

Alabama Department of Revenue  
Motor Vehicle Division  
Mandatory Liability Insurance (MLI)  
Procedures Manual

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## General Information

This manual provides guidance on how to use the Alabama Department of Revenue (ADOR) Mandatory Liability Insurance (MLI) system to assist registrants, record a registrant's response or process a registration reinstatement or revocation. This manual is available on the Motor Vehicle Title, Registration and Insurance Portal (MVTRIP).

ADOR is responsible for administering the (MLI) law (Act 2000-554). The law was established to effectively administer and enforce minimum motor vehicle liability insurance requirements in Alabama. Under the law, "No person shall operate, register, or maintain registration of...a motor vehicle...unless the motor vehicle is covered by a liability insurance policy, bond, or deposit of cash (Section 32-7A-4, Code of Alabama, 1975). Act 2006-221 amended Section 32-7A-9 to allow reinstatement fees to be paid to licensing officials. The Act required a payment of \$100 for first violations and a \$200 fee and 4-month registration suspension for 2<sup>nd</sup> and subsequent violations.

The passage of Act 2010-716 allowed reinstatement fees and the submission of current proof of insurance to also be provided to the Administrative Office of Courts. The passage of Act 2011-688 increased the reinstatement fees for 1<sup>st</sup> suspension (\$200) and for 2<sup>nd</sup> and subsequent suspensions (\$400). The act also established an online insurance verification system (OIVS). Per the act, ADOR uses the OIVS each month to verify insurance in real time as recommended by the Insurance Industry Committee for Motor Vehicle Administration (IICMVA). The OIVS was fully implemented on January 1, 2013. Act 2019-446 (effective January 1, 2020) amended code sections 32-7A-2, 32-7A-5, 32-7A-8, 32-7A-11, and 32-7A-12, which eliminated the mandatory 4-month suspension period on a 2<sup>nd</sup> or subsequent violation, amended the registration revocation and the reinstatement requirements.

An MLI record is created when the vehicle owner's insurance policy cannot be verified through OIVS. When an MLI record is created, an Insurance Verification Notice (Appendix A) is sent to the registrant requesting verification of insurance for a specific date. The registrant will have thirty (30) days from the date of the notice to resolve the issue. If the issue is not resolved (i.e. the registrant does not submit proof of insurance coverage, does not claim exempt status, or does not pay reinstatement fees), the registration will be suspended and a Notice of Suspension (Appendix B) will be sent to the registrant. The registrant will have thirty (30) days to appeal the action through the Alabama Tax Tribunal at: [taxtribunal.alabama.gov](http://taxtribunal.alabama.gov). Please note, the Alabama Law Enforcement Agency (ALEA) administers a similar insurance program which may lead to the suspension and/or revocation of a registrant's driver's license. The ALEA program was created by Act 2016-361, and provides that if a person involved in a motor vehicle incident was in violation of the MLI law, they are subject to a civil penalty. Any registrant receiving ALEA citations should contact ALEA directly for further assistance.

## Logging In

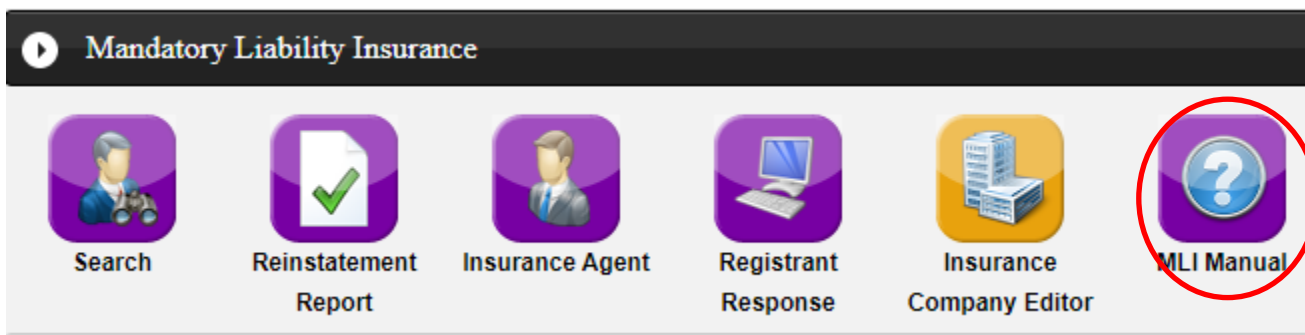
Registrants may provide responses and/or check the status of their MLI record by going to the following website: [www.besuretoinsureal.com](http://www.besuretoinsureal.com) and clicking the below icon:



Licensing Officials, including ADOR (i.e. system users) should login to the MLI system by logging into MVTRIP – Motor Vehicle Title Registration and Insurance Portal at: [www.mvtrip.alabama.gov](http://www.mvtrip.alabama.gov).

The login form is titled 'Login' and features a shield icon. It contains two input fields: 'User Name:' and 'Password:'. Below the 'User Name' field are links for 'Forgot Your User Name?' and 'CAPS Lock User Manual'. Below the 'Password' field are links for 'Forgot Your Password?' and 'Change Password'. A 'Login' button is positioned at the bottom right of the form.

Your MVTRIP administrator (i.e. supervisor) will provide system access. For additional assistance, contact the Motor Vehicle Division at (334) 242-9000. Note: a link to the **MLI procedures manual** is available on the MVTRIP MLI dashboard (below).



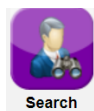
## Records Search

The registrant may access their record by entering their **Tag** number and personal identification number (**PIN**) as provided in the **Insurance Verification Notice** (appendix A).

**Tag # \***

**PIN \***

System users may **locate an MLI record** by selecting the **Search** icon on the MVTRIP MLI dashboard.



The following screen will appear:

## Record Search

Search Parameters

**Tag #**

**PIN**

**Name**

**DL #**

**VIN**

☐ Include Closed Records

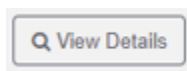
Enter one of the search parameters on the above screen. This information is available on the registrant's **MLI Verification Notice** (appendix A). PIN, driver's license (DL) and Tag number are the best search criteria. When searching by tag or VIN, always use the number zero (0) instead of the letter O.

To search by name, enter "last name, first name" (ex. Williams, Chris). Note that some vehicle registration records include a comma between the first and last name (Williams, Chris). The **"Include Closed Records"** box should be checked in order to view all records.

Select the **Find Records** button. If the search is successful, the results will be displayed. If no records are found, "No results found" will appear at the top of the Record Search screen.

Some searches, particularly name searches, may produce multiple results and multiple pages. The search may be refined by using more specific search parameters (i.e. PIN).

