PA PA  Plate Year: 11
Registration No: 2121212

F3=Exit  F12=Cancel  F20=Change address

MA A 18/026 01/001
    
```

Chapter 12 – VTR – 12-61

VTR0700S40 ANY COUNTY USER ID
 LOST REGISTRATION Registration

VIN/Hull Number: 2G1WR58L269364254 Acq Date: 3/01/2013 Veh Type: P
 Make Code : CHEV Desc. CHEVROLET Year: 2006 Fuel Type: F
 Model Code : IMT Desc. IMPALA LT Color: SIL /
 Style Code : 4D Desc. 4 DOOR SEDAN Capacity: MSRP: 21860
 District: 10 Months Assessed: 12 Prorated Tax: 99.00
 FREEMAN SCHOOL DIST
 Expire Date: 3/2014 Tax Flag: R

Registered Weight:

Handling Fee : _____

Total Fees: 6.50

Lost Reg. Fee: 6.50 Initials: _____

Verify the fees on the Registration screen.

F3=Exit F5=Add Handling Fee F10=

MA A

VTR0700S45 ANY COUNTY USER ID
 LOST REGISTRATION Open Fees

Handling Fee: _____

Lost Registration Fee: 6.50

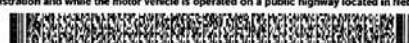
Remarks to be printed on the Registration
LOST REGISTRATION

F3=Exit F5=Add Handling Fee F12=Cancel

MA A MW 20/036

To add remarks to be printed on the registration press **F10=Open Fees**. When your remark has been added, press enter to return to the Registration screen.

Verify all information for accuracy on the Registration screen, enter the user initials and press enter to print the registration.

State of Nebraska - Vehicle Registration				State of Nebraska - Registration Receipt		
JOHN SMITH, COUNTY TREASURER NEBRASKA COUNTY, ANYTOWN, NE 68509				2013043007514466 2013043007514443 Renew online at: www.clickdmv.ne.gov		
Plate Number 41A23	Type/Class PA PA	Series Year 11	Tax Flag	Reg Weight	Tax District 10 FREEMAN SCHOOL DIST	Tax & Fee Summary
Reg Number 20130115	Reg Type LR	Reg Date 4/30/2013	Exp Date MAR 2014	Total Paid 6.50	MSRP 21,860	LOSTREG. FEE 6.50
V.I.N. 2G1WT58I269364254	Title Number 13714020001	Vehicle Info 2006 CHEVROLET IMPALA LT FLEXIBLE 4 DOOR SEDAN SIL		Make CHEVROLET	Year 06	
Owner Info HILL, JOHN HILL, JANE 500 ELM ST LINCOLN NE 68501				Model IMPALA LT	Style 4 DOOR SEDAN	
JTG REMARKS LOST REGISTRATION 4/30/2013				V.I.N. 2G1WT58I269364254	Reg Date 4/30/2013	
An automobile liability policy or proof of financial responsibility is required at the time of registration and while the motor vehicle is operated on a public highway located in Nebraska.				Exp Date MAR 2014	13714020001 5950	Total Paid 6.50
				Requests for refunds or credits of fees upon loss of possession or transfers of ownership of motor vehicle must be made within sixty days from the date of the loss or transfer.		

Printing a Form 6 from VTR

From the **Motor Vehicle Registration** menu, select **28 - Sales Tax Only** (a Form 6 may also be printed from 2-New Registration and 6-Assess & Register).

Using the title number - enter purchase price and press enter. The rate, tax amount, interest and penalty are calculated by the system and appear on the screen.

If there is no title number, enter through the Sales Tax Only Registration Identification screen and enter all vehicle and owner information, with purchase price and press enter.

The rate, tax amount, interest and penalty will appear.

```

VTR070409D2          ANY COUNTY          USERID
8/16/11              Sales Tax Only      15:58:43

VIN/Hull Number: 1F1FX1EX4CFA86817      Year: 1991      Title no: 1370011001
Make desc: FORD          Veh Type: I      Model desc: LGT CONVTL 'F' F150
Style desc: SUPERCAB PCKUP Fuel: G Color: GRN /   Capacity:

Owner type/Name 1: 1 JONES,JOHN
Owner type/Name 2: -
Address line 1: 123 MAIN ST
Address line 2:
City: LINCOLN          State: NE      Zip: 68501

Purchase date: 8/22/2010      District: 10 / FREEMAN SCHOOL DIST

Wheels: 4          Tire tax: 4.00
Purch. price: 20000.00      State rate: 5.5000      tax: 1100.00
Trade-in:           City rate:           tax:           Interest: 49.76
Rebate:           County rate:           tax:           Penalty: 5.00

Initials:
Total: 1,158.76

F3=Exit  F4=Prompt  F12=Cancel  F18=Printers  F24=More Keys
    
```

```

VTRI7100S1          ANY COUNTY          C0000000
8/16/11 16:27:31    FORM 6 SELLER'S INFORMATION

SELLER'S NAME . . . : -
ADDRESS . . . :
CITY . . . :
STATE . . . : ZIP:

Trade-in Information
YEAR: MAKE: MODEL:
VIN: PLATE NO:
Was the trade-in vehicle leased?   YES
                                      NO

F3=Exit  F9=Exemptions  F12=Cancel
    
```

Press **F22 =Form 6**. The Form 6 Seller Information screen will appear.

Complete Seller Information and Trade-in Information (if applicable).

If there is no exemption, press **F19=Print**.

If the owner is exempt from payment of sales tax for one of the Types of Exemptions listed on the bottom of the Form 6, press **F9=Exemptions** to see a list of exemptions to select.

Chapter 12 – VTR – 12-63

Three exemptions appear on each screen. Press the Page Down key to move through all exemptions. Type the appropriate exemption number in the Enter Exemption type field at the top of the page, press enter.

```
VTR17100S2          ANY COUNTY          C0000000
8/16/11 16:12:39    EXEMPTION SELECTION          S002T2B1
Enter Exemption type: __
TYPE 01
Purchase by an EXEMPT ORGANIZATION holding a Certificate of Exemption issued by
the Nebraska Department of Revenue.

TYPE 02
Vehicle will be used in a COMMON OR CONTRACT CARRIER CAPACITY and the purchaser
shown on the face of this form holds a current Certificate of Exemption issued
by the Nebraska Department of Revenue.

TYPE 03
Purchase by a lessor of motor vehicles. Sales tax on the fair market lease
payments to be remitted under Nebraska Sales Tax Permit.

More...
```

```
VTR17100S1          ANY COUNTY          C0000000
8/16/11 16:32:10    FORM 6 SELLER'S INFORMATION
SELLER'S NAME . . . : _____
ADDRESS . . . . . : _____
CITY . . . . . : _____
STATE . . . . . : _____ ZIP: _____

Trade-in Information
YEAR: _____ MAKE: _____ MODEL: _____
VIN: _____ PLATE NO: _____
Was the trade-in vehicle leased?  O YES
                                   O NO

EXEMPTION CLAIMED: TYPE 01
CERTIFICATE #: 05- _____
EXEMPTION DEFINITION:
Purchase by an EXEMPT ORGANIZATION holding a Certificate of Exemption issued by
the Nebraska Department of Revenue.

F3=Exit F0=Exemptions F12=Cancel
```

Complete Seller Information and Trade-in Information (if applicable). If an exemption needs additional information (e.g. certificate number), key it in the specified field, press enter, press **F19=Print**.

Press **F12=Cancel** twice (or **F3=Exit** once) to return to the sales tax calculation screen, delete sales tax rate and then initial and collect sales tax amount due.

The Form 6 (Vehicle) will print only those exemptions entered through the process above.

Press **F12=Cancel** twice (or **F3=Exit** once) to return to the **Sales Tax Calculation** screen. Enter user initials and collect sales tax amount due.

Note: The Form 6 MB (Motor Boat) prints all exemptions and requires that the customer place an "X" in the box preceding the correct exemption.

Sales Tax Only

If the new owner of a vehicle does not wish to title and/or register at the moment, but wishes to pay sales tax on the purchase, go to the **Motor Vehicle Registration Menu** and select **28 – Sales Tax Only**.

If a Nebraska title has been issued, enter the title number in appropriate field and press enter.

```

VTR07040501          ANY COUNTY          USER ID
3/31/14              Sales Tax Only       11:32:27
                      Registration Identification

Title number: NE _____
    
```

```

VTR07040502          ANY COUNTY          USER ID
8/16/11              Sales Tax Only       15:58:43

VIN/Hull Number: 1FTFX1EX4CFA86817      Year: 1991 Title no: 1370011001
Make desc: FORD                          Veh Type: I Model desc: LGT CONVTL "F" F150
Style desc: SUPERCAB PCKUP Fuel: G Color: GRY / ___ Capacity: _____

Owner type/Name 1: J JONES,JOHN
Owner type/Name 2: _____
Address line 1: 123 MAIN ST
Address line 2: _____
City: LINCOLN State: NE Zip: 68501

Purchase date: 8/22/2010 District: 10 / FREEMAN SCHOOL DIST

Wheels: 4 Tire tax: 4.00
Purch price: 20000.00 State rate: 5.5000 tax:
Trade-in: _____ City rate: _____ tax:
Rebate: _____ County rate: _____ tax:

Initials: _____

F3=Exit F4=Prompt F12=Cancel F18=Printers
    
```

```

VTR07040502          ANY COUNTY          USER ID
8/16/11              Sales Tax Only       16:48:58

VIN/Hull Number: _____ Year: 8 Title no: _____
Make desc: _____ Veh Type: ___ Model desc: _____
Style desc: _____ Fuel: ___ Color: ___ / ___ Capacity: _____

Owner type/Name 1: I _____
Owner type/Name 2: I _____
Address line 1: _____
Address line 2: _____
City: _____ State: ___ Zip: _____

Purchase date: _____ District: _____

Wheels: _____
Purch price: _____
Trade-in: _____
Rebate: _____

F3=Exit F4=Prompt F12=Cancel F18=Printers F24=More Keys
    
```

If no title exists, enter through the Sales Tax Only Registration Identification screen without entering a title number and enter all vehicle and owner information and purchase price and press enter.

```

VTR07040502          ANY COUNTY          USER ID
3/31/14              Sales Tax Only       11:55:55

VIN/Hull Number: 5NPDH4RE9DH22304      Year: 2013 Title no: 1370011001
Make desc: HYUNDAI                      Veh Type: P Model desc: ELANTRA
Style desc: 4 DOOR SEDAN Fuel: G Color: GRY / ___ Capacity: _____

Owner type/Name 1: J BROWN,MICHAEL
Owner type/Name 2: _____
Address line 1: 123 MAIN ST
Address line 2: _____
City: LINCOLN State: NE Zip: 68501

Purchase date: 3/25/2014 District: 15 / RANDY'S DISTRICT

Wheels: 5 Tire tax: 5.00
Purch price: 27500.00 State rate: 5.5000 tax: 852.50
Trade-in: 12000.00 City rate: _____ tax: Interest: _____
Rebate: _____ County rate: 5000 tax: 77.50 Penalty: _____

Initials: _____ Total: 935.00

F22=Form 0 F24=More Keys
    
```

The rate, tax amount, interest and penalty are calculated by the system and appear on the screen.

Chapter 12 – VTR – 12-65

Press **F22=Form 6** and enter the required information on the Seller's Information screen and press enter.

Press **F19=Print**.

Press **F12=Cancel** twice (or **F3=Exit** once) to return to the sales tax calculation screen to initial and collect sales tax amount due.

VTR1710GS1	ANY COUNTY	C0000000
8/16/11 16:32:10	FORM 6 SELLER'S INFORMATION	
SELLER'S NAME . . . :	_____	
ADDRESS . . . :	_____	
CITY . . . :	_____	
STATE . . . :	___ ZIP: _____	
<u>Trade-in Information</u>		
YEAR: _____	MAKE: _____	MODEL: _____
VIN: _____	PLATE NO: _____	
Was the trade-in vehicle leased?	<input type="radio"/> YES	
	<input type="radio"/> NO	
EXEMPTION CLAIMED: TYPE 01		
CERTIFICATE #: 05- _____		
EXEMPTION DEFINITION:		
Purchase by an EXEMPT ORGANIZATION holding a Certificate of Exemption issued by the Nebraska Department of Revenue.		
F3=Exit F9=Exemptions F12=Cancel		

Vehicle Codes

Name Codes
I – Individual
B – Business
T – Transfer on Death

Brand Codes
S – Previously Salvaged

Plate Series Codes
84 – 1984 - Government
11 - 2011
17 - 2017

Registration Type Codes
6M – 6 Month New or Renewal Registration
DP – Deferred Payment
LP – Lost Plate Registration
LR – Lost Registration
NR – New Registration
PT – Plate Transfer
RC – Registration Correction
RF - Refund Registration
RP – Registration Reprint
RR – Renew Registration
SO – Sales Tax Only Receipt
TO – Increase Tonnage Registration

Codes	Valid Fuel Types
A	Alcohol
B	Bi-fuel (gas and electric)
C	Convertible (primary gasoline)
D	Diesel
E	Electric
F	Flexible or Compressed Natural Gas
G	Gas
N	Not Applicable
P	Propane

Vehicle Type Codes
B – Boat
M – Motorcycle
P - Passenger
T – Truck, Bus, Motorized Mobile Home
O – Trailer, Non-Motorized Mobile Home, Camper Unit Permit
V – All Terrain Vehicle, Minibike

Tax Flag Codes
D - First Dealer Plate
E - Exempt
I - Native American
M - Non-Resident Military
N - Non-Resident
R - Resident

Color Codes
BGE – Beige
BLK – Black
BLU – Blue
DBL – Dark Blue
LBL – Light Blue
BRZ – Bronze
BRO – Brown
CPR – Copper
CRM – Cream, Ivory
GLD – Gold
GRY – Gray
GRN – Green
DGR – Dark Green
LGR – Light Green
LAV – Lavender (purple)
MAR – Maroon, Burgundy
ONG – Orange
PNK – Pink
PLE – Purple
RED - Red
SIL – Silver, Chrome
TAN – Tan
TRQ – Turquoise
WHI – White
YEL – Yellow
SCN - Scenic
UNK – Unknown

Chapter 12 – VTR – 12-68

County Codes					
Adams	14	Frontier	60	Nance	58
Antelope	26	Furnas	38	Nemaha	44
Arthur	91	Gage	3	Nuckolls	42
Banner	85	Garden	77	Otoe	11
Blaine	86	Garfield	83	Pawnee	54
Boone	23	Gosper	73	Perkins	74
Box Butte	65	Grant	92	Phelps	37
Boyd	63	Greeley	62	Pierce	40
Brown	75	Hall	8	Platte	10
Buffalo	9	Hamilton	28	Polk	41
Burt	31	Harlan	51	Red Willow	48
Butler	25	Hayes	79	Richardson	19
Cass	30	Hitchcock	67	Rock	81
Cedar	13	Holt	36	Saline	22
Chase	72	Hooker	93	Sarpy	59
Cherry	66	Howard	49	Saunders	6
Cheyenne	39	Jefferson	33	Scotts Bluff	21
Clay	30	Johnson	57	Seward	16
Colfax	43	Kearney	52	Sheridan	61
Cuming	24	Keith	68	Sherman	56
Custer	4	Keya Paha	82	Sioux	80
Dakota	70	Kimball	71	Stanton	53
Dawes	69	Knox	12	Thayer	32
Dawson	18	Lancaster	2	Thomas	89
Deuel	78	Lincoln	15	Thurston	55
Dixon	35	Logan	87	Valley	47
Dodge	5	Loup	88	Washington	29
Douglas	1	Madison	7	Wayne	27
Dundy	76	McPherson	90	Webster	45
Fillmore	34	Merrick	46	Wheeler	84
Franklin	50	Morrill	64	York	17

Chapter 12 – VTR – 12-69

State Codes		Continent/Territory			
<i>To be keyed in the Previous Title State field.</i>					
Alabama	AL	Montana	MT	Alberta	AB
Alaska	AK	Nebraska	NE	American Samoa	AM
Arizona	AZ	Nevada	NV	Baker Island	BK
Arkansas	AR	New Hampshire	NH	British Columbia	BC
California	CA	New Jersey	NJ	Canal Zone	CZ
Colorado	CO	New Mexico	NM	Caroline Islands	CG
Connecticut	CT	New York	NY	District of Columbia	DC
Delaware	DE	North Carolina	NC	Guam	GM
Florida	FL	North Dakota	ND	Howland Island	HO
Georgia	GA	Ohio	OH	Jarvis Island	JR
Hawaii	HI	Oklahoma	OK	Johnston Atoll	JL
Idaho	ID	Oregon	OR	Kingman Reef	KI
Illinois	IL	Pennsylvania	PA	Manitoba	MB
Indiana	IN	Rhode Island	RI	Marshall Islands	MH
Iowa	IA	South Carolina	SC	Northern Mariana Islands	MK
Kansas	KS	South Dakota	SD	Mexico	MX
Kentucky	KY	Tennessee	TN	Midway Islands	MW
Louisiana	LA	Texas	TX	Navassa Island	VL
Maine	ME	Utah	UT	New Brunswick	NK
Maryland	MD	Vermont	VT	Newfoundland	NF
Massachusetts	MA	Virginia	VA	Northwest Territories	NT
Michigan	MI	Washington	WA	Nova Scotia	NS
Minnesota	MN	West Virginia	WV	Ontario	ON
Mississippi	MS	Wisconsin	WI	Palmyra Atoll	PL
Missouri	MO	Wyoming	WY	Prince Edward Island	PE
				Puerto Rico	PR
				Quebec	PQ
				Saskatchewan	SN
				Virgin Islands	VI
				Wake Island	WK
				Yukon	YT
				Unknown	UK

Boat Codes

Boat Type Code
B – Boat

Hull Material
F – Fiberglass
I – Inflatable
M – Metal
P – Plastic
O – Other
W – Wood

Boat Propulsion
AP – Airprop
IB – Inboard
IO – Inboard/Outboard
OB – Outboard
OJ – Outboard/Jet
OT – Other
SA – Sail
SI – Sail/Inboard
SO – Sail/Outboard

Warrants

The warrants process is a function that was originally used to process the Warrant Listing received from the courts. The statute requiring the court to submit the Warrant Listing to the counties was repealed on July 19, 2012.

This function was left on the system to allow counties to enter important messages on a registration record that will then appear via a pop-up box during the registration process to alert staff to issues involving that record.

The warrants process function in much the same manner as Flagged Remarks (refer to page 12-72).

To Add a Warrant:

From the **Registration** menu, select **13 – Supervisor Menu** and then **31 – Add Warrant**.

Enter the search criteria to locate the correct record and press enter. Select the correct record by placing a 1 on the Opt line for that record and press enter.

Enter the desire information on the Warrant Description line and press enter.

To Delete a Warrant:

From the **Registration** menu, select **13 – Supervisor Menu** and then **32 – Delete Warrant**.

Enter the search criteria to locate the correct record and press enter. Select the correct record by placing a 1 on the Opt line for that record and press enter.

Verify that the correct record appears and press enter.

A Delete Confirmation box will appear. Enter Y (Yes) to delete the record. The warrant will no longer appear on the record.

Remarks

Remarks allow counties to enter important messages on a registration record regarding issues involving that record.

There are two methods for place remarks on a registration record.

Flagged Remarks – a remark that is entered specifically to appear via a pop-up box during the registration process to alert staff to issues involving that record;

Unflagged Remarks – remark that has been added to a registration record that will only appear when accessing Remarks Maintenance.

To enter a remark, from the Registration menu, select **14 – Utility Menu** and **20 – Remarks Maintenance**.

Enter the search criteria to locate the correct record and press enter. Select the correct record by placing a.

Select the most recent remark by placing a 1 on the Opt line for that remark.

For a **Flagged Remark** an asterisk must be placed before and after the letter R prior to typing the remark (*R*Do Not Take Checks).

To enter a remark that does not appear via a pop-up box during the registration process, do not enter *R* prior to typing the message.

For information regarding receipt remarks, refer to page 12-22.

Motor Vehicle Registration Renewal Notice Creation Process

Every month each county treasurer is required to complete the procedures that create the Motor Vehicle Registration Renewal Notice data file containing the motor vehicle registrations to be renewed in their county. After completion of this process the data is compiled and transmitted to the Department for printing and mailing.

Every step in this process must be completed by the 15th of each month.

Step 1

From Motor Vehicle Assessment select **10 - Reports Menu**, then **7 – Renew Registration List**.

- In the Selection field, enter **4** to select **Alpha Name Within Expiration Date**.
- Enter the appropriate month and year in the “From Date” (when processing notices for January, enter the date as “01 2015”). Leave the “To Date” blank.
- Press enter.

```
VTR0600S80          STATE OF NEBRASKA
ASRRNWRG            RENEWED REGISTRATION

      SELECT  REPORT/SEQUENCE

      1.  TITLE NUMBER WITHIN EXPIRATION DATE
      2.  TAX DISTRICT WITHIN NAME WITHIN EXPIRATION DATE
      3.  VIN NUMBER WITHIN EXPIRATION DATE
      4.  ALPHA NAME WITHIN EXPIRATION DATE
      5.  PLATE NUMBER WITHIN EXPIRATION DATE

SELECTION  4

      FROM DATE (MM/CCYY):  01  2015
      TO DATE (MM/CCYY):   -   -

F3=Exit                                F12=Cancel
```

Step 2

From the Reports Menu, select **33 – Report Printer**.

```

Work with Output Queue

Queue:  VTRTREA      Library:  VTRPLIB      Status:  RLS

Type options, press Enter.
 1=Send  2=Change  3=Hold  4=Delete  5=Display  6=Release  7=Messages
 8=Attributes      9=Work with printing status

Opt File      User      User Data  Sts  Pages  Copies  Form Type  Pty
--  -
=  SPSACCTP1  DMVNOL  ACCEPTANCE  RDY   1     1    *STD      5
-  VTRB6077P2 S2402038 VTRB6077  RDY   1     1    *STD      5
-  VTRB6077P3 S2402038 VTRB6077  RDY   1     1    *STD      5

Parameters for options 1, 2, 3 or command
====>
F3=Exit  F11=View 2  F12=Cancel  F20=Writers  F22=Printers
F24=More keys
    
```

The system will have generated two (2) different reports:

- VTRB6077P2 (Renew Registration List) - records which will generate renewal notices.
- VTRB6077P3 (Renewed Registration Error List) - records that must be corrected.

Step 3

Print the (VTRB6077P3) Renewed Registration Error List and **delete** (VTRB6077P2) - Renew Registration List.

The Renewed Registration Error List report will reflect two (2) different types of errors:

- (E) Error – no renewal notice will be generated, or
- (W) Warning – will produce a renewal notice that contains the error.

```

Display Spooled File
File .....:  VTRB6077P3                      Page/Line  1/2
Control .....:                               Columns   1 - 138
Find .....:
.....:-----
5/21/13  VTRB6077P3                      Any County                      Page
15:08:52                      Renewed Registration Error List
Title No.  VIN      -- Vehicle --  Plate  Dist.  Tax
-----Name-----  Make  Mdl  Year  Number  Type Series  No.  Year  Error description
UN1TLED  1G3QB14L80371811  OLUS  SWS  1993  /      1  2012  (E) Classifying plate type required.
1470011000  2FNEAS14320B15315  FORD  WMS  1995  ABC123  PR/PH  11  1  2012  (E) SNR/MSRP required. No taxes computed.
Error summary:
 1 (E) Classifying plate type required.
 1 (E) SNR/MSRP required. No taxes computed.
 2
*** End of Report ***

F3=Exit  F12=Cancel  F19=Left  F20=Right  F24=More keys
Overprinting not displayed.
    
```


Step 7

Return to Motor Vehicle Assessment, Report menu and select **8- Renewal Notice/Monthly Billing**.

```
VTR06079S01          Any County
                    Renewal Notice Creation Selection

                    You have selected the Renewal Notice creation process

                    Renewal notices will be created for registrations expiring in January 2015

                    Press Enter to continue with the renewal notice process

                    -or-

                    Press F3 to exit the renewal notice process

F3=Exit  F12=Cancel
```

The system will generate the Expiration Date. If the date displayed is not correct, F3=Exit and review the previous steps to ensure they were properly completed. If the steps were properly completed and the date is still incorrect, contact the DVR Help Desk for assistance.

If correct, press enter. A box will display that asks, “Are you sure you want to start the renewal notice process?” Type Y (Yes) and press enter.

```
VTR06079S01          Any County
                    Renewal Notice Creation Selection

                    You have selected the Renewal Notice creation process

                    Renewal notices will be created for registrations expiring in January 2015

                    Are you sure you want to start the renewal notice process? _

                    -or-

                    Press F3 to exit the renewal notice process

F3=Exit  F12=Cancel
```

Chapter 12 – VTR – 12-77

Another box will appear that asks for confirmation the postal fees are correct. If they are not, type N (No) and press enter.

```
VTR06079S01                               Any County
Renewal Notice Creation Selection

You have selected the Renewal Notice creation process

Fees Confirmation
Postal fee . . . . . : .00
Passenger plate postage fee . . : .00
Truck plate postage fee. . . . . : .00
Trailer plate postage fee . . . . : .00
Registration & sticker fee . . . . : .50

Are these fees correct? _ (Y-Yes, N-No)

Renewal notice process? _

Renewal notice process

F3=Exit  F12=Cancel
```

A box will appear that directs you to Change Defaults to correct the fees. Press enter.

```
VTR06079S01                               Any County
Renewal Notice Creation Selection

You have selected the Renewal Notice creation process

Incorrect Fees
Correct the fees in the defaults file
and reselect the renewal notice cards.

Press Enter to continue.

Renewal notice process? _

Renewal notice process

Press F3 to exit the renewal notice process

F3=Exit  F12=Cancel
```

Step 8

```
VTR06079S02          Any County
                    Renewal Notice Creation Selection

Renewal notice cards will be created for registrations expiring in:  1/2015

If this is not correct, contact the DMV Help Desk.

F3=Exit  F12=Cancel
```

If the fees are correct, type Y (Yes) and press enter. A confirmation screen is returned.

Step 9

When completed, a message will display stating “CRTRNWNTC completed normally” (to view message return to the Main Menu and select **81 – Work with Messages**).

After this message is received, return to Change Defaults and remove the postage fees so they do not appear on the registrations currently being processed.

If no message is displayed or the message displayed states “Renewal Notice Creation Ended Abnormally,” contact the DVR Help Desk for assistance.

```
Display Messages

Queue . . . . . : S2402038          System:  S002T2B1
Library . . . . : QUSRSYS           Program . . . . : *DSPMSG
Severity . . . . : 00                Library . . . . :
Delivery . . . . :                   *NOTIFY

Type reply (if required), press Enter.
Job 448178/S2402038/CRTRNWNTC completed normally on 12/10/2014 at 13:10:48.

F3=Exit          F11=Remove a message      F12=Cancel      Bottom
F13=Remove all   F16=Remove all except unanswered  F24=More keys
```

Chapter 12 – VTR – 12-79

If the “*CRTRNWNTC completed normally*” message appears return to Motor Vehicle Assessment, Report Menu and select **34 – Renewal Card Print** and **PRESS ENTER**.

This function sends a copy of the renewal notice file to the Department for printing. It is important that you properly complete this step all the way through by pressing ENTER.

A message will be displayed stating “*Renewal notice card processing completed successfully.*” (to view messages return to the Main Menu, select **81 - Work with Messages**).

Step 10

In addition to sending the renewal notice file to the Department, the system will generate three (3) different reports. From the Reports Menu, select **33 – Report Printer** to view and print VTRB6083P1 - Monthly Billing (Tax Report), if a paper copy is needed.

Boat Registration Renewal Notice Creation Process

Every year each county treasurer is required to complete the procedures that create the Boat Registration Renewal Notice data file containing the boat registrations to be renewed in their county. After completion of this process the data is compiled and transmitted to the Department for printing and mailing. Boat registrations expire in the month of December.

Game and Parks indicates this process should be completed by the 15th November each year.

Step 1

From the Motor Vehicle Assessment, **Reports Menu**, select **50 – Alpha Boat List** and enter. Enter the appropriate year and press enter.

```
11/18/14          Any County          S0627281
VTR7086S01      Alphabetical Boat Listing  User

Expiration Year (CCYY): 2014

F3=Exit  F5=Refresh  F12=Cancel
```

Step 2

From the Reports Menu, select **33 – Report Printer**. The system will have generated the following report:

- VTRB7086P1 (Registered Boat Listing) – records which will generate renewal notices.

```
Work with Output Queue
Queue:  VTRASR      Library:  VTRTLIB      Status:  RLS
Type options, press Enter.
1=Send  2=Change  3=Hold  4=Delete  5=Display  6=Release  7=Messages
8=Attributes  9=Work with printing status

Opt File      User      User Data  Sts  Pages  Copies  Form Type  Pty
-  VTRB7086P1  S2402041  ALPHABOAT  RDY   1       1       *STD       5

Bottom

Parameters for options 1, 2, 3 or command
==>
F3=Exit  F11=View 2  F12=Cancel  F20=Writers  F22=Printers
F24=More keys
```

11/18/14 10:49:05 VTRB7086	Any County Registered Boat Listing Alphabetical List by Expiration Expiration Year 2014					Page 1
Name	Address	City	Zip Code	Boat No.	Reg. No.	Exp Yr
PUBLIC,JOHN,Q	123 MAIN STREET	LINCOLN	68509	NB123GGG	20110010218	2014
DOE,JANE	321 ELM STREET	LINCOLN	68509	NB124GGG	20110010219	2014
SMITH,WILLIAM	999 LAKE DRIVE	LINCOLN	68503	NB904DS	00200905151	2014
CARTER,CHRIS	1013 MULDER COURT	LINCOLN	68510	NB594ABS	20110010078	2014
GRAND TOTAL:	4					

Step 3

Proceed to the Motor Vehicle Registration menu and select **13 – Supervisor Menu**, then **3 – Change Defaults** to review and make changes to the Treasurer Defaults and postage fees.

- The Treasurer name, County title, Address line, City, State, Zip and Treasurer phone number fields are printed on each renewal notice. Confirm the information to appear on the renewal notices and make any changes in the appropriate
- Add postage fees to be printed on the renewal notices in the “Postal Fee” field for boat notices.

```

VTR0707001
Any County
Treasurer Defaults

Treasurer name . . . : John Smith, Any County Treasurer
County title . . . . : 123 Main Street
Address line . . . . : Box 0000
City . . . . . : Any City State: NE Zip: 685094789
Treasurer phone number: 402 555 5555

Sales tax info
Current interest rate . . . : 5.000
Effective date . . . . . : 1 1 2009
Penalty rate . . . . . : .000
Minimum penalty amount . . : 5.00
Previous interest rate . . . : 8.000
Alphanumeric plate county (Y/N): .50
Minimum property tax refund ($): .50
Collect message plate fee (Y/N): Y

Wheel tax
Collect (Y/N) . . . : N
Commission rate . . . : .000

Refund check info
Write checks (Y/N) . . : N
Minimum check ($) . . . : .00

Record retention (days)
Holding file . . . . : 1

Postal permit number . . . . : 12345
Postal fee . . . . . : .00
Reg and Sticker fee . . . . : .50
Passenger plate postage fee: .00
Truck plate postage fee: .00
Trailer plate postage fee: .00

F3=Exit F5=Refresh F12=Cancel
    
```

The amount indicated is for the purpose of providing an example.

Once the postage and handling default is established, if a walk in customer wishes to renew, the postage and handling fee may be suppressed for that transaction.

Step 4

Return to the Reports Menu and select **51 – Boat Renewal Notice Selection**.

```
_VTR06079S01          Any County          User
          Boat Renewal Notice Creation Selection
          You have selected the Boat Renewal Notice creation process

          Renewal notices will be created for registrations expiring in December 2014

          Press Enter to continue with the boat renewal notice process

          -or-

          Press F3 to exit the boat renewal notice process

          F3=Exit  F12=Cancel
```

The system will generate the Expiration Date. If the date displayed is not correct, F3=Exit and review the previous steps to ensure they were properly completed.

If the steps were properly completed and the date is still incorrect, contact the DVR Help Desk for assistance.

If correct, press enter.

Step 5

A box will display asking, “Are you sure you want to start the renewal notice process?” Type Y (Yes) and press enter.

```
VTR06079S01          Any County
          Renewal Notice Creation Selection
          You have selected the Renewal Notice creation process

          Renewal notices will be created for registrations expiring in December 2014

          Are you sure you want to start the renewal notice process? _
```

```
VTR06079S01          Any County
          Renewal Notice Creation Selection
          You have selected the Renewal Notice creation process

          Fees Confirmation
          Renewal notices will be created for registrations expiring in December 2014
          Are you sure you want to start the renewal notice process? _