When the correct record has been located, click the "View Details" button.



The following information will be displayed.

Home / Record Details

MLI Record Details

Vehicle Info

VIN: [REDACTED]

PIN: [REDACTED]

Make: FORD

Tag #: [REDACTED]

Year: 1999

Model: F150 4X2 XL SUPERCAB

Vehicle Owner Information

Name: [REDACTED]

DL #: [REDACTED]

Email: 

Edit

Address: [REDACTED] 

Edit

Vehicle Owner Information

Overview History Crash History 0 OIVS Log

Record Overview

Status: OP (Open)

Verification Date: 07/05/2020

Record state: Open

Created Date: 07/29/2020

Last Tag Issue Date: 10/09/2019


Last Modified: 07/29/2020

Start Response

Update Status

Add Note

View Citation History

Clicking the arrows  will expand the window to reflect driver license number, email address, and address as shown below. The email address and mailing address can be edited by clicking the “Edit” buttons. **Please note that only the MLI Record will be updated to be used for future notifications (i.e. suspension notice) regarding the issue.** The correct address and email address should also be updated in licensing official’s registration system.


The Record Details screen has four tabs: **Overview, History, Crash History, and OIVS Log.**

Overview History Crash History 0 OIVS Log


Record Overview

## Overview

### MLI Record Details

 Vehicle Info

**VIN:** 1FAFP53275A188538  
**PIN:** GWB2P9  
**Make:** FORD

 Driver Info

Overview

History


Crash History 0


OIVS Log


Record Overview


Status: **OP (Open)**

**Record state:** Open  
**Last Tag Issue Date:** 10/28/2019

 Start Response

 Update Status


 Add Note

 View Citation History

Notes must be added anytime documents need to be attached. Notes should also be used to document contact with registrants, insurers, etc. For example, “Registrant admitted to not having insurance coverage on the verification date”. Click “**Add Note**” and the following screen will appear:

Add Note

Notes \*

The registrant stated that...

Notes entered.

Attachment

Choose File

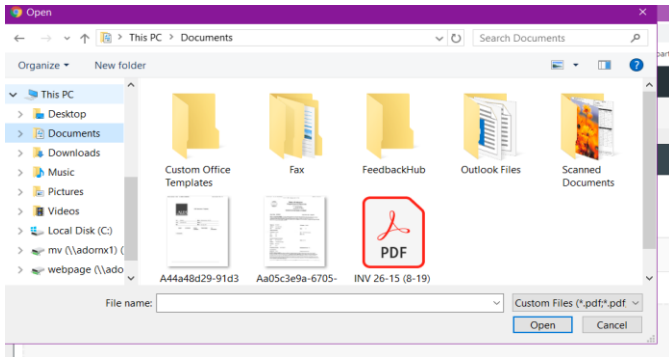
No file chosen

Document Type

Cancel

Add Note

Enter the comments into the **Notes** field and click **Add Note** to save the note. To add an attachment, select **Choose File**.



Select the **File** from your computer and click **Open** to upload file. The system user will select the document type from the drop-down menu (as seen below). Select the “**Add Note**” button.

Add Note

Notes \*

Bill of Sale Attached

Notes entered.

Attachment

Choose File Bill of Sale.PNG

Document Type \*

Text  
Bill of Sale  
Police Report  
Junk Cancellation  
Insurance Payoff  
Registration Receipt

## Citation History

In order to search for citations, click the “**View Citation History**” button [View Citation History](#) on the Overview tab. This feature can be used to dispute a registrant’s claim that the vehicle was stored or inoperable on the insurance verification date. For example, if the “View Citation History” reflects a ticket on the verification date, the vehicle was being operated and the registrant would be not be eligible to claim the stored or inoperable exemption.


Citation History							
Citation History for 11JH621							
Ticket Number	Issue Date	Name	Vehicle	Officer Name	Agency Name	Agency Phone	View
	4/22/2019		2008 FORD FOCUS		POLICE DEPT		

## History


The **History** tab (below) reflects all documents and transactions within the MLI record. All letters and documents, such as the **Reinstatement letter** and the **Notice of Suspension document** are available from within the History of a MLI record and can be reprinted by selecting the document icons. The user can also export a pdf version of the history via the “**Export History**” button.

Overview	History	Crash History 0	OIVS Log
----------	---------	-----------------	----------

### History (2)

Date	Activity	User	Status	Documents
06/15/2020	Verification Letter was added.	System	Open	 Verification Letter
06/15/2020	Record created by system	system	Open	

Showing results per page

 Export History

## Crash History

The Crash History tab (below), reflects any crashes. If the vehicle has been involved in any recorded crashes, a highlighted number will appear. If there is no available crash data, a highlighted zero will be reflected. Crash History can be used to dispute a registrant’s claim that the vehicle was stored or inoperable on the insurance verification date. For example, if the “Crash History” reflects a crash incident on the verification date, the registrant would be not be eligible to claim the stored or inoperable exemption

Overview	History	Crash History 0
----------	---------	-----------------


No crash history found for this record's tag.

## OIVS Log

When the “**OIVS Log**” tab is selected, a list of all **Online Insurance Verification System (OIVS)** inquiries will be displayed as shown below. The OIVS log reflects all attempts to verify insurance for a vehicle with insurers through OIVS.

**Motor Vehicle Title Registration & Insurance Portal**

### OIVS Log

 [REDACTED]

Show 25 entries

Request NAIC	Request Policy Number	Response NAIC	Response Policy Number	Confirmed	Unconfirmed Reason Code	Requestor	Verification Date	Request Date
+ 17230	<span style="background-color: black; color: black;">[REDACTED]</span>	<span style="background-color: black; color: black;">[REDACTED]</span>	000000931309362	<input type="checkbox"/>	PKEY4 - System Found Policy Key - VIN Cannot Be Verified	MLIUploader	12/7/2016 12:00:00 AM	1/24/2017 7:59:22 PM
+ 17230	<span style="background-color: black; color: black;">[REDACTED]</span>	<span style="background-color: black; color: black;">[REDACTED]</span>	000000931309362	<input type="checkbox"/>	PKEY4 - System Found Policy Key - VIN Cannot Be Verified	MLIUploader	12/7/2016 12:00:00 AM	1/17/2017 7:59:49 PM
+ 17230	<span style="background-color: black; color: black;">[REDACTED]</span>	<span style="background-color: black; color: black;">[REDACTED]</span>	000000931309362	<input type="checkbox"/>	PKEY4 - System Found Policy Key - VIN Cannot Be Verified	MLIUploader	12/7/2016 12:00:00 AM	1/10/2017 8:38:05 PM
+ 17230	<span style="background-color: black; color: black;">[REDACTED]</span>	<span style="background-color: black; color: black;">[REDACTED]</span>	000000931309362	<input type="checkbox"/>	PKEY4 - System Found Policy Key - VIN Cannot Be Verified	OIVSRegistrationRechecker	1/6/2017 12:00:00 PM	1/6/2017 8:21:57 PM

## Entering a Response

When Registrant enters their **Tag** and **PIN** from the MLI Verification Notice (appendix A), they can respond. The registrant is limited to one **(1)** response and will receive the following error message if multiple responses are entered. For additional assistance, the registration should contact their local licensing offices or ADOR.