          Postal fee . . . . . : .00
          Passenger plate postage fee . . . : .00

          F3=Exit  F12=Cancel
```

Another box will appear that asks for confirmation that postal fees are correct. If they are not, type N (No) and press enter.

Step 7

After the “*CRTRNWNTC completed normally,*” message is displayed, return to Motor Vehicle Assessment, Reports Menu and select **52 – Boat Renewal Notice Creation** and press enter.

This final step will send a copy of the boat renewal notice file to the Department for printing and mailing.

Step 8

In addition to sending the renewal notice file to the Department, the system will generate the VTRB7086P1 - Alpha Boat List. Go the Reports Menu and select **33 – Report Printer** to view and print if a paper copy is needed.

Appendix A

Notarization

Notarization Required

Forms:

- Application for Duplicate Certificate of Title;
- Affidavit for Affirmation of Ownership of a Salvaged Vehicle Obtained in Settlement of a Total Loss;
- Power of Attorney;
- Purchaser’s Affidavit;
- Odometer Correction Statement;
- Application for Copy of Vehicle Record;
- Affidavit for Verification of Classic Assembled Motor Vehicle;
- Affidavit for Self-Assembled Trailer;
- Affidavit for Assembled ATV, Minibike, UTV or Minitruck;
- Affidavit of Affixture for a Mobile Home with a Nebraska Certificate of Title;
- Affidavit of Detachment for a Mobile Home;
- Affidavit for Verification/Transfer of Antique Motor Vehicle;
- Affidavit for Storage and Non-Use;
- Application for Disabled Motor Vehicle Credit;

Transactions:

- Vehicle coming from a non-titling state - (see Titling Manual page 1-20);
- Vehicle coming from foreign country - (see Titling Manual page 1-20);
- Antique Motor Vehicle (see Titling Manual page 1-36);
- Towing Companies - when selling vehicles they have towed (see Titling Manual page 2-12);
- Storage and Repair – (see Titling Manual page 2-15)
- Assembled vehicle –for additional parts (see Titling Manual page 4-2);
- Assembled trailer –all major parts in lieu of a title (see Titling Manual page 4-5);
- Assembled Classic Motor Vehicles –all major component parts (see Titling Manual page 4-8);
- Assembled ATV, Minibike or UTV - if coming from a non-titling jurisdiction (see Titling Manual page 4-21);
- Gilder Kit - power train if no title (see Titling Manual page 4-12);
- Kit Vehicle - all major component parts not included in the kit (see Titling Manual page 4-19);

Appendix B

Initialisms

Initialisms Used in Motor Vehicle Title and Registration Processing

Initialism	Expansion
ATV	All-Terrain Vehicles
BOS	Bill of Sale
CFR	Code of Federal Regulations
COT	Certificate of Title
CSI	Cornhusker State Industries (Corrections)
DAV	Disabled American Veteran
DB	Database
DBA	Doing Business As
DEA	Drug Enforcement Administration
DLR	Dealer
DMV	Department of Motor Vehicles
DOI	Department of Insurance
DOT	Department of Transportation
DVR	Driver and Vehicle Records
EFTPS	Electronic Federal Payment System
ELT	Electronic Title and Lien
EPA	Environmental Protection Agency
ETS	Expiration of Time and Service
EX-POW	Ex-Prisoner of War
FCC	Federal Communications Commission
FWHA	Federal Highway Administration
GVW	Gross Vehicle Weight
GVWR	Gross Vehicle Weight Rating
HIN	Hull Identification Number
HVUT	Heavy Vehicle Use Tax
IFTA	International Fuel Tax Agreement
IRP	International Registration Plan
IRS	Internal Revenue Service
LES	Leave and Earnings Statement
LSV	Low Speed Vehicle
MCO	Manufacturer Certificate of Origin
MCS	Motor Carrier Services
MOU	Memorandum of Understanding
MSO	Manufacturer Statement of Origin
MSRP	Manufacturer's Suggested Retail Price
NCIC	National Crime Information Center
NHTSA	National Highway Safety Administration
NMVTIS	National Motor Vehicle Title Information System
OPT	Option
PIN	Personal Identification Number
PLID	Participating Lender Identification

Initialism	Expansion
PMS	Plate Management System
POA	Power of Attorney
PR	Personal Representative
SME	Special Mobile Equipment
SPS	Specialty Plate System
SUV	Sport Utility Vehicle
TOD	Transfer on Death
TPE	The Payment Engine
UTV	Utility Type Vehicle
VIN	Vehicle Identification Number
VTR	Vehicle Title and Registration System
WROS	With Rights of Survivorship

Appendix C

Forms and Applications



Dave Heineman
Governor

Registration Appendix A-1

STATE OF NEBRASKA

Department of Motor
Vehicles
Rhonda K. Lahm

June 1, 2014

[Name of Insured]
[Address]
[City, State Zip]

RE: Self-Insured Renewal for [Name of Insured]
Certificate #999

Dear [Name of Insured]

This letter is to inform you that [Name of Insured] has met all the qualifications to continue certification as self-insurer in the State of Nebraska. Your status as Self-Insurer is hereby renewed. The current certificate will remain valid until cancelled by the Department.

In June 2015, this Department will require that you submit an annual financial statement and a list of all vehicles registered to [Name of Insured].

Please present this letter to the local County Official when registering your vehicles and a copy should be kept in the vehicles during operation. If you have any questions, please contact me at 402.471.3927.

Sincerely,

A handwritten signature in black ink that reads "Jackie Boldan".

Jackie Boldan, Staff Assistant II
Driver and Vehicle Records Division
State of Nebraska, Department of Motor Vehicles

Betty Johnson – Administrator • Driver and Vehicle Records Division
301 Centennial Mall South • P.O. Box 94789 • Lincoln, NE 68509-4789 • Phone (402) 471-3918 • Fax (402) 471-8694
www.dmv.ne.gov



An Equal Opportunity/Affirmative Action Employer





APPLICATION FOR SELF INSURANCE

The undersigned hereby makes application for the privilege of becoming a self-insurer, as described in Neb.Rev.Stat. §60-562. In connection with such application the following declarations are made as to whether the insurer possesses sufficient financial ability to render certain the payments of automobile liability judgments.

The insurer hereby agrees that if this application were approved, such approval shall be subject to providing and maintaining proof of ability to pay judgments obtained against the insurer.

Name of Firm:

Business Address:

Printed Name of President/Owner

List below all subsidiaries covered under this application. Please include the full name and address. If additional lines are required, continue on a separate sheet.

1. _____

2. _____

3. _____

4. _____

CATHRYN NICHOLS
 HOOKER COUNTY TREASURER
 PO BOX 184
 MULLEN, NE 69152



RENEW ONLINE!



Securely from home or mobile device

000034
 DOGWOOD, ELMER
 123 1ST AVE
 ANY TOWN, NE 68509



Total Amount Due	\$498.50
Postage (If renewing by mail)	\$0.50
Renewal by mail	\$499.00

Vehicle Registration Renewal Notice

Online renewals; have the following available:

- Bottom portion of this form or the vehicle registration
- Credit card or checking account information
- Current address must be on this form to renew online

In person renewals, provide the following:

- Bottom portion of this form or a copy of the registration
- Proof of Insurance*
- Payment amount indicated below, minus postage

By mail renewals, provide the following:

- Bottom portion of this form or a copy of the registration
- Proof of Insurance*
- Payment amount indicated below, including postage

- Contact your County Treasurer if information indicated for the vehicle in this notice is incorrect or has changed. Note: a change in address may require you to renew your registration in a different county.
- If this vehicle is powered by an alternative fuel such as electricity, please inform the Treasurer at time of renewal.
- Nebraska law requires all motor vehicles to be registered in the county where the vehicle has situs (stored or kept for the greater portion of the year).
- Notice – Bulk fuel purchasers may be subject to federal excise tax liability.

*Proof of Insurance must be an Insurance card, policy, bond or Certificate of Self-Insurance and must be an original document. No photocopies will be accepted. If renewing by mail your proof of insurance will be returned with your registration. Online renewals will verify proof of insurance electronically.

A portal fee is assessed for use of the online service. Note: the portal fee may be less when using the e-check option.

Requests for refunds/credits upon loss of possession or transfer of ownership must be made within sixty (60) days from the date of transfer/loss.

Payments returned to the county resulting in default in payment voids the registration and may result in additional fees and penalties.

A photocopy of your valid Amateur Radio Station License must be presented at time of registration.

Copy of Military Leave and Earnings Statement (LES) and a military ID is required at time of registration.

Hooker County motor vehicle office hours 8:30-12:00 and 1:00-4:30 M-F. Check, debit and credit cards accepted.

Renew online @ www.clickDMV.ne.gov or detach the bottom portion of this form and remit with payment to your County Treasurer.

Description	Amount
Registration Fee	\$318.50
Specialty Plate Fee	\$5.00
Wheel Tax	\$175.00
Total Amount Due	\$498.50
Postage (If renewing by mail)	\$0.50
Renewal by mail	\$499.00



Renewal Period 10/2013 to 10/2014
Plate Number K0AW9 **Plate Type** AM
Registered Weight 16 Tons
District STATE TEST DISTRICT
Year 1984 **Make** PLYM **Model** RSE
VIN 1P3BP46C1EF157120

Title 11244411040 PR# 00020130370

_____ County Treasurer
Statement of VIN Clarification on Form 2290 Schedule 1
(Attach completed form to original Form 2290 and file with registration)

For the period of July 1, ____ through June 30, _____

Titled Owner Name: _____

Address: _____

City, State, Zip: _____

Federal ID#: _____

Vehicle Information			
Year	Make	Model	VIN

I, _____ have filed the required Form 2290 Schedule 1 of Heavy Vehicles for the above listed time period with the IRS. At that time when completing the Schedule 1, the VIN was entered incorrectly.

The incorrect VIN was listed as _____

The correct VIN should be listed as _____

The vehicle listed on the Schedule 1 is the same vehicle being registered in the _____ County Treasurer's office this _____ day of _____, _____.

As the titled owner or approved representative, I have been informed of the incorrect VIN and agree to re-file a corrected Form 2290 Schedule 1 with the IRS before the next vehicle renewal period in the _____ County Treasurer's office.

Titled Owner or Approved Representative

Subscribed and sworn before me this _____ day of _____, _____.

Seal

Notary Public

Form **2290**
 (Rev. July 2014)
 Department of the Treasury
 Internal Revenue Service (99)

Heavy Highway Vehicle Use Tax Return

For the period July 1, 2014, through June 30, 2015

Keep a copy of this return for your records.

OMB No. 1545-0143

▶ **Attach both copies of Schedule 1 to this return.**
 ▶ **Information about Form 2290 and its separate instructions is at www.irs.gov/form2290.**

Type or Print	Name	Employer identification number										
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20px; height: 20px;"> </td> <td style="width:20px; height: 20px;"> </td> <td style="width:20px; height: 20px;"> </td> <td style="width:20px; height: 20px;"> </td> <td style="width:20px; height: 20px;"> </td> <td style="width:20px; height: 20px;"> </td> <td style="width:20px; height: 20px;"> </td> <td style="width:20px; height: 20px;"> </td> <td style="width:20px; height: 20px;"> </td> <td style="width:20px; height: 20px;"> </td> </tr> </table>											
Address (number, street, and room or suite no.)												
City or town, state or province, country, and ZIP or foreign postal code												

Check if applicable:

<input type="checkbox"/> Address change <input type="checkbox"/> Amended Return Check this box if reporting (a) additional tax from an increase in taxable gross vehicle weight or (b) suspended vehicles exceeding the mileage use limit. Do not check this box for any other reason.	<input type="checkbox"/> VIN Correction Check this box if you are correcting a vehicle identification number (VIN) listed on a previously filed Schedule 1 (Form 2290). Do not check this box for any other reason. <input type="checkbox"/> Final Return Check this box if you no longer have taxable vehicles to report.
---	--

Part I Figuring the Tax

- 1 Was the vehicle(s) reported on this return used on public highways during **July 2014**? If YES, enter **201407** in the boxes to the right. If NO, see the table on page 3 of the instructions . ▶
- 2 **Tax.** Enter the **Total** from Form 2290, page 2, column (4) ▶
- 3 Additional tax from increase in taxable gross weight (see instructions) ▶
- 4 **Total tax.** Add lines 2 and 3 ▶
- 5 **Credits** (see instructions) ▶
- 6 **Balance due.** Subtract line 5 from line 4. This is the amount you owe. If payment through EFTPS, check here ▶

1									
2									
3									
4									
5									
6									

Part II Statement in Support of Suspension (Complete the statements that apply. Attach additional sheets if needed.)

- 7 I declare that the vehicles reported on Schedule 1 as suspended (category W) are expected to be used on public highways (check the boxes that apply): 5,000 miles or less 7,500 miles or less for agricultural vehicles during the period July 1, 2014, through June 30, 2015, and are suspended from the tax. Complete and attach Schedule 1.
- 8a I declare that the vehicles listed as suspended on the Form 2290 filed for the period July 1, 2013, through June 30, 2014, were not subject to the tax for that period except for any vehicles listed on line 8b. **Check this box if applicable.** ▶
- b Vehicle identification numbers _____
- 9 I declare that vehicle identification numbers _____ were listed as suspended on the Form 2290 filed for the period July 1, 2013, through June 30, 2014. These vehicles were sold or transferred to _____ on _____ At the time of the transfer, the vehicles were still eligible for the suspension of the tax. Attach a separate list if needed.

Third Party Designee	Do you want to allow another person to discuss this return with the IRS (see instructions)? <input type="checkbox"/> Yes. Complete the following. <input type="checkbox"/> No						
	Designee's name ▶	Phone no. ▶	Personal identification number (PIN) ▶ <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20px; height: 20px;"> </td> <td style="width:20px; height: 20px;"> </td> <td style="width:20px; height: 20px;"> </td> <td style="width:20px; height: 20px;"> </td> <td style="width:20px; height: 20px;"> </td> </tr> </table>				

Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.			
	Signature Type or print name below signature.	Date	Telephone number	

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Firm's name ▶	Firm's EIN ▶			
	Firm's address ▶	Phone no.			

Tax Computation

Category	Taxable gross weight (in pounds)	(1) Annual tax (vehicles used during July)		(2) Partial-period tax (vehicles first used after July) See the tables at the end of the separate instructions.		(3) Number of vehicles		(4) Amount of tax (col. (1) or (2) multiplied by col. (3))	Category
		(a) Vehicles except logging*	(b) Logging vehicles*	(a) Vehicles except logging*	(b) Logging vehicles*	(a) Vehicles except logging*	(b) Logging vehicles*		
A	55,000	\$ 100.00	\$ 75.00	\$	\$			\$	A
B	55,001 - 56,000	122.00	91.50						B
C	56,001 - 57,000	144.00	108.00						C
D	57,001 - 58,000	166.00	124.50						D
E	58,001 - 59,000	188.00	141.00						E
F	59,001 - 60,000	210.00	157.50						F
G	60,001 - 61,000	232.00	174.00						G
H	61,001 - 62,000	254.00	190.50						H
I	62,001 - 63,000	276.00	207.00						I
J	63,001 - 64,000	298.00	223.50						J
K	64,001 - 65,000	320.00	240.00						K
L	65,001 - 66,000	342.00	256.50						L
M	66,001 - 67,000	364.00	273.00						M
N	67,001 - 68,000	386.00	289.50						N
O	68,001 - 69,000	408.00	306.00						O
P	69,001 - 70,000	430.00	322.50						P
Q	70,001 - 71,000	452.00	339.00						Q
R	71,001 - 72,000	474.00	355.50						R
S	72,001 - 73,000	496.00	372.00						S
T	73,001 - 74,000	518.00	388.50						T
U	74,001 - 75,000	540.00	405.00						U
V	over 75,000	550.00	412.50						V
Totals. Add the number of vehicles in columns (3a) and (3b). Enter the total here (this should be the same total of taxable vehicles shown on Schedule 1, Part II, line c). Add the amounts in column (4). Enter the total here and on Form 2290, line 2 . . . ▶								\$	
W	Tax-Suspended Vehicles (See Part II on page 6 of the instructions.)								

Complete both copies of Schedule 1 (Form 2290) and attach them to Form 2290.

* See page 2 of the instructions for information on logging vehicles.

Schedule of Heavy Highway Vehicles

For the period July 1, 2014, through June 30, 2015

OMB No. 1545-0143

► **Complete and file both copies of Schedule 1. One copy will be stamped and returned to you for use as proof of payment when registering vehicle(s) with a state.**

Type or Print	Name	Employer identification number □□-□□□□□□□□
	Address (number, street, and room or suite no.)	
	City or town, state or province, country, and ZIP or foreign postal code	

Part I	Vehicles You Are Reporting (enter VIN and category)	Category A through W (category W for suspended vehicles)
1	□□□□□□□□□□□□□□□□	
2	□□□□□□□□□□□□□□□□	
3	□□□□□□□□□□□□□□□□	
4	□□□□□□□□□□□□□□□□	
5	□□□□□□□□□□□□□□□□	
6	□□□□□□□□□□□□□□□□	
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12	□□□□□□□□□□□□□□□□	
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24	□□□□□□□□□□□□□□□□	

Part II	Summary of Reported Vehicles	
a	Total number of reported vehicles	a
b	Enter the total number of taxable vehicles on which the tax is suspended (category W)	b
c	Total number of taxable vehicles. Subtract line b from line a	c

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**SCHEDULE 1
(Form 2290)**

(Rev. July 2014)
Department of the Treasury
Internal Revenue Service

Schedule of Heavy Highway Vehicles

For the period July 1, 2014, through June 30, 2015

OMB No. 1545-0143

▶ **Complete and file both copies of Schedule 1. One copy will be stamped and returned to you for use as proof of payment when registering vehicle(s) with a state.**

Type or Print	Name	Employer identification number □□-□□□□□□□□
	Address (number, street, and room or suite no.)	
	City or town, state or province, country, and ZIP or foreign postal code	

Part I	Vehicles You Are Reporting (enter VIN and category)	Category A through W (category W for suspended vehicles)
1	□□□□□□□□□□□□□□□□	
2	□□□□□□□□□□□□□□□□	
3	□□□□□□□□□□□□□□□□	
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Part II	Summary of Reported Vehicles	
a	Total number of reported vehicles	a
b	Enter the total number of taxable vehicles on which the tax is suspended (category W)	b
c	Total number of taxable vehicles. Subtract line b from line a	c

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Consent to Disclosure of Tax Information

For the period July 1, 2014, through June 30, 2015

By signing, dating, and entering my employer identification number below, I hereby consent to the Internal Revenue Service (IRS) disclosing information about my payment of the heavy highway vehicle use tax (HVUT) for the tax period listed above to the federal Department of Transportation (DOT), U.S. Customs and Border Protection (CBP), and to state Departments of Motor Vehicles (DMV). The information disclosed to the DOT, CBP, and state DMVs will be my vehicle identification number (VIN) and verification that I have paid the HVUT. The IRS may disclose the information to the DOT, CBP, and to the DMVs of the 50 states and the District of Columbia who have other taxing, registration, or information collecting authority. I agree that the American Association of Motor Vehicle Administrators (AAMVA), a third-party nonprofit organization, may be used as an intermediary to transmit my VIN and payment information from the IRS to the state DMVs.

I understand that the information to be disclosed is generally confidential under the laws applicable to the IRS and that the agency receiving the HVUT information is not bound by these laws and may use the information for any purpose as permitted by other federal laws and/or state law. To be effective, this consent must be received by the IRS within 120 days of the date below.

If signed by a corporate officer or party other than the taxpayer, I certify that I have the authority to execute this consent to disclosure of tax information.

Sign Here	▶ _____ Signature	▶ _____ Date
	Type or print name below signature.	▶ _____ Employer identification number

Form 2290-V, Payment Voucher

Purpose of Form

Complete Form 2290-V if you are making a payment by check or money order with Form 2290, Heavy Highway Vehicle Use Tax Return. We will use Form 2290-V to credit your payment more promptly and accurately, and to improve our service to you.

If you have your return prepared by a third party and a payment is required, provide Form 2290-V to the return preparer.

Do not file Form 2290-V if you are paying the balance due on Form 2290, line 6, using the Electronic Federal Tax Payment System (EFTPS) or electronic funds withdrawal (direct debit). See *How to Pay the Tax* in the Instructions for Form 2290.

Specific Instructions

Box 1. If you do not have an EIN, you may apply for one online. Go to the IRS website at www.irs.gov/businesses/small and click on the "Employer ID Numbers (EINs)" link. You may also apply for an EIN by calling 1-800-829-4933, or you can fax or mail Form SS-4, Application for Employer Identification Number, to the IRS.

Box 2. Enter the amount paid from Form 2290, line 6.

Box 3. Enter the date as shown on Form 2290, line 1.

Box 4. Enter your name and address as shown on Form 2290.

- Enclose your check or money order made payable to "United States Treasury." Be sure to enter your EIN, "Form 2290," and the tax period on your check or money order. Do not send cash. Do not staple Form 2290-V or your payment to Form 2290 (or to each other).

- Detach Form 2290-V and send it with your payment and Form 2290 to the address shown in the bottom left corner of Form 2290-V.

▲ Detach here ▲

Form **2290-V**

(Rev. July 2014)
Department of the Treasury
Internal Revenue Service

Payment Voucher

For the period July 1, 2014, through June 30, 2015

► See *How To Pay the Tax* in the Instructions for Form 2290.

OMB No. 1545-0143

► Do not staple or attach this voucher or your payment to your return.

1 Employer identification number _____	2 Enter the amount of your payment. Make your check or money order payable to "United States Treasury"	Dollars	Cents
3 Enter date as shown on line 1 of Form 2290. M / D / Y	4 Name _____ Address (number, street, and room or suite no.) _____ City or town, state or province, country, and ZIP or foreign postal code		
Send Form 2290, this voucher, and payment to: Internal Revenue Service P.O. Box 804525 Cincinnati, OH 45280-4525			

**MEMORANDUM OF UNDERSTANDING
BETWEEN
INTERNAL REVENUE SERVICE
AND
THE [COUNTY NAME] COUNTY TREASURER IN THE STATE OF NEBRASKA
FOR THE
FORM 2290 ALTERNATE PROOF OF PAYMENT PROGRAM
REGISTERING LESS THAN 25 VEHICLES**

1. INTRODUCTION:

- A. This Memorandum of Understanding (MOU) acknowledges that [the \[County Name\] County Treasurer in the State of Nebraska](#) may accept Heavy Vehicle Use Tax Returns (Forms 2290), with related remittances, submitted to it by taxpayers as proof of payment of the tax imposed by I.R.C. § 4481, which is required under Treas. Reg. § 41.6001-2 as a condition of issuing a registration for a highway motor vehicle. This MOU provides the procedures and guidelines regarding the Agency's acceptance of Forms 2290 and related remittances, and the Agency's transmission of the same to the Internal Revenue Service (IRS). This MOU also affirms that the Agency is acting voluntarily on behalf of taxpayers, that neither the State nor the Agency is acting as an agent or contractor of the IRS, and that no return or return information will be provided to the State or the Agency in regard to this matter.
- B. If a taxpayer is registering 25 or more vehicles, the Agency will not accept the return and will inform the taxpayer they must electronically file (e-file) the return. More information on Form 2290 e-file can be found at:
<http://www.irs.gov/efile/lists/0,,id=172865,00.html>

2. AUTHORITY:

- A. Treas. Reg. § 41.6001-2 provides that a State must require proof of payment of the tax imposed by I.R.C. § 4481 as a condition of issuing a registration for a highway motor vehicle. A State must either comply with the provisions of Treas. Reg. § 41.6001-2 or, in the alternative, comply with such other rules regarding the proof of payment requirement as may be prescribed by the Commissioner, in order to avoid a reduction of Federal-aid highway funds apportioned under 23 U.S.C. § 104(b)(5).
- B. Currently, Treas. Reg. § 41.6001-2 provides a State is generally required to receive from the taxpayer a receipted Schedule 1 of Form 2290, from IRS, as proof of payment. Because of this requirement, taxpayers must file a Form 2290 with the IRS and remit the related tax before registering a highway motor vehicle. In order to expedite the registration process, a significant number of owner/drivers file their returns and pay the tax at an IRS walk-in office and then proceed immediately to the Agency with a receipted Schedule 1.
- C. As provided by Treas. Reg. §41.6001-2(a), the Commissioner has prescribed in an authorizing memorandum issued by the Chief Compliance Officer that as an

alternative proof of payment the Agency may accept Forms 2290 with related remittances from taxpayers applying to register highway motor vehicles, subject to the procedures in this MOU. The Agency's receipt and transmission of Forms 2290 reduces taxpayer burden by providing taxpayers with the opportunity to register a highway motor vehicle prior to the filing of the related Form 2290 with the IRS.

3. DUTIES AND RESONSIBILITIES OF THE IRS:

The IRS will designate a liaison to act as the primary point of contact to provide guidance related to the implementation and oversight of the MOU's procedures. The name, title, email address, and telephone number of the IRS liaison will be listed in Attachment 1.

4. DUTIES AND RESPONSIBILITIES OF THE AGENCY

- A. The Agency will designate a liaison to act as the primary point of contact related to the implementation and oversight of the MOU's procedures. The name, title, email address, and telephone number of the Agency liaison will be listed in Attachment 1.
- B. In order to satisfy the proof of payment requirement of Treas. Reg. § 41.6001-2, The Agency will only accept returns reporting less than 25 vehicles and:
 - 1) Only accept the receipt of a Form 2290 if it includes two copies of Schedule 1 and the related remittance(s) in the amount identified as the "Balance Due" (line 6 or line labeled Balance Due) on Form 2290.
 - 2) Only accept a Form 2290 if the remittance is in the form of a check, money order, bank check, or cashiers check made payable to the U.S. Treasury. The Agency may not accept remittances in the form of cash or currency.
 - 3) Only accept a Form 2290 if submitted in person.
- C. Upon receipt of Form 2290, the Agency will:
 - 1) Ensure the return has been signed.
 - 2) Ensure an Employer Identification Number (EIN) has been used, not a Social Security Number.
 - 3) Ensure the number of vehicles (including Tax-Suspended Vehicles – Category W) shown in column (3) on page 2 of Form 2290 agrees with the total number shown at the bottom of Schedule 1, Part II, Line a or b.
 - 4) Use the following procedures when verifying Form 2290 "Balance Due" (line 6 or line labeled Balance Due) amounts:
 - a) Verify the partial-period payment amounts for vehicles (except logging) shown in column (2)(a) page 2 of Form 2290, by using Partial-Period Tax Table 1 found in the Form 2290 Instructions. Information on reading the table can be found on that page.
 - b) Verify the partial-period payment amounts for logging vehicles shown in column (2)(b) page 2 of Form 2290, by using Partial-Period Tax Table 2 found in the Form 2290 Instructions. Information on reading the table can be found on that page.
 - c) Verify the "Amount of tax" computation shown in Column 4.

- d) The total dollar amount of all categories should be the "Tax" amount (line 2 or a line labeled Tax) on Form 2290 Part 1. The check amount must be equal to the "Balance Due" amount. If a taxpayer has made a payment using the Electronic Federal Tax Payment System (EFTPS) a copy of the acknowledgment of payment made should equal the "Balance Due Amount." If the taxpayer has made a payment using an Electronic Funds Withdrawal (EFW) a copy of the taxpayer's monthly bank statement indicating "IRS USA Tax Payment," "IRS USA Tax Pymt,' or similar language, should equal the "Balance Due Amount."
- D. Upon completion of the above review, the Agency will staple the check to the front of each related Form 2290 and through all schedules and attachments.
- E. If any of the information from Section 4, paragraphs B or C is missing or incorrect, and the taxpayer cannot provide the missing or incorrect information at the time of the visit, the Agency may not accept delivery of the Form 2290.
- F. The agency will not date stamp a Form 2290 or Schedule 1 or otherwise mark it with any type of stamp or acknowledgment. The Agency will keep a copy of Schedule 1 to satisfy the Federal Highway Administration requirements found in 23 C.F.R Part 669 for a period of one year
- G. The Agency will transmit to the IRS the completed Forms 2290, Schedule 1, any attachments, and related remittances, received from taxpayers registering highway motor vehicles. The Agency will use an IRS Transmittal Form 3210 (sample attached), and will transmit the documents no later than the close of business of the business day following the day of receipt. The transmittal will identify the attached Forms 2290 by listing the taxpayer's name, Federal Employer Identification Number, and Tax Period. If the taxpayer has made a payment using the EFTPS or an EFW instead of by check, the agency shall attach a copy of the documentation to Form 3210
- 1) The Agency will transmit parts 1, 2, & 3 of the Form 3210 to the IRS along with the Forms 2290 and remittances, and retain part 4 of the Form 3210. The Agency will transmit the Forms 3210 by United States mail or a private delivery service designated under I.R.C. § 7502(f). The IRS is not responsible for providing or reimbursing the postage costs of the taxpayers or the Agency. **Use the following address:**
- Internal Revenue Service
201 West River Center Blvd
Stop 31
Covington KY 41019
- 2) The IRS will acknowledge and return Part 3 of Form 3210 to the Agency.
- 3) The Agency, upon receipt of part 3 from IRS, should retain part 3 for one year from the date received back from the IRS.

- H. The Agency will advise the taxpayer(s) of the following information. This notification may be best achieved with a “flyer/handout” provided by the Agency to the taxpayer at point of contact (see sample flyer/handout attached):
- 1) that this is a voluntary program.
 - 2) the Agency is acting voluntarily on their behalf.
 - 3) that the Agency is not an agent or contractor of the IRS.
 - 4) that the taxpayer is responsible for any penalties or interest related to the filing of the Form 2290.
 - 5) that the Agency will forward Form 2290 to IRS by the close of business of the business day following the day of receipt.
 - 6) that the form is not considered filed for federal tax purposes until IRS receives it. If the IRS receives the Form 2290 after the due date, the postmark date on the envelope will be the date the return is deemed filed.
 - 7) that no tax return information will be provided to the state or the AGENCY as a result of this project.
 - 8) that the IRS is not responsible for the Agency mishandling of a return and/or related remittance.
 - 9) that the use of this system does not change the due date for the Form 2290 and payment.
 - 10) that this system will not work for a taxpayer who is registering vehicles in more than one state.

5. LIABILITY:

- A. Each party to this MOU shall be liable for the acts and omissions of its own employees.
- B. The IRS shall not be liable for any injury to another party’s personnel or damage to another party’s property unless such injury or damage is compensable under the Federal Tort Claims Act [28 U.S.C. §1346(b)], or pursuant to other Federal statutory authority. Similarly, the Agency shall not be liable for any injury to another party’s personnel or damage to another party’s property unless such injury or damage is compensable under applicable State or local law.

6. THIRD PARTY RIGHTS:

This MOU does not confer any rights or benefits on any third party.

7. PRIVACY:

The IRS and the Agency will assure the integrity and accuracy of personal and financial data. The IRS and the Agency will perform their duties in a manner that recognizes and enhances individuals' rights of privacy and will make certain that their activities are consistent with law, regulations, and good administrative practices.

8. EFFECTIVE DATE:

The effective date of this MOU is the date it has been signed by all parties to the MOU.

9. AMENDMENT OF MOU:

This MOU may be amended by deletion or modification of any provisions provided that such amendment is in writing and is signed by all parties to the MOU.

10. TERMINATION OF MOU:

This MOU may be cancelled upon 30 days written notice by either the IRS or the Agency, or immediately by signed agreement of the IRS and the Agency.

11. LIMITATIONS:

The terms of this MOU are not intended to alter, amend, or rescind any current agreement or provision of federal law now in effect. Any provision of this MOU with conflicts with federal law will be null and void.

12. EVALUATION OF MOU:

The IRS and the Agency will review this MOU annually to determine whether the provisions of this MOU require amendment or revision and whether the IRS and the Agency is complying with the provisions of the MOU. The method of review (conference call, meeting, email) will be jointly determined by the IRS Governmental Liaison, Excise Tax, and the Agency Liaison.

APPROVALS:

INTERNAL REVENUE SERVICE

Signature: _____
John H. Imhoff

Title: Director, Specialty Programs
Small Business and Self-Employed (SB/SE)
Internal Revenue Service

Date: _____

STATE OF NEBRASKA

Agency: [County Name] County Treasurer

Signature: _____

Title: [County Name] County Treasurer

E-Mail Address: **Signer's email**

Date: _____

**Form 2290, Heavy Highway Vehicle Use Tax Return
Alternative Proof of Payment Program
Registering less than 25 Vehicles**

NEED TO FILE AN IRS FORM 2290 TO REGISTER YOUR TRUCK TODAY?

To better serve you, we have made special arrangements with the IRS to make it easier for you to register your truck. At your option, we will forward your completed Form 2290, Schedule 1 and remittance to the IRS on your behalf. You will not need to wait for a receipted Schedule 1 from the IRS then revisit us to register your truck. Your participation in this service is entirely voluntary.

If you decide to use this service, this is what you do.

You give us the following:

- the completed original Form 2290,
- 2 copies of Schedule 1,
- payment in full of the amount due (personal check, money order, bank or cashiers check payable to the United States Treasury.)

If you decide to use this service, this is what we do.

We will review your return for completion of certain entries. We will mail your return and payment to the IRS on the business day following receipt of your return.

What you need to know.

The IRS does not consider your return filed for federal tax purposes until the IRS receives it. If the IRS receives the Form 2290 after the due date, the postmark date on the envelope will be the date the return is deemed filed. The IRS is not responsible for any delays or mishandling of your return or remittance before the IRS receives it. You are liable for any tax, penalties and interest that may be due. If the IRS determines you owe additional amounts, they will bill you directly after they receive the return.

Use of this system does not change the due date for your return and payment. For example, if your highway use tax return is due August 31st, you cannot wait to file and pay the tax with your state registration that is up for renewal on November 30th.

You should also be aware that this program will not work if you are registering vehicles in more than one state.

This office is voluntarily offering this service to registrants. We are not reimbursed for this service. We are not an agent or contractor of the IRS. We do not receive confidential return information from the IRS records of your account.

If you have questions about your Federal Heavy Vehicle Use Taxes, please contact the IRS at 1-866-699-4096 or visit your nearest IRS office.

MOU Liaisons

IRS Liaison (Section 3):

Name: Joe Mazzuca

Title: Excise Tax Headquarters Policy Analyst

Email Address: joseph.a.mazzuca@irs.gov

Telephone Number: 630-493-5008

Agency Liaison (Section 4A):

Name:

Title:

Email Address:

Telephone Number:

May 29, 2014

To: **[County Treasurer]**
[Address]
[Address 2]
[City, State Zip]

[Owner Name]
[Address]
[City, State Zip]

[Account #XXXX-X]

RE: Refund of Registration Fees and Taxes
Nebraska Statute 60-3,200

This letter is to verify that the following vehicle(s) have been properly registered as apportioned vehicles in the State of Nebraska since April 1, 2014.

[Year]	[Make]	[VIN]
---------------	---------------	--------------

[Owner Name] of [City], NE is entitled to a refund of the unused registration fees and taxes paid for these vehicles upon presentation of this letter, license plates and registration certificates to the county treasurer. As per Nebraska Statute 60-395, all claims for credit or refund of the unused registration fees must be made within 60 days of this letter.

Please contact this office if further assistance is needed.

Sincerely,

Cathy P. Beedle, Administrator
Division of Motor Carrier Services

CPB: llg



Dave Heineman
Governor

STATE OF NEBRASKA

DEPARTMENT OF MOTOR VEHICLES
Rhonda K. Lahm
Director

April 9, 2014

PROOF OF PRORATE

RE: ABC TRUCKING

This letter is to verify that the following vehicle has been registered as an apportioned vehicle in the State of Nebraska until December 31, 2013.

Unit #	112
Year	2003
Make	KW
VIN	1XKWDB9X93R38XXXX
Owner	ABC Trucking
Registrant	ABC Trucking
Address	823 12 th Ave Kearney, NE 68845-6667
NE Title	13011111110

If you have any questions, please contact this office at 402-471-4435.

Sincerely,

Cathy Beedle
Administrator
Motor Carrier Services

CB

Cathy Beedle, Administrator • Motor Carrier Services Division

301 Centennial Mall South • P.O. Box 94729 • Lincoln, Nebraska 68509-4729 • Phone (402) 471-4435 • TDD (402) 471-4154 (Hearing Impaired)
www.dmv.ne.gov



An Equal Opportunity/Affirmative Action Employer

Printed with soy ink on recycled paper.





APPLICATION FOR SNOWMOBILE REGISTRATION AND DECAL

Name of Owner _____

Address _____

City _____ Zip _____ County _____

Fees and Type of Registration (Check one):

- Individual \$ 16.00
Dealer \$ 50.00
Manufacturer \$200.00
Lost Registration \$ 1.00
Lost Permit/Decal \$ 1.00

The following information must be completed if the snowmobile is owned by a private individual.

Year _____ Make _____ Model _____ HP _____

Color _____ Serial/Identification Number _____

I hereby make application for the above snowmobile registration to be issued to the above owner:

Signature of Applicant _____ Date _____

Note: Decal should be placed in the upper right half of snowmobile frame.

Registration Cancellation Sample Letter

[Date]

[Registrant(s) Name]

[Address from Registration]

Dear [Registrant(s) Name]:

Our bank has notified us that your check has been returned as a result of **[non-sufficient funds/ STOP payment/ account closed]**.

We show that the check was for **[\$[dollar amount]** written on **[date]**, check number **[number]** from **[bank]**. Total amount, including the administrative charge for a returned check is **[dollar amount + plus fee up to \$25]**.

The amount above must be paid by certified funds (i.e. cash, certified check or money order) by **[date – 7 days after date of letter]** or your registration will be cancelled.

State Statute §60-3,222 provides for the cancellation of a registration if the proper payment is not made within seven days of this notice.

Please be advised that if your registration is cancelled the **[County]** County Sheriff's Office will be notified and they may contact you to retrieve your license plates and registration.

Sincerely,

[County] County Treasurer's Office

This notice was sent by registered mail **[or certified]** # **[number]** on the above date.

August 30, 2009



User ID Authorization for Cancel Registration Menu Option

County: _____

User ID's to be authorized:

Signature of County Treasurer

Date

Please return to the DMV via fax, email or mail by August 15, 2009:

Department of Motor Vehicles
Driver and Vehicle Records Division
PO Box 94789
Lincoln, NE 68509-4789
Fax: 402.471.8694
Email: betty.johnson@nebraska.gov

Military Leave and Earnings Statement

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																	
ID	NAME (Last, First, MI)			SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED						
ENTITLEMENTS				DEDUCTIONS				ALLOTMENTS			SUMMARY						
Type	Amount			Type	Amount			Type	Amount			-Amt Fwd		.00			
A	BASE PAY	2662.20		FEDERAL TAXES	376.02			COMB FED CAMPAIGN	10.00				-Tot Ent	7054.63			
B	BAS	348.44		FICA-SOC SECURITY	111.81								-Tot Ded	3810.30			
C	BAH	2477.01		FICA-MEDICARE	38.60								-Tot Allt	10.00			
D	CAREER SEA PAY	325.00		SGLI	27.00								=Net Amt	3234.33			
E	CSPP	100.00		AFRH	.50								-Cr Fwd	.00			
F	COLA	1033.08		MEAL DEDUCTION	178.29								=EOM Pay	3234.33			
G	MISSED MEALS	108.90		TSP	159.73												
H				3RD-MONTH-PAY	2978.44												
I																	
J																	
K																	
L																	
M																	
N																	
O																	
	TOTAL	7054.63			3810.30				10.00								
LEAVE		BF Bal	Ermd	Used	Cr Bal	ETS Bal	Lv Lost	Lv Paid	Use/Lose	FED TAXES	Wage Period	Wage YTD	M/S	Ex	Add'l Tax	Tax YTD	
		54.0	27.5	25	56.5	93.5	.0	.0	.0		2927.47	23631.76	S	00	.00	3041.71	
FICA TAXES		Wage Period	Soc Wage YTD		Soc Tax YTD	Med Wage YTD	Med Tax YTD	STATE TAXES	St	Wage Period	Wage YTD	M/S	Ex	Tax YTD			
		2662.20	21297.60		894.48	21297.60	308.80			.00	.00	S	01	.00			
PAY DATA		BAQ Type	BAQ Depn	VHA Zip	Rent Amt	Share	Stat	JFTR	Depns	2D JFTR	BAS Type	Charity YTD	TPC	PACIDN			
		SINGLE		00000	.00	0		JA035	0			85.00					
THRIFT SAVINGS PLAN (TSP)		Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Current	Inc Pay Rate	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current								
		6	.00	0	.00	0	.00	0	.00			0	.00				
		TSP YTD Deductions				Deferred		Exempt									
		1277.84				1277.84		.00									
REMARKS:																	
YTD ENTITLE <u>54604.23</u>				YTD DEDUCT <u>9228.28</u>													
<p>IF TSP ELECTION AMT EXCEEDS NET AMT DUE, TSP WILL NOT BE DEDUCTED.</p> <p>-ID CARD EXPIRING? SCHEDULE YOUR APPT AT HTTPS://RAPIDS-APPOINTMENTS.DMDC.OSD.MIL.</p> <p>-GO TO WWW.FVAP.GOV TO REQUEST YOUR BALLOT FOR THE 2012 ELECTION. VOTE!</p> <p>-ROTH TSP IS COMING THIS OCTOBER! CHECK OUT WWW.DFAS.MIL/MILITARYMEMBERS/ROTHTSPFOR/MILITARY.HTML (LOWER CASE) FOR THE LATEST INFORMATION.</p> <p>-GETTING OUT SOON? GET HELP FINDING YOUR NEXT CAREER AT HTTP://WWW.BENEFITS.VA.GOV/VOW/INDEX.HTML.</p> <p>-THE IRS TAXPAPER ADVOCATE SERVICE CAN HELP YOU RESOLVE TAX PROBLEMS THAT YOU HAVEN'T BEEN ABLE TO RESOLVE ON YOUR OWN. LEARN MORE AND FIND OTHER RESOURCES AT WWW.TAXPAYERADVOCATE.IRS.GOV/MILITARY.</p> <p>-DFAS IS NOW ON FACEBOOK AT WWW.FACEBOOK.COM/DEFENSEFINANCEANDACCOUNTINGSERVICE.</p> <p>SEA DUTY TIME</p> <p>MEMBER'S SGLI COVERAGE AMOUNT IS \$400,000</p> <p>YOU ARE DUE TO RECEIVE A BONUS PAYMENT 121002</p> <p>CALL YOUR BANK OR FINANCE OFFICE TO VERIFY RECEIPT OF YOUR PAYMENT</p> <p>REIMBURSEMENT FOR MISSED MEALS 120629-120709</p> <p>USED LEAVE BALANCE ADJUSTED.</p> <p>CURRENT MONTH LEAVE BALANCE ADJUSTED.</p> <p>RATE CHG OHA 120801(214)</p> <p>CHARGE LEAVE 120728-120809(222)</p> <p>RATE CHG OHA 120816(230)</p> <p>RATE CHG COLA 120816(230)</p> <p>RATE CHG OHA 120816(230)</p> <p>BANK NAVY FEDERAL CREDIT UNION</p> <p>COLA LOCATION</p>																	

Must have future date in the "ETS" box.

Must be dated within the past 30 days.

Must indicate a state other than Nebraska in the "ST" box on the "State Taxes" line.



APPLICATION FOR REFUND

State of Nebraska)
)
 County of _____) ss.

_____, being duly sworn, deposes or affirms and says
 (Name of Motor Vehicle Owner)
 that he/she is the owner of the motor vehicle described as follows:

VEHICLE INFORMATION			
Year	Make	Model	Body Style
Vehicle Identification Number		License Plate #	

and is requesting a refund of the motor vehicle taxes, motor vehicle fees and registrations fees for the following reason (Note: This application ***must*** be filed with the county treasurer in the county where the vehicle is registered within 60 days of the date of the vehicle's change of status. The vehicle's registration, license plates and validation decals must accompany this application.):

- A transfer of ownership by certificate of title or bill of sale, on _____.
- A trade-in or surrender of a leased vehicle on _____.
- Loss of possession due to fire, theft, dismantlement, junking or repossession on _____.
- I have been issued a salvage title for this vehicle on _____.
- This type of class of motor vehicle has been declared by legislative act or court decision to be illegal or ineligible to be operated or towed on the public roads and is no longer subject to registration fees as of _____.
- A salvage title has been issued to an insurance company through a total loss settlement. The date of settlement was _____ and the damage to the vehicle occurred on _____.

 Signature of Motor Vehicle Owner

Filing of a false application violates the provisions of the Motor Vehicle Registration Act. Any person, firm, association, partnership, Limited Liability Company or corporation that does so may be subject to prosecution.



AFFIDAVIT FOR STORAGE AND NON-USE

State of Nebraska)
)
 County of _____) ss.

_____, being first duly sworn upon oath,
(Name of Motor Vehicle Owner)
 deposes and says; that he/she is a resident of _____ County,
(Name of County)
 Nebraska, residing in _____, Nebraska;
(Name of Village, Town, or City)
 that he/she is the owner of a motor vehicle described as follows:

VEHICLE INFORMATION			
Year	Make	Model	Body Style
Vehicle Identification Number		License Plate #	

that the above motor vehicle has been stored at _____, Nebraska,
(Name of Village, Town, or City)
 for the year or years of _____ and has not been used during this
(Specific Dates)
 time; that the vehicle has not been titled or licensed in any other county in this state or in
 any other state during the years stated in this affidavit.

 Signature of Motor Vehicle Owner

SUBSCRIBED and sworn to before me, a Notary Public in and for said County and State
 the _____ day of _____, _____
(Day) (Month) (Year)

(Notary Public or designated County Official)

SEAL

My commission expires _____.



Application for Exemption from Motor Vehicle Taxes by Qualifying Nonprofit Organizations

Registration Appendix A-18

**FORM
457**

- To be filed with your county treasurer.
- Read instructions on reverse side.

Applicant's Name		Type of Ownership	
Street or Other Mailing Address		County	<input type="checkbox"/> Nonprofit Corporation
City	State	Zip Code	<input type="checkbox"/> Other (specify): _____
		State Where Incorporated	

IDENTIFY OFFICERS, DIRECTORS, OR PARTNERS OF THE NONPROFIT ORGANIZATION

Title	Name, Address, City, State, Zip Code

DESCRIPTION OF THE MOTOR VEHICLES

• Attach an additional sheet, if necessary.

Motor Vehicle Make	Model Year	Body Type	Vehicle ID Number	Registration Date or Date of Acquisition, if Newly Purchased

Exempt Uses of Motor Vehicle:

- Agricultural/Horticultural Educational Religious Charitable Cemetery

Give detailed description of use, including an explanation if multiple use classifications exist:

Are the motor vehicles used exclusively as indicated?

- YES NO

If No, give percentage of exempt use:

_____ %

Under penalties of law, I declare that I have examined this application and that it is, to the best of my knowledge and belief, true, complete, and correct. I also declare that I am duly authorized to sign this exemption application, and that the organization owning the above-listed property does not discriminate in membership or employment based on race, color, or national origin.

**sign
here** ▶

Authorized Signature _____

Title _____

Date _____

FOR COUNTY TREASURER RECOMMENDATION

APPROVAL

COMMENTS: _____

DISAPPROVAL



Signature of County Treasurer _____

Date _____

FOR COUNTY BOARD OF EQUALIZATION USE ONLY

APPROVAL

COMMENTS: _____

DISAPPROVAL



Authorized Signature _____

Date _____

INSTRUCTIONS

WHO MAY FILE. Any organization or society may file for a motor vehicle tax exemption if:

1. The motor vehicle is owned by and used exclusively for agricultural and horticultural societies; or
2. The motor vehicle is:
 - a. Owned by an educational, religious, charitable, or cemetery organization;
 - b. Used exclusively for educational, religious, charitable, or cemetery purposes;
 - c. Not owned or used for financial gain or profit to either the owner or user; and
 - d. Not owned or used by an organization which discriminates in membership or employment based on race, color, or national origin.

Each motor vehicle must be listed separately to qualify for tax exempt status.

Please note: Exemption from motor vehicle tax does not exempt the motor vehicle from sales and use taxes or wheel tax.

WHEN AND WHERE TO FILE. All applications for exemption must be filed with the county treasurer of the county in which the motor vehicle is subject to tax, not more than 15 days before and not later than 30 days after the registration date of the motor vehicle. For a newly-acquired motor vehicle, the application must be made within 30 days of the date of purchase. Exempt status for a motor vehicle extends through one registration period. Failure to apply for tax exempt status within the allotted time is, a waiver of the exemption for the registration year.

APPEAL PROCEDURES. If an application for exemption is disapproved by the county board of equalization, appeal may be made to the Tax Equalization and Review Commission within 30 days of the final decision of the county board of equalization (board).

SPECIFIC INSTRUCTIONS

Indicate primary use of the motor vehicle by marking the appropriate block. State in detail the use of the motor vehicle and explain any circumstances existing when the motor vehicle may have multiple use classifications. If the motor vehicle is not used exclusively as indicated, give the approximate percentage of exempt use.

The completed Application for Exemption, Form 457, is retained by the county clerk after action by the board. The county treasurer may make copies for their records.

To be Filed with
Your County
Assessor or
Treasurer

Exemption Application for Honorably Discharged Disabled Veterans

FORM
453

Applicant's Name (Last)			(First)	(Middle Initial)	Type of Property <input type="checkbox"/> Mobile Home (Filed with County Assessor) <input type="checkbox"/> Motor Vehicle (Filed with County Treasurer)
Home Address (Number and Street or Rural Route)					
City	State	Zip Code	County		

Description of Motor Vehicle or Description and Location of Mobile Home

Under penalty of perjury, I declare that I have examined this application and that it is, to the best of my knowledge and belief, true, complete, and correct. I also declare that I am entitled to the Nebraska property tax exemption in the county noted above and have not applied for exemption elsewhere in this state.

**sign
here**

Signature of Applicant or Authorized Representative _____ Date _____

Print Name _____

- Approved
- Disapproved

Signature of County Assessor or County Treasurer _____ Title _____ Date _____

Instructions

Who May File. An exemption application may be filed by any veteran of the United States Armed Forces who was discharged or otherwise separated with a characterization of honorable or general (under honorable conditions) and has a service-connected disability as follows:

- a. A veteran who has lost the use of or has undergone amputation of, two or more extremities, or has undergone amputation of one or more extremities and has lost the use of one or more extremities; or
- b. A veteran whose vision is so impaired as to seriously limit his or her ability to engage in the ordinary vocations and activities of life.

A certificate from the Department of Veterans Affairs stating that the applicant meets one of the above criteria and that the disability is service-connected must be attached to this application.

When and Where to File. For mobile homes, application for exemption must be filed with the county assessor of the county in which the mobile home is subject to tax on or before April 1 of every year.

For licensed motor vehicles, the initial application for exemption must be filed with the county treasurer in the county in which the motor vehicle is subject to tax not more than 15 days before nor 30 days after the registration date of the motor vehicle. A renewal application must be made annually not sooner than the first day of the last month of the registration period or later than the last day of the registration period.

What Property is Exempt. Any veteran who qualifies may have the following exempted from property tax:

- a. One mobile home owned and occupied by the qualified veteran; and
- b. One motor vehicle owned and used for personal transportation by the qualified veteran.

The completed Exemption Application, Form 453, must be retained by the appropriate county official.

Please make a copy for your records.



Nebraska Application for State Tax Exemption ID Card

Form 25

1 Do you hold, or have you previously held, a Nebraska ID number?

 YES

 NO

If Yes, provide the number: _____

PLEASE DO NOT WRITE IN THIS SPACE

2 Social Security Number

3 County of Residence

4 Township

NAME AND LOCATION ADDRESS			NAME AND MAILING ADDRESS		
Name			Name		
Street Address			Street or Other Mailing Address		
City	State	Zip Code	City	State	Zip Code
5 Name of Your Indian Tribe	6 Tribal Enrollment Number	7 Are you a nontribal Indian of at least one-quarter blood? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, attach Certificate of Blood Quantum		8 Name of Indian Reservation Where You Reside	

Under penalties of law, I declare that I have examined this application, and to the best of my knowledge and belief, it is correct and complete.

**sign
here** ▶

Signature

Date

()

Phone Number

Instructions

Who May File. Any Native American Reservation Indian who claims exemption from Nebraska state taxes may file this application. If this application is approved by the Nebraska Department of Revenue (Department), a Nebraska State Tax Exemption ID Card will be issued to the applicant. This card must be kept by the Native American Reservation Indian as evidence of his or her exempt status. To document an exemption from Nebraska taxation, a Native American Reservation Indian must file a [Nebraska Exemption Certificate for Native American Indians, Form 26](#), with the retailer, employer, or county official at the time the exemption is claimed.

When and Where to File. This application may be filed with the Nebraska Department of Revenue, PO Box 98903, Lincoln, NE 68509-8903. Please make a copy of this application for your files.

Any change of address must be reported by filing a Nebraska Application for State Tax Exemption ID Card, Form 25. A change of address to a location off the reservation ends the cardholder's exempt status and the Nebraska State Tax Exemption ID Card must be returned to the Department.

Specific Instructions

Lines 5 and 6. If you are a member of a recognized American Indian tribe, put the name of the tribe and your tribal enrollment number in the blanks provided.

Line 7. If you are not a member of a recognized American Indian tribe, but are a person of one-quarter or more Native American Indian blood, attach a copy of the Certificate of Blood Quantum from the Bureau of Indian Affairs.

Line 8. Put the name of the Nebraska Indian reservation where you reside in the blank provided. If you do not live on a Nebraska Native American Indian reservation, there is no exemption allowed, so do not file this form.

Taxpayer Assistance. For additional information, contact the Nebraska Department of Revenue, PO Box 98903, Lincoln, NE 68509-8903, call 800-742-7474 (NE and IA), or 402-471-5730.

Mail this application to: **Nebraska Department of Revenue, PO Box 98903, Lincoln, NE 68509-8903.**

Retain a copy for your records.

STATE OF NEBRASKA
MOTOR VEHICLE INDUSTRY
LICENSING BOARD

TREASURER'S CERTIFICATE
FOR ISSUANCE OF DEALER PLATES

PRESENT THIS CERTIFICATE
 TO COUNTY TREASURER
 FOR DEALER PLATES

THE LICENSEE NAMED BELOW IS DULY AUTHORIZED BY LAW AS A

ISSUED TO _____ LICENSE ID NO _____
 _____ CALENDAR YEAR _____

NO. ISSUED _____

THE DEALER WHO VALIDLY HOLDS THE LICENSE SHOWN ABOVE MAY OBTAIN UP TO THE MAXIMUM NUMBER OF PLATES LISTED HERE.

THIS MAXIMUM NUMBER OF PLATES IS BASED UPON DEALER SALES FROM OCTOBER 1, _____ TO SEPTEMBER 30, _____

NEBRASKA MOTOR VEHICLE INDUSTRY LICENSING BOARD

This form to be retained by County Treasurer for his/her files.
 "NU" preceding license number indicates a NEW & USED MOTOR VEHICLE/TRAILER DEALER
 "CY" preceding license number indicates MOTORCYCLE DEALER
 "MP" preceding license number indicates RESIDENT MOTOR VEHICLE OR TRAILER MANUFACTURER
 "DS" preceding license number indicates RESIDENT MOTOR VEHICLE OR TRAILER DISTRIBUTOR
 "NB" preceding license number indicates RESIDENT MOTOR VEHICLE OR TRAILER FACTORY BRANCH
 "TR" preceding license number indicates TRAILER DEALER

THIS CERTIFICATE IS VOID IF ALTERED



**APPLICATION
FOR
CAMPER UNIT PERMIT AND
DECAL**

Name of Applicant _____

Address _____

City _____ Zip _____ County _____

Camper Unit Description

Year _____ Make _____ Model _____

Box Length _____ Overall Width _____ Overall Weight _____

Serial/Identification Number _____

Please check appropriate box:

Original Permit	Renewal	Lost/Damaged Permit	Lost/Damaged Registration
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$2.00	\$2.00	\$2.00	\$1.00

I hereby make application for a Camper Unit Permit to be issued for the camper indicated above.

Signature of Applicant _____ Date _____

Note: Decal must be attached to the Camper Unit so that it is clearly visible from the outside of the unit.



**APPLICATION
FOR
NON-RESIDENT CARNIVAL
OPERATOR
PERMIT**

Name of Applicant _____

Address _____

City _____ State _____ Zip _____

Vehicle Description

Year _____ Make _____ Model _____

GVWR _____ Style _____ Color _____

VIN _____ Title Number _____

State of Registration _____ License Plate Number _____

I hereby make application for a Non-Resident Carnival Operator Permit to be issued for the vehicle indicated above.

Signature of Applicant _____ Date _____

Note: Non-Resident Carnival Operator Permit must be carried in the vehicle at all times and presented to authorities upon demand.



APPLICATION FOR HANDICAPPED LICENSE PLATES



THIS APPLICATION MUST BE COMPLETED IN FULL - INSTRUCTIONS ON REVERSE SIDE

Applicant Information

Please **PRINT** Date of Application _____

Name of Handicapped Applicant _____ Date of Birth _____

Address _____ City _____ Zip _____

I am aware of my rights, duties and responsibilities regarding possession and use of a Handicapped License Plate and/or Handicapped Parking Permit and the penalties provided by law for handicapped parking violations.

Handicapped Applicant's Signature _____ Phone (____) _____

Vehicle Information

Vehicle Owner Name(s) _____

Vehicle Identification Number _____ Vehicle Year _____

Vehicle Make _____ Nebraska Title Number _____ County of Registration _____

If Name of Handicapped Applicant is different than Vehicle Owner Name, please indicate appropriate relationship:

- Parent
 Foster Parent
 Legal Guardian
 Agent of Applicant
 Beneficiary of Trust

Handicapped Parking Permit (Optional)

- I would like a Permanent Handicapped Parking Permit in addition to my Handicapped License Plates. **(Proof of the handicapped individual's identity must be included with this application or the permit request cannot be processed.)**

[Please note: Two Handicapped Parking Permits are allowed per individual. This application cannot be used to apply for a new Permanent Handicapped Parking Permit (except in conjunction with applying for Handicapped License Plates), a Temporary Handicapped Parking Permit or to obtain a replacement Handicapped Parking Permit.]

MEDICAL CERTIFICATION

This section must be completed by a Licensed Physician, Physician Assistant or Nurse Practitioner.

I certify that the applicant named above has the following medical condition:

- Visual impairment which limits personal mobility and results in an inability to travel unassisted more than two hundred (200) feet without the use of a wheelchair, crutch, walker prosthetic, orthotic, or other assistant device.
- Physical impairment which limits personal mobility and results in an inability to travel unassisted more than two hundred (200) feet without the use of a wheelchair, crutch, walker prosthetic, orthotic, or other assistant device.
- Respiratory problems which limit personal mobility.
- A cardiac condition to the extent that his or her functional limitations are classified in severity as being Class III or Class IV, according to standards set by the American Heart Association.
- Permanent loss of all or substantially all the use of one or more limbs.

I certify that the applicant named above meets the medical criteria established for the issuance of Handicapped License Plates and/or a Permanent Handicapped Parking Permit.

Certifier's Name/Company _____ Phone Number (____) _____

Address _____ City _____ State _____ Zip _____

Signature _____ Title _____ Date _____

**PROPER USE OF HANDICAPPED LICENSE PLATES
OR
A HANDICAPPED PARKING PERMIT**

The Handicapped License plate or Permanent Parking Permit issued from this application is not transferable, is to be used by the party to whom it is issued or for the motor vehicle for which it is issued, cannot be altered or reproduced and is to be used only when a handicapped or disabled person will enter and exit the motor vehicle while it is parked in a designated parking space. **Those convicted of a handicapped parking violation shall be subject to suspension of the permit for six (6) months and possible fines.**

APPLICATION INSTRUCTIONS

(No more than one (1) set of Handicapped License Plates for a Motor Vehicle, one (1) Handicapped License Plate for a Motorcycle, and two (2) Permanent Handicapped Parking Permits will be issued per individual.)

To apply for Handicapped License Plates complete in full the Applicant Information and Vehicle Information sections of the application on the reverse side, present it to a licensed physician, physician assistant, or nurse practitioner for completion of the Medical Certification portion, and mail the completed application (along with proof of identification if a Handicapped Parking Permit is requested) to:

**Nebraska Department of Motor Vehicles
Driver and Vehicle Records Division
301 Centennial Mall South
PO Box 94789
Lincoln, NE 68509-4789**

Once the application has been processed an approval letter will be sent to the handicapped applicant. The approval letter must then be presented to the County Treasurer in the applicant's county of residence for issuance of the Handicapped License Plates. A fee will be charged for the issuance of the new plates and registration.

If, in addition to the Handicapped License Plates, a Handicapped Parking Permit is requested, it will be mailed to the handicapped applicant at the same time as the license plate approval letter.

EXPIRATION and RENEWAL

A Handicapped License Plate must be renewed every six years (when license plates of new design are issued in Nebraska). To renew, reapplication through the Department of Motor Vehicles is required.

Expiration of a permanent Handicapped Parking Permit is the last day of the month of the applicant's birthday in the third year following issuance. To renew a permit, reapplication through the City/Village Clerk or designated County Official is required. A renewal Application for Handicapped Parking Permit may be submitted one hundred and eighty (180) days prior expiration of the previous permit. Renewed permits cannot be mailed until 10 days prior to the expiration of the previous permit.

For questions concerning Handicapped License Plates and/or Handicapped Parking Permits or to request an application, please contact the Driver and Vehicle Records Division at 402.471.3918.

**Additional information may be found, and applications may be downloaded, on our website at:
www.dmv.ne.gov**



APPLICATION FOR HANDICAPPED PARKING PERMIT

INSTRUCTIONS ON THE REVERSE SIDE

<p>Please mark one:</p> <p><input type="checkbox"/> New</p> <p><input type="checkbox"/> Renewal – Previous Permit # _____</p> <p><input type="checkbox"/> Second Permit – Current Permit# _____</p> <p><input type="checkbox"/> Replacement (lost/damaged) - Permit # _____</p>	<p>Please mark one:</p> <p><input type="checkbox"/> Permanent</p> <p><input type="checkbox"/> Temporary – Limited mobility expected to be temporary.</p> <p><input type="checkbox"/> Vehicle – License Plate # _____</p>
--	--

(Please PRINT)

Name: _____ Date of Birth _____
(Last, First, Middle Initial) (Month, Day, Year)

Address: _____
(Street, Route, PO Box) (City) (Zip)

Male Female Phone Number: (____) _____

I am aware of my rights, duties and responsibilities regarding the use and possession of a handicapped parking permit and the penalties provided by law for handicapped parking infractions.

Signature _____ Date _____

MEDICAL CERTIFICATE

THIS CERTIFICATION MUST BE COMPLETED BY A LICENSED PHYSICIAN, PHYSICIAN ASSISTANT OR NURSE PRACTITIONER

The applicant named above has the following medical condition:

- Visual impairment which limits personal mobility and results in an inability to travel unassisted more than two hundred (200) feet without the use of a wheel chair, crutch, walker, prosthetic, orthotic or other assistant device.
- Physical impairment which limits personal mobility and results in an inability to travel unassisted more than two hundred (200) feet without the use of a wheel chair, crutch, walker, prosthetic, orthotic or other assistant device.
- Respiratory problems which limit personal mobility.
- A cardiac condition to extent that his or her functional limitations are classified in severity as being Class III or Class IV, according to standards set by the American Heart Association.
- Permanent loss of all, or substantially all, the use of one or more limbs.

Applications for a TEMPORARY PERMIT: 3 Months 6 Months

(Please PRINT) (This section must be completed in full before the application can be processed)

I certify that the applicant above meets the medical criteria established for the issuance of a handicapped parking permit.

Certifier's Name/Company _____ Phone (____) _____

Address _____
Street, PO Box, Suite Number City State Zip

Signature _____ Title _____ Date _____

FOR ISSUING SITE USE ONLY

Specify Issuing Site _____ Phone (____) _____

Address _____ Date _____

Proof of Identity Submitted _____ Verifier's Signature _____

PROPER USE OF A HANDICAPPED PARKING PERMIT

The permit issued from this application is not transferable, is to be used by the party to whom it is issued or for the motor vehicle for which it is issued, cannot be altered or reproduced and is to be used only when a handicapped or disabled person or a temporarily handicapped or disabled person will enter or exit the motor vehicle while it is parked in a designated parking space. **Those convicted of a handicapped parking infraction shall be subject to suspension of the permit for six (6) months and possible fines.**

APPLICATION INSTRUCTIONS

(No more than (2) permits will be issued to a handicapped individual.)

INITIAL APPLICATION

To obtain a handicapped parking permit your Nebraska licensed medical professional (physician, physician assistant or nurse practitioner) may submit your request for a new or renewal permit through the Online Handicap Parking Permit service available at www.clickdmv.ne.gov.

If your medical professional is not licensed to provide medical services in Nebraska, a paper application will be necessary. The application must be submitted to your medical professional for completion of the Medical Certification portion and then mailed, along with a photocopy of acceptable proof of identification to the address indicated below.

Nebraska Department of Motor Vehicles
Driver and Vehicle Records Division
Attn: Handicapped Parking Permits
PO Box 94789
Lincoln, NE 68509-4789

ACCEPTABLE PROOF OF ID

- valid driver's license;
- valid state identification card;
- valid certified birth certificate;
- valid passport;
- other valid, reliable form of identification containing date of birth, or;
- a combination of valid, reliable forms containing date of birth.

Once an application is processed the permit is mailed to the applicant by the Department of Motor Vehicles.

Permanent Permit – issued to persons with a handicap or disability determined by their medical professional to be a permanent medical condition. **Expiration of a permanent permit is on the last day of the month of the applicant's birthday in the sixth (6th) year following issuance.**

Temporary Permit – issued to persons with a handicap or disability expected by their medical professional to limit their mobility no longer than one (1) year. **Expiration of a temporary permit is determined by the recovery date indicated by the medical professional. Permits are issued for three (3) or six (6) months.**

RENEWAL APPLICATION

Permanent permits may be renewed by following the same procedure as with initial application. Applications for renewal of a permanent permit may be submitted one hundred and eighty (180) days prior to expiration. However, permanent renewal permits will not be mailed until ten (10) days prior to the expiration of the previous permit.

Temporary permits may be renewed by following the same procedure as with initial application. Application for renewal may be submitted anytime within the month of expiration. However, temporary renewal permits will not be mailed until ten (10) days prior to the expiration of the previous permit. Temporary permits may be renewed one time only.

SECOND PERMIT

Permit holders with one valid permit issued after May 7, 2012, may request a second permit online at www.clickdmv.ne.gov using the Personal Identification Number (PIN) that appears on their Permit ID Card. Permit holders with one permit issued prior to May 7, 2012 may request a second permit by completing the top portion of the application form, checking the box indicating Second Permit and submitting the application, along with acceptable proof of identification to the Department of Motor Vehicles.

REPLACEMENT PERMITS

When a valid permit has been lost or stolen, for permits issued after May 7, 2012, a Replacement permit may be requested online at www.clickdmv.ne.gov using the Personal Identification Number (PIN) that appears on the Permit ID Card. Permit holders with a permit issued prior to May 7, 2012 may request a Replacement by completing the top portion of the application, checking the box indicating Replacement and submitting the application to the Department of Motor Vehicles along with acceptable proof of identification. Handicapped individuals are limited to two (2) replacements. If the second permit is lost or stolen a new application with medical certification is required.



Local Moving Permit

Permit No. **LMP**

Permit Fee: **\$5.00**

Registrant's Name: _____

Address _____ City _____ State ____ Zip _____

This Permit will authorize the Registrant to move the vehicle indicated below between

_____, Nebraska and _____, Nebraska

from _____, 20____ to _____, 20____

ONLY and only for the sole purpose of having the vehicle equipped, modified or serviced.

Year ____ Make _____ VIN _____ Plate# _____

ATTENTION

The operator of such vehicle must have this permit in his/her possession at all times while operating such vehicle beyond the limits specified by law and shall display this permit upon demand by proper authorities.

This Permit is only valid if the vehicle is being driven empty.

Paid by:

Issued Under the Authority of

Cash: _____

Betty Johnson, Administrator
Driver and Vehicle Records Division

Check #: _____

By: _____



APPLICATION FOR HISTORICAL LICENSE PLATES



VEHICLE MUST BE THIRTY (30) YEARS OLD OR OLDER

Application must be completed in full – Please see reverse side for information and instructions.

<p><i>Please Print:</i> HISTORICAL VEHICLE INFORMATION</p> <hr/> <p>Name(s) of Registered Owners(s)</p> <hr/> <p>Address City Zip</p> <hr/> <p>Vehicle Identification Number Year</p> <hr/> <p>Make Model Color Body Type</p> <hr/> <p>Nebraska Title Number County</p>	<p>If you have Historical/Vintage plates on another vehicle registered in your name, please provide the following information:</p> <hr/> <p>Plate #</p> <hr/> <p>Issue Date</p> <hr/> <p>Title #</p>