## Response has been submitted

**Vehicle Owner Information**

**Name:** [REDACTED]

**DL #:** [REDACTED]

**Email:** [REDACTED] Edit

**Address:** [REDACTED]

**Vehicle Info**

**VIN:** 1GCEC14V24Z298321      **Tag #:** 5447AS4

**PIN:** TR53KZ      **Year:** 2004

**Make:** CHEV      **Model:** 1500 SLVR 4X2 4.8 L

**Response Summary**

Submitted on 07/29/2020

**Had insurance:** No      **Had exemption:** No

System users must click on the **OVERVIEW** tab and click the “Start Response” button. NOTE: The record status does not have to be suspended for a response to be entered.

## MLI Record Details

Vehicle Info

**VIN:** 1FAFP53275A188538  
**PIN:** GWB2P9  
**Make:** FORD

Driver Info

Overview History Crash History 0 OIVS Log

Record Overview

**Status: OP (Open)**

**Record state:** Open  
**Last Tag Issue Date:** 10/28/2019

[Start Response](#)
[Update Status](#)
[Add Note](#)
[View Citation History](#)

## Had Liability Insurance

If the registrant had liability insurance on the verification date, the following information should be entered. **Note:** Enter **Policy #** (REQUIRED), policy effective and expiration dates (not required) or select dates from calendar. Neither dashes nor spaces should be entered; only numbers/letters. The policy number and NAIC number should be available on the insurance ID card, insurance policy binder or the policy declarations page.

Enter the insurance company National Association of Insurance Commissioner (**NAIC**) number, if known. The insurance company name should be auto-populated if the NAIC number is found. The phone number (not required) can be provided, if known. If the NAIC number is not known, the user may enter the insurance company name in the "Insurance Company" field. Select the company to populate the NAIC number. **NOTE: Some companies have more than one (1) NAIC number.** If the company is not reflected, the company may not be authorized to write Alabama insurance policies.

Select the **Submit Response** button.

On **04/25/2020**, the vehicle shown above: ✓

☒ Had liability insurance  
☐ Did not have liability insurance

Enter your insurance policy information:

Company Details

---

**NAIC #\***

**Insurance Company \***

**Phone Number**

**Address 1**

**Address 2**

**City**

**State**

**Zip**

Policy Details

---

**Policy # \***

**Effective Date**

**Expiration Date**

A Response Summary popup window will allow the user to review the information before submitting the response. Click the Submit Response button to proceed. OIVS will return a “confirmed” response or an “unconfirmed” response.

### Insurance Confirmed

Review response before submitting.
✕

<b>Had insurance:</b>	Yes	<b>Company:</b>	Alfa Mut General Ins Co
<b>NAIC:</b>	19151	<b>Policy Number:</b>	352465

If insurance is “confirmed” the MLI record will be “**CL Closed**” and the following screen will appear.

## Response has been submitted

Vehicle Owner Information		Vehicle Info	
Name:	[REDACTED]	VIN:	[REDACTED]
DL #:	[REDACTED]	Tag #:	1475AN1
Email:	<a href="#">Edit</a>	PIN:	PHBE86
Address:	[REDACTED]	Year:	2004
		Make:	GMC
		Model:	SIERRA 1500 4X2

Response Summary			
Submitted on 07/29/2020			
Had insurance:	Yes	Company:	USAA General Ind Co
NAIC:	18600	Policy Number:	0285519207101

**CL (Closed) - OIVS Confirmed:** This case has been closed, no further action is necessary.

[View Vehicle Licensing Offices](#)

## Insurance Unconfirmed

If the insurance policy **Did Not Confirm** (unconfirmed OIVS response) the record will remain in OP (Open) status and will result in a registration suspension (S1 or S2) thirty (30) days after the MLI verification notice, if the issue is not resolved.

If the registrant still claims they were insured for the verification date, they should contact their insurer to request that they provide evidence (statement on insurer's letterhead) of insurance coverage indicating that the vehicle was covered on the insurance verification date. This evidence can be submitted electronically to the Department at [www.besuretoinsureal.com](http://www.besuretoinsureal.com) or it can be submitted to the licensing official.

## Response previously submitted – please contact licensing office.

Vehicle Owner Information		Vehicle Info	
Name:	LOWREY DEWITT JR	VIN:	3VW2K7AJ3EM296619
DL #:	7199876	Tag #:	KAB94
Email:	<a href="#">Edit</a>	PIN:	EXD4WM
Address:	707 S THREE NOTCH ST APT 202 TROY, AL 36081-0000	Year:	2014
		Make:	VOLK
		Model:	JETTA 2.0 S AUTO

Response Summary			
Submitted on 03/10/2020			
Had insurance:	No	Had exemption:	No

## OP (Open) - Unconfirmed OIVS Response

If the vehicle was in exempt status (stored, inoperable, or otherwise unused) please visit your local licensing official to surrender the license plate within thirty calendar days from the date of the MLI Verification Notice. Failure to surrender the license plate within 30 days of the MLI Verification Notice will result in suspension of the vehicle registration. Please note that the exemption can only be claimed once per vehicle per registration period. If the vehicle was not insured on the insurance verification date and/or the license plate was not properly surrendered, visit your local licensing official to pay the required reinstatement fee (\$200 for first suspension; \$400 for second and subsequent suspension) and provide evidence of current Alabama liability insurance coverage.

[View Vehicle Licensing Offices](#)

If there is a discrepancy between the VIN on the Registration/MLI record and the VIN on the insurance ID card, the OIVS will be unable to verify insurance coverage. The registrant should contact their local licensing official to correct an error on

the registration or their insurance agent/company to correct the VIN on the policy. In this case, proof of insurance coverage must be submitted by the insurer on company letterhead to the licensing official or ADOR. **Note: failure to correct VIN will result in future unconfirmed responses.**

## Did Not Have Liability Insurance

### Reinstatement Fee NOT Collected

If the registrant did not have liability insurance on the insurance verification date, the registrant must declare whether the vehicle was exempt from insurance because the vehicle was stored, inoperable or otherwise unused (i.e. sold) on the insurance verification date.