<p>OTHER VEHICLE CURRENTLY REGISTERED FOR DAILY USE <i>Please Print:</i></p> <hr/> <p>Name(s) of Registered Owner(s)</p> <hr/> <p>Address City Zip</p> <hr/> <p>Vehicle Identification Number Year</p> <hr/> <p>Make Model Body Type</p> <hr/> <p>Nebraska Title Number License Plate Number</p>	<p>If you are submitting this application due to a Lost Registration:</p> <hr/> <p>Plate #</p> <hr/> <p>If you are submitting this application due to Lost Plates:</p> <hr/> <p>Plate #</p> <p><input type="checkbox"/> Replace with plate listed above. (Allow 4-6 weeks for delivery)</p> <p><input type="checkbox"/> Replace with new plate number.</p>

AFFIDAVIT OF HISTORICAL LICENSE PLATE:

I swear that the historical vehicle for which this application is submitted is being collected, preserved, restored and maintained as a hobby and not for general use.

Applicant's Signature

Date

()

Daytime Telephone Number

Mail completed application with applicable fees to:

Department of Motor Vehicles
Driver and Vehicle Records Division
PO Box 94789
Lincoln, NE 68509-4789

Application may also be submitted in person at:

Department of Motor Vehicles
Driver and Vehicle Records Division
301 Centennial Mall South (14th & M Street)
1st Floor – Southwest Corner
Lincoln, NE 6850

FOR QUESTIONS REGARDING THIS APPLICATION PLEASE CONTACT THIS OFFICE AT 402. 471.3918

HISTORICAL LICENSE PLATES INFORMATION AND INSTRUCTIONS

Historical plates are provided by the State of Nebraska to vehicles thirty (30) years old or older. Two plates are required and must be displayed on the front and back of the vehicle.

Vintage plates are Historical plates that were issued by the State of Nebraska in the year corresponding to the model year of the vehicle. If using a Vintage year plate, only one plate is required and must be displayed on the rear of the vehicle. Vintage year plates must be submitted, along with application, to the Department of Motor Vehicles for inspection and approval. Vintage year plates that have been restored to their original condition may be used provided the original colors of the plate when it was first issued are used in the restoration. When submitting a Vintage year plate for approval, please include a postage paid, pre-addressed 6 ½ x 12 ½ " return envelope.

The following plate types may be used as Vintage: Passenger • Farm • Commercial • Motorcycle
(Specialty and restricted use license plates cannot be used as Vintage plates.)

A vehicle licensed with Historical/Vintage license plates may be used for test drives, parades and hobby-related activities. Vehicles registered with Historical/Vintage license plates may not be used for normal transportation to and from work, driven on a daily basis, used for hire or used for a commercial business. At special events that are sponsored by or participated in by organized clubs, vehicles licensed with Historical/Vintage license plates may transport passengers for hire **only** if any money received is to be used for club activities or to be donated to a charitable nonprofit organization and to haul other vehicles to and from such special events.

Applicants applying for Historical/Vintage plates must own one or more additional vehicles that are currently registered. **If the vehicle used for regular transportation is titled in the name of a company, proof that the applicant is owner of that company will be required.**

The following must be submitted with your application for Historical/Vintage plates:

- Proof of payment of sales tax or an old registration;
- Proof of insurance (*must be presented each time any type of transaction is requested*). Insurance card must be an ORIGINAL and must be in compliance with Nebraska Department of Insurance guidelines (Insurance must be kept current);
- License plates and registration if the Historical vehicle is currently registered. (Note: There is no refund of registration fees and taxes when the owner of a Historical vehicle elects to replace their county issued license plates with Historical plates.)
- Appropriate fees (see below).

HISTORICAL/VINTAGE PLATE FEES (Historical Plates Are Non-Expiring)

First Historical Vehicle	\$70.60
First Historical Motorcycle	\$67.30
First Vintage Vehicle	\$89.00
First Vintage Motorcycle	\$89.00
Second Historical Vehicle	\$60.60
Second Historical Motorcycle	\$57.30
Second Vintage Vehicle	\$79.00
Second Vintage Motorcycle	\$79.00

(Additional Historical/Vintage vehicle fees are \$10.00 less than the **First** vehicle)

Transfer Fee\$29.00
 If you sell your Historical vehicle and wish to transfer the plate to another historical vehicle owned by you, fee must accompany completed application and old registration from sold vehicle along with proof of insurance and proof of payment of sales tax.

Transfer Historical to Vintage.....\$54.00
 Vintage plates must be submitted for approval along with completed application, historical registration and proof of insurance. (Historical plates may be turned in or transferred to another historical vehicle registered in applicant's name.)

Lost Registration Fee.....\$ 5.00

Lost Plate Fee
 Must surrender registration from lost plate.
 Motorcycle\$ 9.80
 Set of plates - motor vehicle.....\$13.10

Name Change\$ 5.50
 Must submit completed application and Historical plate registration.

**For questions regarding Historical/Vintage Plates,
 contact this office at (402) 471-3918.**














Application for Specialty Plates

Message ♦ Husker Spirit Message ♦ Husker Numeric

Order Your Specialty Plate Online: www.clickdmv.ne.gov

Registered Owner Information	Vehicle Information
Name _____	VIN _____
Address _____	Make _____ Year _____
City _____ State <u>NE</u> Zip _____	Model _____
Email Address _____	Body Type _____
Daytime Phone (____) _____	County of Registration _____ Co # _____
Signature _____ Date _____	Current License Plate Number _____
<div style="background-color: green; color: white; padding: 2px; display: inline-block;">Please check vehicle type below (required):</div>	
<input type="checkbox"/> Passenger (Pickup, SUV, Truck or RV) <input type="checkbox"/> Motorcycle/Autocycle <input type="checkbox"/> Trailer (Mini Truck or Mobile Home)	Title Number _____ Is vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No Lessor _____

Message \$40.00  <input type="checkbox"/>	Message Motorcycle/Autocycle \$40.00  <input type="checkbox"/>	County Message* Passenger \$40.00  <input type="checkbox"/>	County Message* Commercial \$40.00  <input type="checkbox"/>	County Message* Motorcycle/Autocycle \$40.00  <input type="checkbox"/>	Special Interest (Single Plate) \$50.00  Message Numeric <input type="checkbox"/> <input type="checkbox"/>
Husker \$70.00  Message Numeric <input type="checkbox"/> <input type="checkbox"/>	Husker Motorcycle/Autocycle \$70.00  Message Numeric <input type="checkbox"/> <input type="checkbox"/>	County Message* Passenger-Husker \$70.00  <input type="checkbox"/>	County Message* Commercial-Husker \$70.00  <input type="checkbox"/>	County Message* Motorcycle/Autocycle Husker \$70.00  <input type="checkbox"/>	A special interest motor vehicle is a vehicle of any age being collected, preserved, restored, or maintained by the owner as a leisure pursuit and is not used for general transportation of persons or cargo. Vehicles with Special Interest plates cannot be used for business or occupation or regularly for transportation to and from work. Driven on public roads only for occasional transportation, public displays, parades and related pleasure and hobby activities.

Read instructions on the reverse side carefully before making your message choice. Check message availability at: www.clickdmv.ne.gov

Show choices in order of preference. Message will be centered unless otherwise indicated.

Vehicle and trailer plates 7 characters and one space allowed. Motorcycle/Autocycle plates 6 characters and one space allowed.

*County Message Plates are available to residents of Douglas, Lancaster and Sarpy Counties only.

1st Choice	2nd Choice	3rd Choice	4th Choice

Specialty Plate Application Instructions

Owner Information: Provide the name of the registered owner of the vehicle indicated in the Vehicle Information portion of the application. If the vehicle is leased and not yet registered, the registered owner is the lessee. For plates ordered as a gift, please attach to the application the name of the person to contact if necessary and where the approval receipt should be sent.

Vehicle Information: Before an application can be processed, the applicant must have a Nebraska issued title in their name on the vehicle. Two exceptions to this requirement are leased vehicles and non-resident military. For leased vehicles the leasing company must have obtained a Nebraska title in their name for the vehicle and the applicant must indicate the vehicle is leased and provide the name of the leasing company. Non-resident military must provide a copy of vehicle's current registration.

Vehicle Type: Specify the type of vehicle to which the plates will be registered. Eligible vehicles are indicated on the front of the application form.

Types of Plates: Examples of each plate may be seen on the front of this application form:

- ◇ **Message**
- ◇ **County Message** – County Message plates are available to residents of Douglas, Lancaster, and Sarpy Counties only. Applicant must be a resident of the county of the plate number requested. When indicating plate choice, the dash (-) must be indicated in the choice.
- ◇ **Husker Message**
- ◇ **Husker Numeric:** Issued in consecutive numeric order in the order in which the applications are received. Requests for a specific number cannot be accepted.
- ◇ **Special Interest Message**
- ◇ **Special Interest Numeric:** Issued in consecutive numeric order in the order in which the applications are received. Requests for a specific number cannot be accepted.

Fee: *A check or money order in the appropriate amount indicated on the front of this application must be included with your application or it will be returned unprocessed.* No refunds are allowed. A \$30.00 processing fee is assessed for all returned checks. Specialty plate renewal fees are due annually in the same month as the vehicle registration. All renewal fees are paid to the County Treasurer Motor Vehicle Office. **Note:** If new plates are registered to a vehicle in a month other than the month the vehicle's current registration expires; the specialty plate renewal fee will be required when the vehicle's registration is due.

Selecting a Message

Be very sure that each choice listed is acceptable to you. Your first available choice will be processed. Once your application has been processed your message choice cannot be changed.

- ◇ **Maximum of 7 characters** allowed for motor vehicles and trailers. **Maximum of 6 characters** for a motorcycle/autocycle plate. Eight positions are provided to allow for one space if the maximum numbers of characters are used in the message. (Note: A character **cannot** be substituted for this space.)
- ◇ **Alpha and numeric characters only.** No punctuation marks or symbols of any kind are allowed. (Exception: County Message and Commercial plates available only to residents of Douglas, Lancaster and Sarpy Counties must indicate placement of dash.)
- ◇ Messages that conflict with present numbering system or a valid set of plates currently registered will not be processed. Due to the issuance of alpha/numeric plates in some counties messages containing three alpha followed by three numeric characters (ABC 123) cannot be processed regardless of spacing.
- ◇ Messages determined by the DMV to express, connote, or imply objectionable, obscene or offensive words or phrases will be rejected or, if already issued, recalled and cancelled.
- ◇ Message availability may be checked at: **www.clickdmv.ne.gov**. **Note:** There is no guarantee when a choice shows available that it is the message the applicant will receive.

Once Application Is Approved: After the application has been processed an approval letter is sent to the applicant. The letter indicates the approved message, or indicates the number assigned if the application was for a consecutive number plate, the date the plates will be available at the County Treasurer Motor Vehicle Office and their telephone number to verify the Treasurer has received the plates. Current plates and registration must be surrendered when the specialty plates are registered. Additional fees for production of the license plates and new registration will be charged. Applicant should allow 3 to 4 weeks for the plates to arrive at the County Treasurer Motor Vehicle Office.



Nebraska Department of Motor Vehicles
 Driver and Vehicle Records Division
Specialty Plate Relinquishment Form

This will serve as notice that I wish to relinquish the specialty plate registered to the vehicle currently titled/leased to me.

Indicate message/number exactly as it appears on the specialty plate:

Type of plate relinquished: Message County Message Husker
 Organizational NE 150

I wish to relinquish our specialty plate to the following person(s) or company who will be applying for the plate: _____

We do not have a vehicle to register the plate to at this time. Please place this specialty plate in a hold status in our name. (Plate may be held for a maximum of six months from the date associated with the applicant's signature on this form.)

Signature _____ Date _____

This form is to be retained by the county treasurer motor vehicle office.

Application for Approved Organizational License Plates



§60-3,104.02

This form should be completed when application is made for an approved, existing Organizational License Plate.

Applicant Information:

Registered Owner's Name	Email Address	Daytime Phone
Address	City	State Zip

IMPORTANT: Applicant's name must appear on the Nebraska Certificate of Title or, in the event the vehicle is leased or non-resident military, the registration of the vehicle. Non-resident military must include a copy of their registration with this application.

Vehicle Information: Motor Vehicle Motorcycle/Autocycle Trailer / Mini Truck

VIN	Make	Year
Title Number	County of Registration	Co #
Is vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Lessor _____		

Motor vehicles, motorcycles/autocycles, trailers, semitrailers and cabin trailers are eligible for an Organizational License Plate.

Indicate the approved Organizational Plate Design requested:

Fee: \$70.00



Creighton University



Friends of the Union Pacific
RR Museum



Nebraska Cattleman's
Research and Education



Nebraska Serious Injury & Line-
of-Duty Death Response Team

Date _____	Signature of Motor Vehicle Owner _____
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**Submit the completed application
and check or money order for \$70.00 to:
Nebraska Department of Motor Vehicles
Driver and Vehicle Records Division
P.O. Box 94789
Lincoln, NE 68509-4789**

**Questions about Organizational License Plates
may be directed to this office
by phone at 402.471.3918
or online at
www.dmv.ne.gov.**



Please Read Carefully

Applicant Information: Provide the name of the registered owner of the vehicle indicated in the Vehicle Information portion of the application.

Vehicle Information: Before an application can be processed, the applicant must have a Nebraska issued title in their name on the vehicle. Two exceptions to this requirement are leased vehicles and non-resident military. For leased vehicles the leasing company must have obtained a Nebraska title in their name for the vehicle and the applicant must indicate the vehicle is leased and provide the name of the leasing company. Non-resident military must provide a copy of vehicle's current registration. Applicant's applying for organizational license plates on more than one vehicle must submit a separate application for each vehicle.

Organizational Plate Design: Indicate which approved organizational plate design for which the application is submitted. If the plate design has been approved but does not appear on the application form, the applicant should mark "Other" and write in the name of the organizational plate design desired in the space provided. A listing of currently certified/approved organizational license plate designs open to the public for purchase may be found on our website at: www.dmv.ne.gov/dvr/organizational_plates.

Date and sign the form and mail along with the required fee to the address indicated on the front of the application.

Fee: *A check or money order in the amount of \$70.00 made payable to the Department of Motor Vehicles must be included with your application or it will not be processed.* The \$70.00 fee is due at the time of initial application and at time of renewal. No refunds are allowed. A \$30.00 processing fee is assessed for all returned checks. Organizational license plate renewal fees are due annually in the same month as the vehicle registration. All renewal fees are paid to the County Treasurer. **Note:** If new plates are registered to a vehicle in a month other than the month the vehicle's current registration expires; the organizational license plate renewal fee will be required when the vehicle's registration is due.

Once Application Is Approved: After the application processed, an approval letter is sent to the applicant. The letter indicates the date the plates will be available at the County Treasurer's office and the County Treasurer's telephone number to verify the Treasurer has received the plates. Current plates and registration must be surrendered when the organizational license plates are registered. Additional fees for production of the license plates and new registration will be charged. Applicant should allow 3 to 4 weeks for the plates to arrive at their County Treasurer's office.



APPLICATION FOR AMATEUR RADIO LICENSE PLATE

Applicant Information	Vehicle Information
Name _____	VIN _____
Address _____	Make _____ Year _____
City _____ State <u>NE</u> Zip _____	County of Registration _____ Co # _____
Email Address _____	Title Number _____
Daytime Phone (____) _____	Is vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No
Signature _____	Lessor _____
Date _____	IMPORTANT: Applicant's name must appear on the Nebraska Certificate of Title or, in the event the vehicle is leased or non-resident military, the registration of the vehicle. Non-resident military must include a copy of their registration with this application.



Motor Vehicle



Trailer/Semitrailer
Cabin Trailer



Motorcycle

Please provide your
FCC License Number/Call Sign
in the space provided below:

FCC LICENSE NUMBER/CALL SIGN

--	--	--	--	--	--

This application must be accompanied by verification in the form of a photocopy of the applicant's unrevoked and unexpired Amateur Radio Station License issued by the Federal Communications Commission.

Only one motor vehicle or trailer owned or leased by the applicant may be registered with an Amateur Radio License Plate at any one time. The applicant's name must appear on the Nebraska Certificate of Title, or in the event the vehicle is leased or non-resident military, the name of the applicant must appear on the registration of the vehicle.

Motor vehicles, motorcycles, trailers, semitrailers and cabin trailers are eligible for an Amateur Radio License Plate.

Once approved the applicant will receive written notification that must be presented to the County Treasurer, along with a photocopy of their valid Amateur Radio Station License, in the applicant's county of residence before the plates can be registered. The fee for Amateur Radio License Plates is \$5.00 in addition to any other applicable fees and taxes and is paid to the County Treasurer at the time of initial registration and annually when the registration is renewed.


An Amateur Radio License Plate does not afford the registered owner any special parking privileges.

Submit the completed application and photocopy of valid Amateur Radio Station License for approval to:


**Nebraska Department of Motor Vehicles, Driver and Vehicle Records Division
PO Box 94789, Lincoln, Nebraska 68509-4789.**

For questions related to this application, please contact this office at (402) 471-3918

Cut Along This Line



UNITED STATES OF AMERICA
FEDERAL COMMUNICATIONS COMMISSION
AMATEUR RADIO LICENSE



Call Sign Appears Here
XXXXXX

Club Name
 Name of License Holder
 Address
 City, State Zip

FCC Registration Number (FRN) 0000000000			
Special Conditions/Endorsements			
NONE			
Grant Date	Effective Date	Print Date	Expiration Date
02-09-2007	02-09-2007	02-12-2007	02-09-2017
File Number	Operator Privileges	Station Privileges	
111111111		CLUB	
THIS LICENSE IS NOT TRANSFERABLE			
<p style="font-size: 1.2em; margin: 0;">Signature of License Holder</p> <hr style="border: 0.5px solid black;"/> <p style="font-size: 0.8em; margin: 0;">(licensee's Signature)</p>			
FCC 640			April 2002

Cut Along This Line

Licensee: This is your radio authorization in sizes suitable for your wallet and for framing. Carefully cut the documents along the lines as indicated and sign immediately upon receipt. They are not valid until signed.

The Commission suggests that the wallet size version be laminated (or another similar document protection process) after signing. The Commission has found, under certain circumstances, laser print is subject to displacement.

The lower portion of this example is usually what will be presented.

Cut Along This Line

Call Sign/Number	Grant Date	Expiration Date	File Number	Print Date	Effective Date
XXXXXX	02-09-2007	02-09-2017	111111111	02-12-2007	02-09-2007
Operator Privileges	Station Privileges		THIS LICENSE IS NOT TRANSFERABLE.		
	CLUB		SPECIAL CONDITIONS/ENDORSEMENTS:		
			NONE		
Club Name Name of License Holder Address City, State Zip			<p style="font-size: 1.2em; margin: 0;">Signature of License Holder</p> <hr style="border: 0.5px solid black;"/> <p style="font-size: 0.8em; margin: 0;">(licensee's Signature)</p>		
AMATEUR RADIO LICENSE			FEDERAL COMMUNICATIONS COMMISSION		
FCC Registration Number (FRN) 0000000000			FCC 640		
			April 2002		

Cut Along This Line



APPLICATION FOR GOLD STAR FAMILY LICENSE PLATE

See Reverse Side For Additional Information

Applicant Information	Vehicle Information
Name _____	VIN _____
Address _____	Make _____ Year _____
City _____ State <u>NE</u> Zip _____	County of Registration _____ Co # _____
Email Address _____	Title Number _____
Daytime Phone (____) _____	Current Plate # _____
<p>IMPORTANT: Applicant's name must appear on the Nebraska Certificate of Title or, in the event the vehicle is leased or non-resident military, the registration of the vehicle. Non-resident military must include a copy of their registration with this application.</p>	Is vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Lessor _____
	Motor vehicles, motorcycles, trailers, semitrailers and cabin trailers are eligible for a Gold Star Family License Plate.

- \$ 5.00** - Check here if you are making application for a Gold Star Numeric License Plate (you will be issued the next available number).
- \$40.00** - Check here if you are applying for a Gold Star Message License Plate and indicate your message choices below in order of preference (the first available message choice will be processed):



Meaning (required):



Meaning (required):



Meaning (required):

As the above-named applicant I am making application for a Gold Star Family license plate. As part of this application process, I am affirming that I meet the following criteria:

I am the surviving spouse, an ancestor, a descendant or a sibling of a person who died while in good standing on active duty in the military service of the United States.

_____ Date

_____ Signature of Motor Vehicle Owner

Filing of a false application violates the provisions of the Motor Vehicle Registration Act. Any person that does so may be subject to prosecution and cancellation of your certificate of registration.

<p>Gold Star Message</p>	<p>Submit the completed application for approval to:</p> <p>Nebraska Department of Motor Vehicles Driver and Vehicle Records Division P.O. Box 94789 Lincoln, NE 68509-4789</p>	<p>Gold Star Numeric</p>
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PLEASE READ CAREFULLY

Relationship Clarification:

You must be:

- a surviving spouse - whether remarried or not
- an ancestor – including a stepparent
- a descendant – including a stepchild
- a foster parent or a person in loco parentis
- a sibling

of a person who died while in good standing on active duty in the military service of the United States to make application for a Gold Star Family license plate.