#### Please answer the following questions

On **04/15/2020**, the vehicle shown above:

☐ Had liability insurance  
☒ Did not have liability insurance

Was the vehicle in exempt status?

☐ The vehicle was in exempt status  
☒ The vehicle was not in exempt status

What qualifies as an exemption?

[Submit Response](#)
[Go Back](#)

If the exemption is not claimed, it is an admission of an MLI violation and the registration will be suspended thirty (30) days from the date of the MLI verification notice. The registrant will receive a Notice of Suspension with appeal rights, as provided by law (32-7A-8). The following message will appear. If the registrant is submitting a response, they can click the “View Vehicle Licensing Offices” to locate their local licensing office.

#### OP (Open) - Registrant No Insurance

**If the vehicle was in exempt status (stored, inoperable, or otherwise unused) please visit your local licensing official to surrender the license plate within thirty calendar days from the date of the MLI Verification Notice. Failure to surrender the license plate within 30 days of the MLI Verification Notice will result in suspension of the vehicle registration. Please note that the exemption can only be claimed once per vehicle per registration period. If the vehicle was not insured on the insurance verification date and/or the license plate was not properly surrendered, visit your local licensing official to pay the required reinstatement fee (\$200 for first suspension;\$400 for second and subsequent suspension) and provide evidence of current Alabama liability insurance coverage.**

[View Vehicle Licensing Offices](#)

A Response Summary popup window will appear that will give the user a chance to review the information before submitting the response.

Review response before submitting. ×

Response Summary

Had insurance: No

Had exemption: No

Go Back
Submit Response

The Record State will be updated to reflect the response.

Overview
History
Crash History 0
OIVS Log

Record Overview

Status: **OP (Open)**

Record state: Registrant No Insurance

Last Tag Issue Date: 09/30/2019

Update Status
Update Response
Add Note
View Citation History

### Reinstatement Fees Collected

If the registrant did not have insurance on the insurance verification date, and did not claim, or was not eligible to claim the stored inoperable exemption, reinstatement fees must be collected prior to removing the suspension.

Reinstatement fees can only be accepted by a licensing official as provided by law (32-7A-12). Fees cannot be accepted by ADOR.

On the Overview tab, click the Update Status button. Select the reinstatement status from the drop-down menu. Note: the reinstatement status and payment amount will default to R1 (First Reinstatement) or R2 (Subsequent Reinstatement).

**Clerk should have payment in hand and verify the correct amount before proceeding.** Add any appropriate notes, if needed, and click the update button.

Update Status

Status \*

Reinstated (First) ✓

☐ Show All Statuses

Payment Amount \*

\$ 200

Notes

Cancel

Update

The Status will be updated as shown below.

Overview History Crash History 0 OIVS Log

Record Overview

Status: **R1 (First Reinstatement)**

Verification Date: **05/08/2020**

Record state: First Reinstatement

Created Date: 06/03/2020

Last Tag Issue Date: 01/09/2020

Last Modified: 06/12/2020

Undo Last Status

Add Note

View Citation History

The amount collected, first or subsequent reinstatement, and the related plate that the fee was collected for will be shown in the History as seen below. The **Registration Reinstatement letter (see Appendix D) will be available as a PDF document from within the History** area of the MLI Record. Although the registration record is updated (reinstated) immediately, the update to the state registration database (i.e. law enforcement database) may take up to 72 hours depending on when the reinstatement is processed. The registrant should retain the proof of fee payment and the reinstatement letter in the vehicle to provide to law enforcement, if needed.

Overview History Crash History 0 OIVS Log

## History (6)

Date	Activity	User	Status	Documents	Notes
06/12/2020	ReinstatementLetter was added.		Reinstated	ReinstatementLetter	
06/12/2020	Amount \$200 collected from registrant (BELLINGRATH ROBERT D) for first reinstatement of tag (14959NG)		Reinstated		
06/12/2020	Record status changed from "Open - Registrant No Insurance" to "Reinstated - First Reinstatement"		Reinstated		R1

## Insurance Exemption

In order to claim the insurance exemption, **ALL** of the following conditions must be met:

- If claiming exempt status, the registrant must surrender the license plate, if available, and submit a completed Request for Registration Revocation form (Appendix E) to the local licensing official within thirty (30) calendar days from the date on the MLI verification notice. If the registrant qualifies for one of the “good cause” extension reasons noted on the Mandatory Liability Insurance Affidavit (Appendix F), the plate can be surrendered thirty (30) days from the end of the “good cause” event.
- The exemption can be claimed only once during the current registration period for the vehicle.
- The vehicle was not involved in an accident during the lapse in coverage.
- The registrant, or a driver, was not issued a citation while driving this vehicle or a vehicle displaying this tag/registration during the lapse in coverage.

If the registrant claims an insurance exemption, the following message will appear.

### Response has been submitted

Vehicle Owner Information		Vehicle Info	
<b>Name:</b>	LEWIS JARVIS	<b>VIN:</b>	1G3AR47Y1EM448261
<b>DL #:</b>	7173200	<b>Tag #:</b>	47B8G58
<b>Email:</b>	<a href="#">Edit</a>	<b>PIN:</b>	ZEP3K2
<b>Address:</b>	135 DAPHNIE LN HARVEST, AL 35749-0000	<b>Year:</b>	1984
		<b>Make:</b>	OLDS
		<b>Model:</b>	CUTLASS SUPREME

Response Summary	
Submitted on 07/29/2020	
<b>Had insurance:</b>	No
<b>Still have tag:</b>	Yes
<b>Had exemption:</b>	Yes
<b>Reason:</b>	Vehicle Inoperable

#### OP (Open) - Exempt With Plate

If the vehicle was in exempt status (stored, inoperable, or otherwise unused) please visit your local licensing official to surrender the license plate within thirty calendar days from the date of the MLI Verification Notice. Failure to surrender the license plate within 30 days of the MLI Verification Notice will result in suspension of the vehicle registration. Please note that the exemption can only be claimed once per vehicle per registration period. If the vehicle was not insured on the insurance verification date and/or the license plate was not properly surrendered, visit your local licensing official to pay the required reinstatement fee (\$200 for first suspension; \$400 for second and subsequent suspension) and provide evidence of current Alabama liability insurance coverage.

### Plate Available for Surrender (Within or After 30 Days)

If the registrant is claiming a stored, inoperable or otherwise unused exemption, the following additional questions must be answered:

 Please answer the following questions

On **05/08/2020**, the vehicle shown above:

☐ Had liability insurance
☒ Did not have liability insurance

Was the vehicle in exempt status?

☒ The vehicle was in exempt status
☐ The vehicle was not in exempt status

What qualifies as an exemption?

Do you still have your tag?

☒ Yes
☐ No

Tell us about your exemption:

Reason \*


Vehicle Inoperable

Comment

[Submit Response](#)
[Go Back](#)

A Response Summary popup window will provide the user a chance to review the information before submitting the response.

Review response before submitting. 

 Response Summary

Had insurance:

No

Had exemption:

Yes

Still have tag:

Yes

Reason:

Vehicle Inoperable

[Go Back](#)
[Submit Response](#)

If response is submitted within thirty (30) days from the MLI verification notice, the Request for Registration Revocation (32-7A-5) form (Appendix E) will be available for download. If the response is submitted after thirty (30) days, the Mandatory Liability Insurance Affidavit (form 32-7A-11) (Appendix F) will be available for download. The form should be provided to the registrant to sign. The registrant can also download print the form from the system and complete it prior to visiting the licensing office. An image of the completed form may be uploaded to the record or maintained in the official's files.

### Recording the Tag Surrender

To record the surrender of the license plate, the system user should click the "Surrender Tag" button on the Record Overview tab.

Overview
History
Crash History 0
OIVS Log

Record Overview

Status: **OP (Open)**

<b>Record state:</b>	Exempt With Plate
<b>Last Tag Issue Date:</b>	12/10/2019
<b>Exemption Reason:</b>	Vehicle Inoperable

Update Status

Surrender Tag

Update Response

Add Note

The following popup window will appear. The user has option to add notes, if needed. Select the “Surrender” button to finalize.

Surrender Tag

Reason \*

Licensing office closed during surrender period

☒ Registrant Has Tag

Form 32-7A-11

Choose File No file chosen

Notes

Cancel

Surrender

The MLI Record Details screen will appear with a message at the top of the screen reminding the system user to provide the registrant a copy of the revocation notice (Appendix C) and to update the registration record to “revoked” in the county registration system.

The registration for this vehicle/license plate is revoked. Please provide registrant a copy of the Revocation Notice. The Revocation Notice, can be printed from the history of this record. Also, please update the registration record to "revoked" in your registration system. ✕

## MLI Record Details

Vehicle Info			
<b>VIN:</b>	1FTWW32P95EA43895	<b>Tag #:</b>	60F183A
<b>PIN:</b>	DJZ2YR	<b>Year:</b>	2005
<b>Make:</b>	FORD	<b>Model:</b>	DRW SUPER

Once the tag surrender process is complete, the record status on the Overview tab (1st screen below) will show the record's status as VR (Void/Revoked). The History tab (2nd screen below) will reflect "Record status changed from "Open-Exempt With Plate" to "Void/Revoked-Exempt with Plate". The optional uploaded form 32-7A-5 and the Notice of Revocation to print and provide to the registrant will also appear within the History.

If a vehicle registration is revoked, it means that the current registration is void and no longer valid. However, if the plate and registration have been transferred to a new vehicle prior to the MLI verification date, the registration transfer should be verified and the MLI record should be closed.

If a registration has been revoked, a new registration/plate must be issued in accordance with Section 32-7A-11, Code of Alabama 1975. If a registrant needs to reinstate registration on a vehicle within the same registration year, a new registration/plate must be issued in accordance with Section 32-7A-11, Code of Alabama 1975. In these cases when the vehicle is subsequently issued a new registration/plate, an additional \$24.25 (for registration/plate fees) is due upon issuance of the new registration. If the newly issued plate is distinctive, an additional \$50 is also due. A personalized plate may not be reissued within the same registration period that it was void/revoked.

Overview
History
Crash History 0
OIVS Log

Record Overview

Status: **VR (Void/Revoked)**

Record state: Exempt With Plate  
Last Tag Issue Date: 12/10/2019  
Exemption Reason: Vehicle Inoperable

Update Status
Undo Last Status
Add Note

Overview History Crash History 0 OIVS Log

## History (10)

Date	Activity	User	Status	Documents	Notes
06/12/2020	Notice of Revocation Letter was added.		Surrendered	<a href="#">Notice of Revocation Letter</a>	
06/12/2020	Signed 32-7A-5 Form was added.		Surrendered	<a href="#">Signed 32-7A-5 Form</a>	
06/12/2020	Record status changed from "Open - Exempt With Plate" to "Void/Revoked - Exempt With Plate"		Surrendered		

### Plate Not Available for Surrender

The system user should Select “No” for the question “Do you still have your tag?” and select the appropriate response (Vehicle repossessed, etc.).

#### ? Please answer the following questions

On **04/25/2020**, the vehicle shown above:

☐ Had liability insurance  
☒ Did not have liability insurance

Was the vehicle in exempt status?

☒ The vehicle was in exempt status  
☐ The vehicle was not in exempt status  
 What qualifies as an exemption?

Do you still have your tag?

☐ Yes  
☒ No

Tell us about your exemption:

Reason \*

Vehicle Repossessed

License Plate Lost or Stolen

Vehicle Totaled

Vehicle Junked (Junk Cancellation required)

Vehicle Sold (Bill of Sale required)

Vehicle Stolen (Police Report required)

Vehicle registered out of state (registration receipt required)

Vehicle Impounded

System user should verify response and click “submit response”.

Review response before submitting.

✕

## Response Summary

Had insurance: **No**  
 Still have tag: **No**

Had exemption: **Yes**  
 Reason: **Vehicle Totaled**

Go Back

Submit Response

The Request for Revocation Form 32-7A-5 (Appendix E) will be generated with all registrant information and the appropriate response prefilled. The complete signed form should be uploaded to the system or maintained in the licensing official's files.

If the tag is not being surrendered within 30 days of the verification notice, the registrant must qualify for one of the "good cause" reasons listed on The MLI Affidavit, Form 32-7A-11 (Appendix F). **Note: In order to qualify for the extension of time, the applicant must submit this form to the local licensing official within thirty (30) calendar days from the date the good cause event ceased.**

The user should choose "Did not have liability Insurance", "The Vehicle was in exempt status", "Yes", and select the appropriate exemption reason.

On **01/12/2020**, the vehicle shown above:

☐ Had liability insurance  
☒ Did not have liability insurance

Was the vehicle in exempt status?

☒ The vehicle was in exempt status  
☐ The vehicle was not in exempt status

What qualifies as an exemption?

Do you still have your tag?