Applicant/Vehicle Information: Before an application can be processed, the applicant must have a Nebraska issued title on the vehicle. In the event the vehicle is leased, the leasing company must have obtained the Nebraska issued title in their name. The applicant will need to indicate the vehicle is leased, provide the name of the leasing company and the lessee's name should appear in the Applicant Information portion of this application. Non-resident military must provide a copy of the vehicle's current registration. Applicant's applying for Gold Star Family license plates on more than one vehicle must submit a separate application for each vehicle.

Fee: *A check or money order in the appropriate amount must be included with your application or it will be returned to you unprocessed.* No refunds are allowed. A \$30 processing fee is assessed for all returned checks. Gold Star Family license plate renewal fees are due annually in the same month as your vehicle registration. All renewal fees are paid to your County Treasurer. **Please Note:** If new plates are registered to a vehicle in a month other than the month the vehicle's current registration expires; the Gold Star Family license plate renewal fee will be required when the vehicle's registration is due for renewal.

Selecting a Message

Be very sure that each choice listed is acceptable to you. Your first available choice will be processed. Once your application has been processed, your message choice cannot be changed.

- ◇ **Maximum of 5 characters** allowed including any spaces. Message will be centered unless otherwise indicated.
- ◇ **Alpha and numeric characters only.** No punctuation marks or symbols of any kind are allowed.
- ◇ Messages that conflict with present numbering system or a valid set of plates currently registered, will not be processed.
- ◇ Messages determined by the DMV to express, connote or imply objectionable, obscene or offensive words or phrases will be rejected, or if already issued, recalled and cancelled.
- ◇ Message availability may be checked at: **www.clickdmv.ne.gov** . Please note that there is no guarantee when a choice shows available that it is the message the applicant will receive.

Numeric License Plates

Individuals ordering a Gold Star Family Numeric license plate will receive the next available number. Requests for a specific number cannot be accepted.

Once Application Is Approved: After the application has been processed, an approval letter is sent to the applicant. The letter indicates the approved message, or indicates the number assigned if the application was for a consecutive number plate, the date the plates will be available at the County Treasurer's office and the County Treasurer's telephone number to verify the Treasurer has received the plates. Current plates and registration must be surrendered when the Gold Star Family license plates are registered. Additional fees for production of the license plates and new registration will be charged. Applicant should allow 3 to 4 weeks for the plates to arrive at their County Treasurer's office.



APPLICATION FOR PURPLE HEART LICENSE PLATE

§60-3,125

Applicant Information	Vehicle Information
Name _____	VIN _____
Address _____	Make _____ Year _____
City _____ State <u>NE</u> Zip _____	County of Registration _____ Co # _____
Email Address _____	Title Number _____
Daytime Phone (____) _____	Is vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No
IMPORTANT: Applicant's name must appear on the Nebraska Certificate of Title or, in the event the vehicle is leased or non-resident military, the registration of the vehicle. Non-resident military must include a copy of their registration with this application.	Lessor _____
	Motor vehicles, motorcycles, trailers, semitrailers and cabin trailers are eligible for a Purple Heart License Plate.



Motor Vehicle



Trailer/Semitrailer
Cabin Trailer



Motorcycle

Check here if you currently have a Purple Heart License Plate registered to one or more vehicles and are requesting an additional plate.

Indicate currently registered Purple Heart License Plate Number:

NOTE: A separate application must be submitted for each Purple Heart License Plate requested.

As the above-named applicant I am making application for a Purple Heart license plate. As part of this application process, I am providing the following information (check all boxes that apply to you and provide the required information):

- I have received an award of a Purple Heart from the federal government.
- I own or lease the above-named motor vehicle or trailer and my name does appear on the certificate of title and/or registration.

Date Signature of Motor Vehicle Owner

Filing of a false application violates the provisions of the Motor Vehicle Registration Act. Any person that does so may be subject to prosecution and cancellation of your certificate of registration.

Once the application is approved, the applicant will receive written notification that must be presented to the County Treasurer Motor Vehicle Office in the applicant's county of residence before the plate may be registered. All required registration fees and taxes due at the time of registration apply.

<p>Submit the completed application for approval to:</p> <p>Nebraska Department of Motor Vehicles Driver and Vehicle Records Division P.O. Box 94789 Lincoln, NE 68509-4789</p>	<p>A Purple Heart Plate does not afford the registered owner of any special parking privileges.</p> <p style="text-align: center;">~</p> <p>For questions related to the application please contact this office at 402.471.3918.</p>
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Application for Disabled American Veteran License Plate §60-3,124

See Reverse Side for Additional Information

Applicant Information	Vehicle Information
Name _____	VIN _____
Address _____	Make _____ Year _____
City _____ State <u>NE</u> Zip _____	County of Registration _____ Co # _____
Email Address _____	Title Number _____
Daytime Phone (____) _____	Is vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No
IMPORTANT: Applicant's name must appear on the Nebraska Certificate of Title or, in the event the vehicle is leased or non-resident military, the registration of the vehicle. Non-resident military must include a copy of their registration with this application.	Lessor _____
	Motor vehicles, motorcycles, trailers, semitrailers and cabin trailers are eligible for a Disabled American Veteran License Plate.



Motor Vehicle



Trailer/Semitrailer
Cabin Trailer



Motorcycle

As the above-named applicant I am making application for a Disabled American Veteran license plate. As part of this application process, I am providing the following information (check all boxes that apply to you and provide the required information):

- I have been discharged from the U.S. Armed Forces with a characterization of honorable or general (under honorable conditions).
- It has been determined by the United States Department of Veterans Affairs that I meet the qualifications of being 100% service-connected disabled.
- I own or lease the above-named motor vehicle or trailer and my name does appear on the certificate of title and/or registration.

_____ Date

_____ Signature of Motor Vehicle Owner

Filing of a false application violates the provisions of the Motor Vehicle Registration Act. Any person that does so may be subject to prosecution and cancellation of your certificate of registration.

Once approved you will receive written notification, which must be presented to the County Treasurer Motor Vehicle Office in the applicant's county of residence before the plates can be registered. All required registration fees and taxes due at the time of registration apply.

<p>Submit the completed application for approval to:</p> <p>Nebraska Department of Motor Vehicles Driver and Vehicle Records Division P.O. Box 94789 Lincoln, NE 68509-4789</p>	<p>A Disabled American Veteran License Plate does not afford the registered owner of any special parking privileges.</p> <p>~</p> <p>For questions related to the application please contact this office at 402.471.3918.</p>
---	---

PLEASE READ CAREFULLY

Disability Clarification:

The requirement that you be 100% service-connected disabled does not mean that you must be 100% disabled. It means that 100% of whatever your disability must be as a result of your service.



Honorable Discharge:

You must have been discharged or otherwise separated with a characterization of honorable or general (under honorable conditions).

Handicapped Parking:

A Disabled American Veterans License Plate does not allow for parking in parking stalls designated for the handicapped. To park in a handicapped parking stall an individual must have either a Handicapped License Plate or a Handicapped Parking Permit. For information about how to obtain a Handicapped License Plate or a Handicapped Parking Permit, please contact this office by telephone at 402.471.3918 or go to our website at www.dmv.ne.gov.

Disabled Veteran Motor Vehicle Tax Exemption:

Approval of an application for a Disabled American Veterans License Plate is not related to the disabled veteran motor vehicle tax exemption. This exemption is available for one motor vehicle owned and used for his or her personal transportation by a disabled or blind veteran of the United States Armed Forces.

For purposes of the motor vehicle tax exemption, disabled is defined as a veteran who has lost the use of or has undergone amputation of two or more extremities or has undergone amputation of one or more extremities and has lost the use of one or more extremities; and blind is defined as a veteran whose sight is so impaired as to seriously limit his ability to engage in the ordinary vocations and activities of life.

The U.S. Department of Veterans Affairs must recognize the veteran's disability or blindness and the veteran must have been discharged or otherwise separated with a characterization of honorable or general (under honorable conditions).

Veterans who qualify must apply for the motor vehicle tax exemption to the County Treasurer in their county of residence. Those who qualify are encouraged to contact their County Treasurer for more detailed information about the application process.

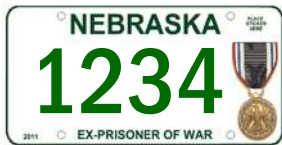


APPLICATION FOR EX-PRISONER OF WAR LICENSE PLATE §60-3,123

Applicant Information	Vehicle Information
Name _____	VIN _____
Address _____	Make _____ Year _____
City _____ State <u>NE</u> Zip _____	County of Registration _____ Co # _____
Email Address _____	Title Number _____
Daytime Phone (____) _____	Is vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No
IMPORTANT: Applicant's name must appear on the Nebraska Certificate of Title or, in the event the vehicle is leased or non-resident military, the registration of the vehicle. Non-resident military must include a copy of their registration with this application.	Lessor _____
	Motor vehicles, motorcycles, trailers, semitrailers and cabin trailers are eligible for an Ex-Prisoner of War License Plate.



Motor Vehicle



Trailer/Semitrailer
Cabin Trailer



Motorcycle

As the above-named applicant I am making application for an Ex-Prisoner of War license plate. As part of this application process, I am providing the following information (check all boxes that apply to the applicant and provide the required information):

- I am currently serving in the U.S. Armed Forces.
- I have been honorably discharged from the U.S. Armed Forces.
- I was formerly captured and incarcerated by an enemy of the United States during a period of conflict with such enemy. Approximate dates of incarceration:
_____ by _____
(Enemy)
- I own or lease the above-named motor vehicle or trailer and my name does appear on the certificate of title and/or registration.

Date Signature of Motor Vehicle Owner

Filing of a false application violates the provisions of the Motor Vehicle Registration Act. Any person that does so may be subject to prosecution and cancellation of your certificate of registration.

Once the application is approved, the applicant will receive written notification that must be presented to the County Treasurer Motor Vehicle Office in the applicant's county of residence before the plate may be registered. All required registration fees and taxes due at the time of registration apply.

<p>Submit the completed application for approval to:</p> <p>Nebraska Department of Motor Vehicles Driver and Vehicle Records Division P.O. Box 94789 Lincoln, NE 68509-4789</p>	<p>An Ex-Prisoner of War License Plate does not afford the registered owner of any special parking privileges.</p> <p>~</p> <p>For questions related to the application please contact this office at 402.471.3918.</p>
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APPLICATION FOR PEARL HARBOR SURVIVOR LICENSE PLATES

Applicant Information	Vehicle Information
Name _____	VIN _____
Address _____	Make _____ Year _____
City _____ State <u>NE</u> Zip _____	County of Registration _____ Co # _____
Email Address _____	Title Number _____
Daytime Phone (____) _____	Is vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No
Signature _____	Lessor _____
Date _____	IMPORTANT: Applicant's name must appear on the Nebraska Certificate of Title or, in the event the vehicle is leased or non-resident military, the registration of the vehicle. Non-resident military must include a copy of their registration with this application.



Motor Vehicle

This application must include the Nebraska Chapter Pearl Harbor Survivor's Association Seal and State Chairman's signature verifying that the applicant holds a current membership in the Pearl Harbor Survivors Association. This verification will be required annually at renewal time.



Trailers/Semitrailers
Cabin Trailers

Approval from the Department of Motor Vehicles is required prior to initial registration and before each annual renewal. The applicant's name must appear on the Nebraska Certificate of Title, or in the event the vehicle is leased or non-resident military, the applicant's name must appear on the registration of the vehicle.

Motor vehicles, trailers, semitrailers and cabin trailers are eligible for a Pearl Harbor Survivor License Plate.

Once approved the applicant will receive written notification, which must be presented to the County Treasurer Motor Vehicle Office in the applicant's county of residence before the plates can be registered. All required registration fees and taxes due at the time of registration apply.

A Pearl Harbor Survivor License Plate does not afford the registered owner any special parking privileges.

Nebraska Chapter Pearl Harbor Survivors Association SEAL	
_____ NE State Chairman's Signature	_____ Date

Submit completed application and verification letter for approval to:

**Nebraska Department of Motor Vehicles
Driver and Vehicle Records Division
PO Box 94789
Lincoln, Nebraska, 68509-4789.**

For questions related to this application, contact this office at 402.471.3918.



**APPLICATION FOR
BOAT DEALER TRAILER
LICENSE PLATES**



According to Nebraska Revised Statute §60-312, a Boat Dealer shall mean a person engaged in the business of buying, selling or exchanging boats at retail who has a principal place of business for such purposes in this State. Boat Dealer Trailer license plates may be used by a Boat Dealer on a trailer when transporting boats that are part of the dealer's inventory.

Name of Dealership _____ **Phone** (____) _____

Address _____ **City** _____ **Zip** _____

Signature _____ **Date** _____
(Authorized Agent or Officer of Dealership)

NEW: Applicant is applying for new Boat Dealer Trailer Plates.

RENEWALS: Applicant applies for renewal of the following Boat Dealer Trailer Plates currently assigned to their dealership:

List plate numbers to be renewed below:

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

Number of new plates applied for:	_____ x \$17.30 = \$ _____
Number of renewal plates applied for:	_____ x \$14.00 = \$ _____
Replacement of lost plate: (Include registration from lost plate)	_____ x \$ 9.80 = \$ _____
Replacement of lost registration:	_____ x \$ 5.00 = \$ _____
	TOTAL AMOUNT DUE \$ _____

Submit, by mail or in person, this completed application with appropriate fees to:

**Department of Motor Vehicles
Driver and Vehicle Records Division
301 Centennial Mall South
PO Box 94789
Lincoln, NE 68509-4789**

**For questions related to this application, please
contact this office at 402.471.3918.**

**STATE OF NEBRASKA
NEBRASKA MOTOR VEHICLE INDUSTRY LICENSING BOARD**

The below-listed business has been duly licensed as a Finance Company by the Motor Vehicle Industry Licensing Board and may hereby make application for Repossession Plate(s) to be used on motor vehicles or trailers. Such repossession plate may be used only for moving motor vehicles or trailers on the street and highways for the purpose of repossession, demonstration and disposal of such motor vehicle or trailer repossessed.

AMERICAN INTERSTATE BANK	LICENSE ID NO: FN-00171
3331 N 204TH ST	CALENDAR YEAR: 2009
PO BOX 469	
ELKHORN, NE 68022	REPOSSESSION PER PLATE FEE(S):
402-289-2551	\$16.75 New \$13.50 Renew

FINANCE COMPANY - COMPLETE AND RETURN THIS APPLICATION TO ADDRESS BELOW TO PURCHASE REPOSSESSION PLATE(S).

NOTE: Application for 2009 Repossession Plates will not be accepted before December 1, 2008.

Applicant Applies for _____ Repossession Plate(s)

Number of New Plates _____ @ \$16.75 = \$ _____

Number of plates to be renewed _____ @ \$13.50 = \$ _____

Total Amount Due \$ _____

If you are renewing current repossession plates -
Please list the plate numbers of plates to be renewed:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of Applicant

Date

Mail completed form and fee to:

Department of Motor Vehicles
Driver and Vehicle Records Division
PO Box 94789
Lincoln, NE 68509-4789
402-471-3918



APPLICATION FOR TRANSPORTER PLATE



Applicant Information

Name/Company _____

Address _____
Physical addresses only - No P.O. Boxes allowed.

City _____ State _____ Zip _____

Telephone (____) _____ Date _____

The undersigned being duly sworn depose or affirm that the information provided on this application is true and complete. Use of a false or fictitious name, knowingly making a false statement or knowingly concealing a material fact in this application can result in a fine or imprisonment or both and seizure of the transporter plate, certificate and validation decal.

Signature _____
(Authorized Agent or Officer of Business)

Printed Name _____
(Must be readable or application will be returned unprocessed.)

Type of Business:

Individual Partnership Corporation

State Issued ID Number (Required): _____
(Issued by the NE Dept. of Revenue)

Applicant certifies that he/she is: *(check appropriate box.)*

Lawfully engaged in business as a transporter of motor vehicles, trailers, cabin trailers, not owned by him/her, solely for conducting business in Nebraska.
NEW PLATE - \$17.30 ♦ RENEWAL - \$14.00

Domiciled in the State of Nebraska and engaged in the business of equipping or modifying motor vehicles that are not registered and he/she does not own.
NEW PLATE - \$37.30 ♦ RENEWAL - \$34.00

All applicants for transporter plates are required by law to keep a record of every vehicle or trailer transported by him/her for a period of six (6) years and to make that record available to the Department for review upon request.

RENEWALS: Applicant applies for renewal of the following transporter plates and registrations now assigned to him/her. List plate numbers to be renewed below LICENSING YEAR _____

1.	4.	7.	10.	13.
2.	5.	8.	11.	14.
3.	6.	9.	12.	15.

Number of plates to be renewed: _____	x \$14.00 = \$ _____
Number of plates to be renewed: _____	x \$34.00 = \$ _____
Number of new plates: _____	x \$17.30 = \$ _____
Number of new plates: _____	x \$37.30 = \$ _____
Lost Plate fee <i>(Include registration from lost plate):</i> _____	x \$ 9.80 = \$ _____
Lost Registration fee: _____	x \$ 5.00 = \$ _____
TOTAL AMOUNT DUE = \$ _____	

Mail completed application, with appropriate fees to:

**Department of Motor Vehicles
Driver and Vehicle Records Division
301 Centennial Mall South
PO Box 94789
Lincoln, NE 68509-4789**

For questions related to this application,
please contact this office at
402.471.3918.



APPLICATION FOR CREDIT

State of Nebraska)
)
 County of _____) ss.

_____, being duly sworn, deposes or affirms and says
 (Name of Motor Vehicle Owner)
 that he/she is the owner of the motor vehicle described as follows:

VEHICLE INFORMATION			
Year	Make	Model	Body Style
Vehicle Identification Number		License Plate #	

and is requesting a credit of the motor vehicle taxes, motor vehicle fees and registrations fees for the vehicle indicated.

He/she further states that the above vehicle is disabled and has been removed from service and that the vehicle being registered today is a newly purchased replacement vehicle.

 Signature of Motor Vehicle Owner

Filing of a false affidavit violates the provisions of the Motor Vehicle Registration Act. Any person, firm, association, partnership, Limited Liability Company or corporation that does so may be subject to prosecution.

DOUGLAS COUNTY TREASURER
 JOHN W. EWING, JR.
 1819 FARNAM ST
 OMAHA, NE 68183



RENEW ONLINE!



Securely from home or mobile device



000004
 PUBLIC, JOHN, Q
 123 MAIN ST
 OMAHA, NE 68183

EXAMPLE

Total Amount Due	\$50.00
Postage (if renewing by mail)	\$0.50
Renewal by mail	\$50.50

Motorboat Registration Renewal Notice

Online renewals; have the following available:

- Bottom portion of this form or motorboat registration
- Credit card or checking account information
- Current address must be on this form to renew online

In person renewals, provide the following:

- Bottom portion of this form or a *copy* of the registration
- Payment amount indicated below, minus postage

By mail renewals, provide the following:

- Bottom portion of this form or a *copy* of the registration
- Payment amount indicated below, including postage

- Contact your County Treasurer if information indicated for the motorboat in this notice is incorrect or has changed. Note: a change in address may require you to renew your registration in a different county.
- Motorboat registrations are valid for 3 years; all motorboat registrations expire December 31 of the year of the decal.
- All vessels powered by any mechanical device (electric, gas or diesel) capable of propelling the vessel over any public or private waters of Nebraska must be registered.

A portal fee is assessed for use of the online service. Note: the portal fee may be less when using the e-check option.

Payments returned to the county resulting in default in payment voids the registration and may result in additional fees and penalties.

Nebraska law requires any motorboat operator (including personal watercraft) born after December 31, 1985, complete a Boating Safety Course and be in possession of a course certificate when operating the boat. You must be at least 14 years of age to operate a motorboat (including personal watercraft) in Nebraska. Classes are offered throughout the state. For Boater Safety Class information, visit the Nebraska Game and Parks website at <http://www.outdoornebraska.ne.gov/boating/guides/boating/BEClasses.asp>.

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

Renew online @ www.clickDMV.ne.gov or detach the bottom portion of this form and remit with payment to your County Treasurer.

Description	Amount
Boat Renewal Fee	\$50.00
Total Amount Due	\$50.00
Postage (If renewing by mail)	\$0.50
Renewal by mail	\$50.50



Renewal Period 12/2013 to 12/2016
 Plate Number NB000HF Plate Type WC
 Registered Weight
 District VALLEY
 Year 1975 Make EBK Model
 VIN ABC000000D00
 AOB000 OPP2

Title 05777410005 PR# 00008888888

CATHRYN NICHOLS
HOOKER COUNTY TREASURER
PO BOX 184
MULLEN, NE 69152



RENEW ONLINE!



Securely from home or mobile device



000038
ANYWHERE COOP
12345 N MAIN
ANYWHERE, NE 68509

Vehicle Registration Renewal Notice

Online renewals; have the following available:

- Bottom portion of this form or the vehicle registration
- Credit card or checking account information
- Current address must be on this form to renew online

In person renewals, provide the following:

- Bottom portion of this form or a **copy** of the registration
- Proof of Insurance#
- Payment amount indicated below, minus postage

By mail renewals, provide the following:

- Bottom portion of this form or a **copy** of the registration
- Proof of Insurance#
- Payment amount indicated below, including postage

- Contact your County Treasurer if information indicated for the vehicle in this notice is incorrect or has changed. **Note:** a change in address may require you to renew your registration in a different county.
- If this vehicle is powered by an alternative fuel such as electricity, please inform the Treasurer at time of renewal.
- Nebraska law requires all motor vehicles to be registered in the county where the vehicle has situs (stored or kept for the greater portion of the year).
- Notice – Bulk fuel purchasers may be subject to federal excise tax liability.

*Proof of Insurance must be an insurance card, policy, bond or Certificate of Self-Insurance and must be an original document. No photocopies will be accepted. If renewing by mail your proof of insurance will be returned with your registration. Online renewals will verify proof of insurance electronically.

A portal fee is assessed for use of the online service. **Note:** the portal fee may be less when using the e-check option.

Requests for refunds/credits upon loss of possession or transfer of ownership must be made within **sixty (60) days** from the date of transfer/loss.

Payments returned to the county resulting in default in payment voids the registration and may result in additional fees and penalties.

Hooker County motor vehicle office hours 8:30-12:00 and 1:00-4:30 M-F. Check, debit and credit cards accepted.

Renew online @ www.clickDMV.ne.gov or remit this form with payment to your County Treasurer.

Description	Amount
Motor Vehicle Tax	\$7.00
Motor Vehicle Fee	\$10.00
Registration Fee	\$6.50
Wheel Tax	\$16.00
Total Amount Due	\$39.50
Postage (if renewing by mail)	\$0.50
Renewal by mail	\$40.00



Renewal Period 10/2013 to 10/2014
Plate Number 99X123 **Plate Type** XT
Registered Weight
District FREEMAN SCHOOL DIST
Year 2010 **Make** MFGD **Model** 4WH
VIN
UNIT#100

Title UNTITLED **PR#** 00020130442



Description	Amount
Motor Vehicle Tax	\$7.00
Motor Vehicle Fee	\$10.00
Registration Fee	\$6.50
Wheel Tax	\$16.00
Total Amount Due	\$39.50
Postage (If renewing by mail)	\$0.50
Renewal by mail	\$40.00

Renewal Period 10/2013 to 10/2014
Plate Number 99X124 **Plate Type** XT
Registered Weight
District FREEMAN SCHOOL DIST
Year 2010 **Make** MFGD **Model** 4WH
VIN
 UNIT #101
Title UNTITLED **PR#** 00020130443

Hooker County motor vehicle office hours 8:30-12:00 and 1:00-4:30 M-F. Check, debit and credit cards accepted.



Description	Amount
Motor Vehicle Tax	\$7.00
Motor Vehicle Fee	\$10.00
Registration Fee	\$6.50
Wheel Tax	\$16.00
Total Amount Due	\$39.50
Postage (If renewing by mail)	\$0.50
Renewal by mail	\$40.00

Renewal Period 10/2013 to 10/2014
Plate Number 99X125 **Plate Type** XT
Registered Weight
District FREEMAN SCHOOL DIST
Year 2010 **Make** MFGD **Model** 4WH
VIN
 UNIT #102
Title UNTITLED **PR#** 00020130444

Hooker County motor vehicle office hours 8:30-12:00 and 1:00-4:30 M-F. Check, debit and credit cards accepted.



Description	Amount
Motor Vehicle Tax	\$7.00
Motor Vehicle Fee	\$10.00
Registration Fee	\$6.50
Wheel Tax	\$16.00
Total Amount Due	\$39.50
Postage (If renewing by mail)	\$0.50
Renewal by mail	\$40.00

Renewal Period 10/2013 to 10/2014
Plate Number 99X126 **Plate Type** XT
Registered Weight
District FREEMAN SCHOOL DIST
Year 2010 **Make** MFGD **Model** 4WH
VIN
 UNIT #103
Title UNTITLED **PR#** 00020130445

Hooker County motor vehicle office hours 8:30-12:00 and 1:00-4:30 M-F. Check, debit and credit cards accepted.



Description	Amount
Motor Vehicle Tax	\$7.00
Motor Vehicle Fee	\$10.00
Registration Fee	\$6.50
Wheel Tax	\$16.00
Total Amount Due	\$39.50
Postage (If renewing by mail)	\$0.50
Renewal by mail	\$40.00

Renewal Period 10/2013 to 10/2014
Plate Number 99X127 **Plate Type** XT
Registered Weight
District FREEMAN SCHOOL DIST
Year 2010 **Make** MFGD **Model** 4WH
VIN
 UNIT #104
Title UNTITLED **PR#** 00020130446



Hooker County motor vehicle office hours 8:30-12:00 and 1:00-4:30 M-F. Check, debit and credit cards accepted.



Description	Amount
Motor Vehicle Tax	\$7.00
Motor Vehicle Fee	\$10.00
Registration Fee	\$6.50
Wheel Tax	\$16.00
Total Amount Due	\$39.50
Postage (If renewing by mail)	\$0.50
Renewal by mail	\$40.00

Renewal Period 10/2013 to 10/2014
Plate Number 99X128 **Plate Type** XT
Registered Weight
District FREEMAN SCHOOL DIST
Year 2010 **Make** MFGD **Model** 4WH
VIN
 UNIT #105
Title UNTITLED **PR#** 00020130447

Hooker County motor vehicle office hours 8:30-12:00 and 1:00-4:30 M-F. Check, debit and credit cards accepted.



Description	Amount
Motor Vehicle Tax	\$7.00
Motor Vehicle Fee	\$10.00
Registration Fee	\$6.50
Wheel Tax	\$16.00
Total Amount Due	\$39.50
Postage (If renewing by mail)	\$0.50
Renewal by mail	\$40.00

Renewal Period 10/2013 to 10/2014
Plate Number 99X129 **Plate Type** XT
Registered Weight
District FREEMAN SCHOOL DIST
Year 2010 **Make** MFGD **Model** 4WH
VIN
 UNIT #106
Title UNTITLED **PR#** 00020130483

Hooker County motor vehicle office hours 8:30-12:00 and 1:00-4:30 M-F. Check, debit and credit cards accepted.



Description	Amount
Motor Vehicle Tax	\$7.00
Motor Vehicle Fee	\$10.00
Registration Fee	\$6.50
Wheel Tax	\$16.00
Total Amount Due	\$39.50
Postage (If renewing by mail)	\$0.50
Renewal by mail	\$40.00

Renewal Period 10/2013 to 10/2014
Plate Number 99X123 **Plate Type** XT
Registered Weight
District FREEMAN SCHOOL DIST
Year 2010 **Make** MFGD **Model** 4WH
VIN
UNIT #107
Title UNTITLED **PR#** 00020130484

Hooker County motor vehicle office hours 8:30-12:00 and 1:00-4:30 M-F. Check, debit and credit cards accepted.

Example



NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

Mike Foley
State Auditor

Mike.Foley@apa.ne.gov
P.O. Box 98917
State Capitol, Suite 2303
Lincoln, Nebraska 68509
402-471-2111, FAX 402-471-3301
www.auditors.state.ne.us

Date: November 18, 2008

To: Nebraska County Treasurer's

From: Deann Haeffner, Assistant Deputy State Auditor *DH*

RE: Accounting Procedures for On-Line Motor Vehicle Registrations

To assist County Treasurer's with adequately accounting for revenues generated from the Department of Motor Vehicles On-Line Registration system, the Auditor of Public Accounts is prescribing the following procedures:

1. The Daily Balance Sheet should reflect the total amount recorded from the On-Line Registrations in the daily receipt total. It should also be reflected in the daily deposit total.
2. The daily total of On-Line Registrations should be recorded in the check register as a separate deposit; thereby, ensuring the Daily Balance Sheet agrees to the check register.
3. The month end bank reconciliation will reflect outstanding deposits for those days where On-Line Registrations were generated; but, the deposit was not received by the bank. Thereby, they will show up as Deposits-in-Transit. This will allow the County to trace On-Line Registration daily totals to the bank statement to ensure collection.

If you have any questions, please feel free to contact us at 402.471.3753.

PLEASE READ CAREFULLY

Nebraska 150 license plates are available from October 1, 2015 through December 31, 2022 and cannot be issued or renewed after January 1, 2023.

Applicant/Vehicle Information: Before an application can be processed, the applicant must have a Nebraska title issued in their name on the vehicle. In the event the vehicle is leased, the leasing company must have obtained the Nebraska issued title in their name. The applicant will need to indicate the vehicle is leased and provide the name of the leasing company. The lessee's name should appear in the Applicant Information portion of this application. Non-resident military must provide a copy of the vehicle's current registration. Applicant's applying for Nebraska 150 license plates on more than one vehicle must submit a separate application for each vehicle.

Fee: *A check or money order in the appropriate amount must be included with your application or the application will be returned to you unprocessed.* No refunds are allowed. A \$30 processing fee is assessed for all returned checks. Nebraska 150 license plate renewal fees are due annually in the same month as your vehicle registration. All renewal fees are paid to your county treasurer. **Please Note:** If new plates are registered to a vehicle in a month other than the month the vehicle's current registration expires; the Nebraska 150 license plate renewal fee will be required when the vehicle's registration is due for renewal.

Selecting a Message

Be very sure that each choice listed is acceptable to you. Your first available choice will be processed. Once your application has been processed, your message choice cannot be changed.

- **Maximum of 7 characters** allowed for motor **vehicles** and **trailers**. **Maximum of 6 characters** for a motorcycle plate. Eight positions are provided to allow for one space if the maximum numbers of characters are used in the message. (Note: A character **cannot** be substituted for this space.) Message will be centered unless otherwise indicated by the applicant.
- **Alpha and numeric characters only.** No punctuation marks or symbols of any kind are allowed. (Exception: County Message and Commercial plates available only to residents of Douglas, Lancaster and Sarpy Counties must indicate placement of dash.)
- Messages that conflict with present numbering system or a valid set of plates currently registered, will not be processed. Due to the issuance of alpha/numeric plates in some counties, messages containing three alpha followed by three numeric characters (ABC 123) cannot be processed, regardless of spacing.
- Messages determined by the DMV to express, connote or imply objectionable, obscene or offensive words or phrases will be rejected or, if already issued, recalled and cancelled.
- Message availability may be checked at: **www.clickdmv.ne.gov**. **Note:** There is no guarantee when a choice shows available that it is the message the applicant will receive.

Alpha Numeric License Plates

Individuals ordering a Nebraska 150 numeric license plate will receive the next available number. Requests for a specific number cannot be accepted.

Once Application Is Approved: After the application has been processed an approval letter is sent to the applicant. The letter indicates the approved message, or the number assigned if the application is for an alpha numeric plate, the date the plates will be available at their county treasurer's office and the county treasurer's telephone number to verify the treasurer has received the plates. Current plates and registration must be surrendered when the Nebraska 150 license plates are registered. Additional fees for production of the license plates and issuance of the new registration will be charged. Applicant should allow 3 to 4 weeks for the plates to arrive at their county treasurer's office.

INDEX

- Agricultural, [1-5](#), [6-6](#), [6-14](#), [9-2](#)
- Agricultural Floater-Spreader, [1-1](#), [1-5](#), [2-1](#)
- Agricultural Products, [1-1](#), [2-22](#), [2-30](#), [3-3](#), [8-6](#)
- All-Terrain Vehicle (ATV), [1-1](#), [1-5](#), [2-1](#)
- Alpha Boat List, [10-20](#)
- Alternative Fuel, [1-1](#), [5-4](#)
- Alternative Proof of Payment, *see Heavy Vehicle Use Tax*
- Applications and Forms, Appendix C
- Assembled Vehicle, [1-1](#), [6-8](#)
- Autocycle, [1-1](#), [2-93](#)
- Boats –
 - Boat Dealer Trailer Plates, [9-46](#)
 - Dealer defined, [1-2](#)
 - Motorboat defined, [1-4](#)
 - Registration, [2-4](#), [2-5](#), [2-9](#), [6-9](#)
 - Refund, [2-4](#), [6-3](#)
 - Vehicle Type Code, [12-66](#)
- Boat Renewal Notice Creation, [10-23](#)
- Boat Renewal Notice Creation Process - VTR, [12-80](#)
- Boat Trailer Dealer Plates, [9-46](#)
- Brand Codes, [12-66](#)
- Bus –
 - Defined, [1-2](#)
 - Double Plating, [2-32](#)
 - Plate Display, [9-1](#)
 - Non-Resident, [4-9](#)
 - Registration, [2-34](#)
 - Type Code, [9-62](#), [12-66](#)
- Cabin Trailer [-1-2](#), [2-9](#), [3-1](#)
- Camper Unit Permit – [8-1](#)
- Carnival Operator Permit, *see Non-Resident Codes* –
 - Boat Propulsion, [12-70](#)
 - Boat Type, [12-70](#)
 - Brand, [12-66](#)
 - Color, [12-67](#)
 - County, [12-68](#)
 - Fuel Type, [12-66](#)
 - Hull Material, [12-70](#)
 - Name, [12-66](#)
 - Plate, [12-66](#)
 - Registration Type, [12-66](#)
 - Tax Flag, [12-66](#)
 - State, [12-69](#)
 - Vehicle Type, [12-66](#)
- Commercial –
 - Fees, [2-20](#)
 - Trailer, [1-2](#)
 - Vehicle, [1-2](#), [2-19](#)
- Dealers, [7-1](#)
 - Boat Dealer Trailer Plates, [9-46](#)
 - Directives, [7-7](#)
 - Trade-Ins, [7-7](#)
 - Private Sales, [7-7](#)
 - Plates, [7-1](#)
 - Personal Use Plates, [7-1](#), [7-2](#)
 - Fees, [7-1](#)
 - In-Transits, [7-6](#)
 - Lost Dealer Plates, [7-2](#)
- Decals –
 - Camper Unit Permit, [8-1](#), [9-68](#)
 - Dlr – Tax Paid, [7-2](#), [9-68](#)
 - Validation, [9-67](#)
 - Snowmobile, [2-49](#), [9-68](#)
 - Tonnage, [9-67](#)
- Disabled American Veteran Plates, [9-39](#)
- Disabled Vehicle Credit, [6-3](#), [6-10](#)
- Double Plating, [2-32](#)
- Electronic Federal Tax Payment System (EFTPS), *see Heavy Vehicle Use Tax*
- Ex-Prisoner of War Plates, [9-41](#)
- Farm –
 - Trailer, [1-2](#), [3-3](#)
 - Truck, [1-2](#), [2-30](#)
- Farm Truck-Tractor Semi-Trailer Permit, [8-6](#)
- Fees –
 - Addition To Registration Fees, [5-2](#)
 - Autocycle, [2-93](#)
 - Bus, [2-35](#)
 - Cabin Trailers, [3-1](#)
 - Commercial Trailer, [3-2](#)
 - Commercial Vehicle, [2-19](#)
 - Farm Trailer, [3-3](#)
 - Farm Truck, [2-30](#)
 - Fertilizer Trailer, [3-5](#)
 - Lost Plates, [2-51](#)
 - Lost Registration, [2-50](#)
 - Motor Vehicle Fee, [5-3](#)
 - Pole and Cable Reel Trailer, [3-6](#)
 - Registration, [5-1](#)
 - Recreational Vehicle, [2-34](#)
 - Six Month Registration, [2-21](#)
 - Snowmobile, [2-47](#)
 - Soil & Water Conservation, [2-44](#)
 - Special Mobile Equip. (SME), [2-42](#)

- Specialty Plate Transfer, [9-16](#)
 - Specialty Plate Space Change, [9-17](#)
 - Ten Percent Reduction, [2-22](#)
 - Thirty Day Plate [4-1](#)
 - Utility Trailer, [3-7](#)
- Fertilizer Trailer, [1-3](#), [3-5](#)
- Film Vehicle Plates, [9-48](#)
- Fleet – [1-3](#)
- Form 2290- *see Heavy Vehicle Use Tax*
- Form 6, Printing – [12-62](#)
- Form 6MB, Printing – [12-62](#)
- Fuel –
- Alternative, [1-2](#), [5-4](#)
 - Diesel, [1-2](#)
 - Type Code, [5-4](#), [12-66](#)
- Golf Car Vehicle – [1-3](#), [2-1](#)
- Government Vehicles, [2-45](#)
- Grain Hauling Permit, [8-8](#)
- Gross Vehicle Weight (GVW), [1-3](#)
- Gross Vehicle Weight Rating (GVWR), [1-3](#)
- Handicap License Plates, [9-4](#)
- Handicap Parking Permit, [8-10](#)
- Application –
 - Online, [8-11](#)
 - Paper, [8-12](#)
 - Appropriate Use, [8-13](#)
 - Eligibility, [8-10](#)
 - Proof of Identification, [8-10](#)
 - Renewal, [8-12](#)
 - Replacement –
 - Online, [8-13](#)
 - Paper, [8-13](#)
 - Second Permit –
 - Online, [8-12](#)
 - Paper, [8-12](#)
- Historical/Vintage License Plates, [9-6](#)
- Fees, [9-7](#)
 - Lost Plates, [9-8](#)
 - Lost Registration, [9-9](#)
 - Name Change, [9-9](#)
 - Transfers, [9-8](#)
- Heavy Vehicle Use Tax (HVUT), [2-23](#)
- Alternative Proof of Payment Program, [2-24](#)
 - Assistance Centers, [2-26](#)
 - Commercial, [2-20](#)
 - Methods of Payment, [2-24](#)
 - VTR, [2-27](#)
- Hull Material Codes, [12-70](#)
- IFTA, [2-20](#), [2-46](#)
- In loco parentis, [1-3](#), [9-34](#)
- Insurance, *see Proof of Insurance*
- In-Transits, [7-6](#)
- Indian Reservations, [6-18](#)
- Initialisms – Appendix [B](#)
- IRP, [2-29](#), [2-46](#)
- Kit Vehicle, [1-4](#)
- Leased Vehicles, [2-2](#), [2-16](#), [6-2](#)
- License Plates, [9-1](#)
- Amateur Radio, [9-32](#)
 - County Message, [9-23](#)
 - Design, [9-1](#)
 - Display, [9-1](#)
 - Farm, [3-3](#)
 - Film Vehicle, [9-48](#)
 - Gold Star Family, [9-34](#)
 - Government – [2-45](#)
 - Handicap, [9-4](#)
 - Historical/Vintage, [9-6](#)
 - Husker Spirit, [9-20](#)
 - Lost Plates, [2-51](#)
 - Low Speed Vehicles, [2-56](#)
 - Message, [9-18](#)
 - Minitruck, [2-57](#)
 - Military –
 - Disabled American Veteran, [9-39](#)
 - Ex-Prisoner of War, [9-41](#)
 - Pearl Harbor Survivor, [9-43](#)
 - Purple Heart, [9-37](#)
 - Military Honor, [9-69](#)
 - Ordering, [9-55](#)
 - Organizational –
 - Approved, [9-29](#)
 - Requirements for Certification, [9-31](#)
 - Plate Type Codes, [9-62](#)
 - Posting and Receiving, [9-60](#)
 - Repossession Plates, [9-50](#)
 - Sample, [9-45](#)
 - School District, [2-45](#)
 - Sesquicentennial, [9-72](#)
 - Soil & Water Conservation, [2-43](#)
 - Special Interest, [9-26](#)
 - Special Mobile Equipment (SME), [2-41](#)
 - State Government, [2-45](#)
 - Tax Exempt, [9-2](#)
 - Thirty Day, [4-1](#)
 - Transporter, [9-52](#)
 - Undercover, [9-54](#)
- Livestock Forage Permit, [8-15](#)
- Local Moving Permit, [8-14](#)
- Local Truck - [1-4](#), [2-39](#), [8-14](#)
- Lost Plates – [2-51](#), [7-2](#), [12-58](#)

- Lost Registration – 2-50, [12-60](#)
- Low Speed Vehicle - [1-4](#), [2-56](#)
- Minibike, [1-4](#), [2-1](#)
- Minitruck – [1-4](#), [2-56](#)
- Moped - [1-4](#), [2-1](#)
- Motor Vehicle –
 - Defined, [1-5](#)
 - Commercial, [2-19](#)
 - Exempt from Registration, [2-1](#)
 - Fee, [5-3](#)
 - Registration, [2-2](#)
- Motor Vehicle Fee, [5-3](#)
 - Calculation Table, [6-9](#)
 - Disabled Motor Vehicle, [6-10](#)
 - Exemption, [4-5](#)
 - Refund, [6-1](#)
- Motor Vehicle Registration Renewal, [2-58](#)
- Motor Vehicle Registration Renewal Creation Process, [2-58](#)
- Motor Vehicle Tax –
 - Calculation Table, [6-7](#)
 - Distribution, [6-5](#)
 - Exemptions, [6-5](#)
 - Disabled American Veteran, [6-16](#)
 - Disabled Motor Vehicle, [6-10](#)
 - Native Americans, [6-18](#)
 - Organizations, [6-14](#)
 - Refund, [6-17](#), [12-47](#)
 - Storage and Non-Use, [6-11](#)
- Motorcycle, [1-5](#)
- Nebraska Insurance Database, [2-9](#)
- Non-Resident –
 - Carnival Operator’s Permit, [8-4](#)
 - Military, [4-5](#)
 - Passenger, [4-7](#)
 - Students, [4-8](#)
 - Thirty Day Plate, [4-1](#)
 - Trucks, Buses and Trailers, [4-9](#)
- Notarization, Appendix A
- Online Proof of Insurance, [2-84](#)
- Online Registration Renewal, [2-63](#)
 - Customer Process, [2-63](#)
 - Customer Service Troubleshooting, [2-80](#)
 - Disbursement Schedule for Funds, [2-77](#)
 - Eligibility, [2-68](#)
 - Reports
 - Invoice Item Summary Report, [2-75](#)
 - Merchant Disbursement Report, [2-76](#)
 - Order Item Detail Report, [2-78](#)
 - TPE (*The Payment Engine*), [2-74](#)
- VTR Daily Process, [2-70](#)
- Owner defined – [1-5](#)
- Owner Retained Salvage, [2-13](#)
- Permits –
 - Camper Unit, [8-1](#)
 - Farm Truck-Tractor Semi-Trailer, [8-6](#)
 - Grain Hauling, [8-8](#)
 - Handicap Parking, [8-10](#)
 - Livestock Forage, [8-15](#)
 - Local Moving, [8-14](#)
 - Non-Resident Carnival, [8-4](#)
 - Temporary Demonstration, [8-16](#)
- Parts Vehicle, defined, [1-6](#)
- Passenger Vehicle, [2-15](#)
 - Defined, [1-6](#)
 - Leased for Hire, [2-15](#)
 - Non-Resident, [4-7](#)
 - Used for Hire, [2-15](#)
- Pearl Harbor Survivor Plates, [9-43](#)
- Permanent Handicap Permit, [8-10](#)
- Plate Series Codes, [12-66](#)
- Plate Type Codes, [9-62](#)
- Postage and Handling, [5-6](#)
- Private Sales, [7-7](#)
- Proof of Insurance [1-6](#), [2-5](#)
 - Bond, [2-6](#)
 - Certificate of Deposit, [2-7](#)
 - Certificate of Self-Insurance, [2-7](#)
 - Nebraska Insurance Database, [2-9](#)
 - Property Bond, [2-6](#)
- Purple Heart Plates, [9-37](#)
- QAS Pro Address Verification, [2-94](#)
- Reciprocity - [1-6](#), [4-7](#)
- Record Retention, [11-1](#)
- Recreational Vehicle –
 - Defined, [1-6](#)
 - Registration, [2-37](#)
- Refunds and Credits –
 - Boats, [2-4](#), [6-2](#)
 - Eligibility, [6-1](#)
 - Disabled Vehicle Credit, [6-3](#)
 - Leased Vehicles, [6-2](#)
 - Non-Resident Trucks, [6-3](#)
 - Salvage, [6-2](#)
 - Snowmobiles, [6-3](#)
 - Transfer of Ownership/Loss of Possession, [6-2](#)
- Registration -
 - Barcodes, [2-62](#)
 - Bus, [2-34](#)

- Cancellation, [2-52](#)
- Changes, [2-53](#)
- Corrections, [2-54](#)
- County to IRP, [2-29](#)
- Early Renewal, [2-11](#)
- Fees, [5-1](#)
- IRP to County, [2-29](#)
- Lost, [2-50](#)
- Mailing Address, [2-59](#)
- Multiple Vehicles, [2-17](#)
- Name Change/Addition, [2-53](#)
- Owner Retains Salvage, [2-13](#)
- Renewal, [2-11](#)
- Reprints, [2-53](#)
- Six month, [2-21](#)
- Special Messages, [2-61](#)
- Ten Percent Reduction, [2-22](#)
- Type Codes, [12-66](#)
- Unit Numbers, [2-60](#)
- Voiding, [2-55](#)

Reports –

- Daily Balancing, [10-8](#)
- District Tax Update List, [10-18](#)
- Manual Change Audit List, [10-19](#)
- One-Stop Daily Balancing, [10-7](#)
- Registration Count List, [10-11](#)
- Registration Warrant, [10-15](#)
- Registration With Flagged Remarks, [10-16](#)
- Renew Registration List, [10-3](#)
- Renewal Notice/Monthly Billing, [10-4](#)
- Sales Tax Summary, [10-12](#)
- Sales Tax/Receipt Only, [10-13](#)
- Special Plate Listing, [10-14](#)
- Subdivision Update List, [10-17](#)
- Tax and Fee, [10-9](#)
- Tax and Fee Distribution Listing, [10-10](#)
- Vehicle Renewal Notice Creation, [10-6](#)

Repossession Plates, [9-50](#)

Sales Tax Only, [12-62](#), [12-64](#)

Schedule 1 (Form 2290) – *see Heavy Vehicle Use Tax*

Self-Propelled Mobile Home, *See Recreational Vehicle*

Semi-Trailer - [1-6](#)

Situs – [1-6](#)

Snowmobile – [1-6](#), [2-47](#)

Specialty Plates –

- Overview, [9-10](#)
- Amateur Radio, [9-32](#)
- Application, [9-11](#)

- County Message, [9-23](#)
- Gold Star Family, [9-34](#)
- Husker Spirit, [9-20](#)
- Message, [9-18](#)
- Organizational –
 - Approved, [9-29](#)
 - Requirements for Certification, [9-31](#)
- Relinquishments, [9-16](#)
- Selecting a Message, [9-13](#)
- Space Changes, [9-17](#)
- Special Interest, [9-26](#)
- Transfers, [9-14](#)

Special Mobile Equipment, [2-42](#)

State Codes, [12-69](#)

Storage and Non-Use, [6-11](#)

Students, *see Non-Resident*

Tax Exempt Plates, [9-2](#)

Tax Flag Codes, [12-66](#)

Temporary Demonstration Permit, [8-16](#)

Temporary Handicap Permit, [8-10](#)

Ten Percent Reduction, [2-22](#)

Thirty Day Plate, *see Non-Resident*

Tonnage –

- Decrease, [2-21](#)
- Increase, [2-21](#)

Tow Dollies, [3-11](#)

Towing, [3-9](#)

TPE (*The Payment Engine*), [2-74](#)

Trade-Ins, [7-7](#)

Trailers –

- Defined, [1-7](#)
- Boat Dealer, [9-47](#)
- Cabin, [1-2](#), [3-1](#)
- Commercial, [1-2](#), [3-2](#)
- Farm, [3-3](#)
- Hay Grinder, [3-4](#)
- Non-Resident, [4-9](#)
- Pole and Cable Reel, [3-6](#)
- Tender, [3-4](#)
- Utility, [1-7](#), [3-7](#)

Tribal Card, [6-18](#)

Truck –

- Commercial
- Defined, [1-7](#)
- Farm, [2-30](#)
- Local, [2-39](#)
- Non-Resident, [4-9](#)

Transporter Plates, [9-52](#)

Truck Safety Registration Declaration – [2-33](#)

Truck-Tractor, [1-7](#)

Undercover Plates, [9-54](#)

Utility-Type Vehicle (UTV) –

- Defined, [1-7](#)

Vessel, [1-7](#)

Vouchers (*Dept. of Health and Human Services*), [2-3](#)

Well-Boring Apparatus, [1-8](#)

Well-Servicing Equipment, [1-8](#)

VTR –

- Additional Weight, [12-37](#)
- Boat Registration Renewal Creation Process, [12-80](#)
- Camper Unit Permit, [8-2](#)
- Cancelling a Registration, [2-52](#)
- Change Assessment, [12-12](#)
- Commercial Vehicles, [12-27](#)
- Credit - Add, Remove or Change, [12-14](#)
- Credit Process, [12-51](#)
- Dealer/Personal Use Dealer Plates, [7-3](#)
- Disabled American Veteran Tax Credit, [6-17](#)
- Disabled Motor Vehicle Credit, [12-53](#)
- Double Plate, [12-55](#)
- Grain Hauling Permit, [8-8](#)
- Heavy Vehicle Use Tax (HVUT), [2-27](#)
- Leased Vehicle, [2-16](#)
- Lost Plates, [2-51](#), [12-58](#)
- Lost Registration, [2-48](#), [2-50](#), [12-60](#)
- Motor Vehicle Registration Renewal Notice Creation Process, [12-73](#)
- Multiple Vehicles, [2-17](#)
- New Assessment, [12-9](#)
- New Registration, [12-17](#)
- Non-Resident Carnival Operators Permit, [8-4](#)
- Non-Resident Military, [4-7](#)
- One Stop, [12-1](#)
- Ordering License Plates, [9-56](#)
- Plate Transfer, [12-41](#)
- Plate Transfer (Double), [12-44](#)
- Postage and Handling, [5-5](#)
- Posting and Receiving Plates, [9-59](#)
- Printing Form 6 – [12-62](#)
- Recovery of Deferred Fees, [12-7](#)
- Refund (Manual Computation), [12-49](#)
- Refund Process, [12-47](#)
- Refund Registration, [12-47](#)
- Registration –
 - Correction, [2-54](#)
 - Name Change, [2-53](#)
 - Remarks, [12-72](#)
- Renew Registration, [12-21](#)

- Sales Tax Only, [12-62](#), [12-64](#)
- Six Month Registration, [12-32](#)
- Six Month Registration Renewal, [12-35](#)
- Snowmobile, [2-48](#)
- Storage and Non-Use, [6-12](#)
- Tax Exempt Plates, [9-2](#)
- Thirty Day Plate, [4-2](#)
- Untitled Assess and Register, [12-24](#)
- Vehicle Codes, [12-66](#)
- Void Registration, [2-55](#)
- Warrants, [12-71](#)