☒ Yes  
☐ No

Tell us about your exemption:

Reason \*

Military Deployment  
 Incarcerated  
 Hospitalized  
 Licensing office closed during surrender period

Submit

After the response is entered, the following summary screen will appear.

## Review response before submitting.



## Response Summary

Had insurance: No  
Still have tag: Yes

Had exemption: Yes  
Reason: Hospitalized

[Go Back](#)[Submit Response](#)

On the Overview tab, the record state will be updated. System user must complete the surrender tag process for record to update status to void/revoked.

[Overview](#)[History](#)[Crash History](#) [OIVS Log](#)

## Record Overview

Status: **OP (Open)**

V

Record state: Exempt With Plate  
Last Tag Issue Date: 08/16/2013  
Exemption Reason: Hospitalized

C

L

[Update Status](#)[Surrender Tag](#)[Update Response](#)[Add Note](#)[View Citation History](#)

If the system user attempts to process an insurance exemption response and an exemption has been entered within the current registration year, the following warning message will appear.

## Warning

The registration on this vehicle was previously revoked during the current registration year. Only one exemption is allowed during a registration period, reinstatement of the vehicle registration following any further lapse in coverage during the registration period will require the payment of the reinstatement fees due. The record should be suspended and reinstatement fees along with current proof of Alabama liability insurance should be provided.

By clicking the OVERRIDE button, you are choosing to override this exemption requirement.

Comment \*

 Reset Record

 Override

 Suspend


**Note: If the system user overrides, a comment must be entered with reason for override.** System user should follow procedures to complete the insurance exemption response.

## Frequently Asked Questions

If the registrant wants to know if their response was received, the system user can view the “HISTORY” tab within the MLI record. The phrase “User has responded...” (As shown below), indicates that their response has been received.

Overview

History

Crash History 

OIVS Log

### History (3)

Date	Activity	User	Status
06/03/2020	Record is Awaiting Suspension because Registrant responded Exempt	Registrant Response system	Open
06/03/2020	User has responded No(Exempt)	Registrant Response system	Open

If the registrant wants to know when the MLI verification notice was mailed to them, the system user can view the “HISTORY” tab within the MLI record. The phrase “Verification Notice Created....and sent on (date)” will be reflected as shown below.

Overview History Crash History 0 OIVS Log

## History (3)

Date	Activity	User	Status	Documents
06/03/2020	Record is Awaiting Suspension because Registrant responded Exempt	Registrant Response system	Open	
06/03/2020	User has responded No(Exempt)	Registrant Response system	Open	
05/27/2020	Verification Notice created on 2020-05-27 07:58:42 and sent on 2020-05-29 07:58:39	System	Open	

If the registrant is dissatisfied by the actions of the Department, they can **appeal the suspension or revocation**. The registrant can access their appeal rights (as outlined in the MLI Instruction and Appeal Rights (Appendix G)) by visiting: [www.besuretoinsureal.com](http://www.besuretoinsureal.com) and clicking the "Registration Reinstatement Instructions & Appeal Rights" icon.

If the registrant moves from one county to another county, the licensing official in the new county can process the revocation or reinstatement. The registrant **does not** have to visit the prior county to resolve the issue.

## Amending Responses

System users with MLI Senior User Access can correct a MLI response by clicking the "**Undo Last Status**" button. A *Licensing Office administrator can use MVTRIP (i.e. CAPSlock) to assign this access to the users in their organization.*

If a response needs to be changed (ex. Clerk enters a R1 response when funds were not collected), the senior user can change the registration status by clicking the "Undo Last Status" button. The "Undo Last Status" screen will then pop up and the user should enter comments and click the "Confirm" button.

Overview History Crash History 0 OIVS Log

Record Overview

Status: **R1 (First Reinstatement)**

Record state: First Reinstatement  
Last Tag Issue Date: 12/03/2019

**Undo Last Status** Add Note View Citation History

### Undo Last Status

You are about to reset the record to its most recent previous status.  
Record history about fees for the current reinstatement will be removed.

Comments \*

Fee was not collected

Cancel

**Confirm**

The status change will be reflected on the History tab as shown below.

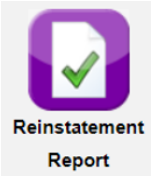
Overview History Crash History 0 OIVS Log

History (9)

Date	Activity	User	Status	Documents	Notes
06/14/2020	The record has been reset to its previous status.		Suspended		Fee was not collected.
06/12/2020	Record status changed from "Suspended - First Suspension" to "Reinstated - First Reinstatement"		Reinstated		

Reinstatement Report

The Reinstatement report is used to distribute reinstatement fees to the Comptroller’s office each month. System users with appropriate access should click the Reinstatement Report icon on the MVTRIP dashboard to view reinstatements processed by the licensing office.



All reinstatement fees collected each month, along with a copy of the Reinstatement report, must be remitted to the State Comptroller’s Office along with other motor vehicle fees that are due on or before the 20<sup>th</sup> day of the following month.

On the screen, locate the “MLI Reinstatement Report” icon (below left image) and select the icon. System user can run a report for a specific office location within a county by selecting “MLI Reinstatement Report-Office” icon (below right image), however, this report is not used for submitting monthly fees to the Comptroller’s Office.



The following screen will appear where the user will select the time period and county, then select the Download button to generate the reinstatement report.

## Download

Date Range: Custom ▼

Start Date: 02/01/2020

End Date: 02/29/2020

CountyName: Autauga ▼

Download

Cancel

The report will show as below:

Mandatory Liability Insurance Reinstatement Report - [REDACTED] Date Range - 1/1/2020 - 1/31/2020			
<b>RF Totals:</b> Count: 0 Fees Collected Sub-Total: \$0.00	<b>RM Totals:</b> Count: 18 Fees Collected Sub-Total: \$3,600.00	<b>Grand Totals:</b> Count: 18 Total MLI Reinstatement Fees Collected: \$3,600.00 Fees Retained by Licensing Official: \$540.00 Fees to be remitted to Comptroller's Office: \$3,060.00	
		DOR 85% (Fund 0387 019 0413): \$2,601.00 AL POAB 15% (Fund 0469 328 0413): \$459.00	

Updated Date	Registrant Name	R-Code	Driver License Number	VIN	Updated	Fee	Office Location	Tag
1/8/2020 8:33:26 AM	[REDACTED]	RM	6910160	[REDACTED]	MADISON	200	Autauga	[REDACTED]
1/27/2020 3:57:22 PM	[REDACTED]	RM	8930273	[REDACTED]	VictoriaM	200	Autauga	[REDACTED]
1/30/2020 4:36:07 PM	[REDACTED]	RM	7861930	[REDACTED]	VictoriaM	200	Autauga	[REDACTED]
1/21/2020 10:31:22 AM	[REDACTED]	RM	LOAF890923	[REDACTED]	MADISON	200	Autauga	[REDACTED]
1/30/2020 2:03:12 PM	[REDACTED]	RM	6664005	[REDACTED]	samanthab	200	Autauga	[REDACTED]
1/23/2020 2:45:33 PM	[REDACTED]	RM	7627665	[REDACTED]	london1	200	Autauga	[REDACTED]
1/10/2020 12:18:47	[REDACTED]	RM	3182624	[REDACTED]	AOWENS	200	Autauga	[REDACTED]

This report reflects the number of reinstatements processed and fees collected for the specified date range. The report should be used to reconcile the reinstatement fees collected. Please notify the MVD of any errors so that we can assist in correcting the report, if possible, before submitting fees to the comptroller.

Legislative Act 2019-446 established new guidelines for MLI Reinstatement Fees to be submitted to the Comptroller's office. Beginning December 1, 2019, the MLI Reinstatement fees must be reported on the monthly summary statement FRMS 5-A as follows:

**Mandatory Liability Insurance Reinstatement – First Offense**

<b>\$200</b>	- \$ 30.00	Retained by the County	(15 %)
	\$144.50	Department of Revenue 85%	(line 118)
	\$ 25.50	Alabama POA&B Fund 15%	(line 119)

**Mandatory Liability Insurance Reinstatement – Second or Subsequent Offense**

<b>\$400</b>	- \$ 60.00	Retained by the County	(15 %)
	\$ 289.00	Department of Revenue 85%	(line 118)
	\$ 51.00	Alabama POA&B Fund 15%	(line 119)

## MLI Status Codes

- **OP - open record (in process):** An MLI record was created because insurance could not be confirmed (i.e. unconfirmed). Evidence of insurance coverage must be provided for the insurance verification date or the registration will be suspended.
- **S1 - first suspension:** Insurance could not be confirmed; the registration was suspended. (32-7A-8).
- **S2 –subsequent suspension:** Insurance could not be confirmed, and the registration was suspended for the second or subsequent time. (32-7A-8).
- **R1 - reinstated (first suspension):** The \$200 reinstatement fee has been paid, current Alabama insurance proof provided, and the registration has been reinstated after the first suspension (S1). No further action is required. (32-7A-12)
- **R2 - reinstated (second or subsequent suspension):** The \$400 reinstatement fee has been paid, current Alabama insurance proof provided, and the registration has been reinstated after the second or subsequent suspension (S2). No further action is required (32-7A-12)
- **VR – void/revoke:** Registrant has provided an exempt reason (stored, inoperable, or otherwise unused (i.e. sold)) and the license plate has been surrendered to the local licensing official, the status has been updated to revoked within the MLI system and will also be updated to revoked within the registration system. The current registration will be revoked for the remainder of the registration period (32-7A-11). The registrant will be required to purchase a new license plate from their license plate issuing official prior to operating the vehicle again. If they do not intend to operate the vehicle, no further action is necessary.
- **CL- closed record:** Insurance information provided confirmed and the record is now closed. No further action necessary.



### Mandatory Liability Insurance Verification Notice

10/18/2019

```
0000001 01 AV 0.380 ==AUTO T1 1 3002 35016-581841 -C01-P00001-I
```



ARAR AI 35016-5818

**INSURANCE VERIFICATION DATE:** 09/22/2019  
**VEHICLE:** 2000 TOYT CAMRY LE  
**VIN:** [REDACTED]  
**LICENSE PLATE:** [REDACTED]  
**PIN:** AC2W746

Unfortunately, the department was unable to verify liability insurance coverage for the above referenced vehicle on the insurance verification date identified above. If the vehicle was covered on this date, please provide evidence of continuous liability insurance coverage for the vehicle within thirty (30) calendar days of the date of this notice. Evidence of insurance coverage may be provided by completing an online MLI questionnaire at: [www.besuretoinsureal.com](http://www.besuretoinsureal.com) or by providing the evidence of insurance coverage to your local licensing official.

- The license plate must be surrendered to the local licensing official within thirty (30) calendar days from the date of this notice;
- The vehicle was not involved in an accident during the lapse in coverage;
- The registrant or a driver of the vehicle was not issued a citation during the lapse in coverage while operating the vehicle; and
- The exemption was not previously claimed during the current registration period for the vehicle.

**Please note that failure to provide evidence of continuous liability insurance or failure to surrender the license plate to your local licensing official within thirty (30) calendar days from the date of this notice will result in the suspension of the registration of your vehicle. For assistance visit [www.besuretoinsureal.com](http://www.besuretoinsureal.com), your local licensing official, or call (334) 242-9000.**

## Appendix B: Sample Notice of Registration Suspension



State of Alabama  
Department of Revenue

[www.revenue.alabama.gov](http://www.revenue.alabama.gov)

P O Box 327650  
Montgomery, AL 36132

### Notice of Registration Suspension

October 22, 2019

John, Doe  
100 Flower Lane  
Montgomery, AL 36116

INSURANCE VERIFICATION DATE: 4/21/2019

VEHICLE: Toyota Camry

VIN: [REDACTED]

LICENSE PLATE: [REDACTED]

PIN: EF8W7S

Alabama's mandatory liability insurance law is designed to protect Alabama drivers by requiring insurance verification. Noncompliance may result in a registration suspension and reinstatement fee.

Unfortunately, the department was unable to verify liability insurance coverage for the above referenced vehicle on the insurance verification date identified above. **Therefore, registration has been suspended as required by Section 32-7A-8, Code of Ala 1975.** If the vehicle was covered on this date, evidence of continuous liability insurance coverage for the vehicle may be provided to your local licensing official in order to remove the registration suspension.

If you previously responded to the MLI Verification Notice, you may be receiving this notice because your vehicle's insurance policy could not be confirmed with your insurer on the above insurance verification date. If you had insurance on the insurance verification date, it is suggested that you contact your insurer for further assistance in providing evidence of insurance coverage.

If you qualify to claim an insurance exemption because the vehicle was stored, inoperable, or otherwise unused on the insurance verification date, please visit [www.besuretoinsureal.com](http://www.besuretoinsureal.com) or contact your local licensing official for further information.

If the vehicle was not insured with an Alabama-licensed insurance company on the above insurance verification date and the vehicle did not qualify to claim the stored, inoperable, or otherwise unused exemption provided under Section 32-7A-11, Code of Ala 1975, a reinstatement fee and proof of current insurance on the above vehicle must be provided to your local licensing official in order to remove the registration suspension.

If further assistance is needed, please visit [www.besuretoinsureal.com](http://www.besuretoinsureal.com), contact your local licensing official, or call the Motor Vehicle Division at (334) 242-9000.

If you are dissatisfied by the action of the Department of Revenue, Section 40-2A-8(a), Code of Alabama 1975, provides in part, "Any taxpayer aggrieved by any act or proposed act or refusal to act concerning the denial or revocation of a license, permit, or certificate of title by the department shall be entitled to file a notice of appeal from such act or proposed act or refusal to act with the Alabama Tax Tribunal. Such notice of appeal must be filed within 30 days of the date notice of such act or refusal to act is mailed to the taxpayer." A notice of appeal form is available from Tax Tribunal website at: [www.taxtribunal.alabama.gov](http://www.taxtribunal.alabama.gov) and should be directed to the address on the form.

## Appendix C: Sample Notice of Registration Revocation



State of Alabama  
Department of Revenue  
([www.revenue.alabama.gov](http://www.revenue.alabama.gov))  
P O Box 327650  
Montgomery, AL 36132

### Notice of Registration Revocation

October 22, 2019

Doe, John  
100 Flower Lane  
Montgomery, AL 36116

**INSURANCE VERIFICATION DATE:** 4/22/2019  
**VEHICLE:** Toyota Camry  
**VIN:** [REDACTED]  
**LICENSE PLATE:** [REDACTED]  
**PIN:** ER9D6Y

The department received your response that the above referenced vehicle was stored, inoperable, or otherwise unused on the insurance verification date, and has determined that all of the following conditions have been met in order to claim the exemption:

- The license plate was surrendered to the local licensing official;
- The vehicle was not involved in an accident during the lapse in coverage;
- The registrant or a driver of the vehicle was not issued a citation during the lapse in coverage while operating the vehicle; and
- The exemption was not previously claimed during the current registration period for the vehicle.

As a result, the vehicle registration is hereby revoked, as of the date of this notice, in accordance with Section 32-7A-11, Code of Ala 1975, for the remainder of the registration period. In the event that the vehicle for which the registration is revoked is no longer stored, inoperable or otherwise unused, a new registration and license plate must be obtained before operating the vehicle. By claiming this exemption, reinstatement of the vehicle's registration following any further lapse in coverage during the current registration period will require the payment of reinstatement fees.

If further assistance is needed, please visit [www.besuretoinsureal.com](http://www.besuretoinsureal.com), contact your local licensing official, or call the Motor Vehicle Division at (334) 242-9000.

If you are dissatisfied by the action of the Department of Revenue, Section 40-2A-8(a), Code of Alabama 1975, provides in part, "Any taxpayer aggrieved by any act or proposed act or refusal to act concerning the denial or revocation of a license, permit, or certificate of title by the department shall be entitled to file a notice of appeal from such act or proposed act or refusal to act with the Alabama Tax Tribunal. Such notice of appeal must be filed within 30 days of the date notice of such act or refusal to act is mailed to the taxpayer." A notice of appeal form is available from Tax Tribunal website at: [www.taxtribunal.alabama.gov](http://www.taxtribunal.alabama.gov) and should be directed to the address on the form.

## Appendix D: Sample Notice of Registration Reinstatement



State of Alabama  
Department of Revenue  
([www.revenue.alabama.gov](http://www.revenue.alabama.gov))  
P O Box 327630  
Montgomery, AL 36132

### Notice of Registration Reinstatement

December 3, 2019

Doe, John

Montgomery, AL 36117

VEHICLE: Toyota Camry

VIN: [REDACTED]

LICENSE PLATE: [REDACTED]

ISSUED BY [REDACTED]

COUNTY: Montgomery

The motor vehicle registration for the vehicle described above has been reinstated by the local license plate issuing official.

This document serves as evidence of the registration reinstatement in accordance with Section 32-7A-17 Code of Ala 1975, of the Mandatory Liability Insurance (MLI) law. This registration reinstatement is valid for 30 days from the date of this correspondence. The registrant or driver of the above referenced vehicle may present this document as evidence of compliance with the MLI law upon demand to law enforcement.

Any driver convicted of operating an Alabama-registered vehicle without liability insurance coverage as required by Alabama law, or with suspended or revoked vehicle registration, will be subject to fines and possible impoundment of the vehicle as outlined in Section 32-7A-16, Code of Ala 1975.

If further assistance is needed, please contact your local licensing official, or call the Motor Vehicle Division at (334) 242-9000.

## Appendix E: Request for Registration Revocation



### ALABAMA DEPARTMENT OF REVENUE MOTOR VEHICLE DIVISION

P.O. Box 327630 • Montgomery, AL 36132-7630 • (334) 242-9000

MV 32-7A-5  
01/20

### Request for Registration Revocation

This affidavit should be completed by any authorized person requesting the revocation of the registration for the below identified motor vehicle no longer being covered by a liability insurance policy. In accordance with Section 32-7A-5, Code of Ala. 1975, the revocation will be subject to the surrendering of the license plate and registration to the registrant's local licensing official.

**Note:** In accordance with Section 32-7A-11, Code of Ala. 1975, this exemption may only be claimed once during a registration period.

REGISTRANT 1 NAME:

ADDRESS 1 (CITY, STATE, ZIP):

REGISTRANT 2 NAME (if applicable):

ADDRESS 2 (CITY, STATE, ZIP):

VEHICLE IDENTIFICATION NUMBER (VIN):

VEHICLE INFORMATION (YEAR, MAKE, MODEL):

LICENSE PLATE NUMBER:

INSURANCE VERIFICATION DATE (IF APPLICABLE):

Please select the appropriate option:

☐

License plate is being surrendered to the licensing official

☐

License plate is not available for surrender for one of the following reasons:

☐

Vehicle sold (bill of sale required)

☐

Vehicle stolen (police report required)

☐

Vehicle registered out of state (registration receipt required)

☐

Vehicle repossessed

☐

License plate lost/stolen

☐

Vehicle totaled

☐

Vehicle junked (junk cancellation required)

☐

Vehicle impounded

The licensing official may require additional documentation to complete the revocation process.

I hereby certify under penalties of perjury that all information provided in the affidavit above is true and correct. I further understand that providing false or incorrect information could result in a Class C misdemeanor conviction in accordance with Section 32-7A-21, Code of ALA. 1975.

Printed Name:

Signature:

Date:

Licensing official must ensure the registration record has been revoked. This form should be retained by the licensing official along with the surrendered license plate and required supporting documents for audit purposes.

## Appendix F: Motor Vehicle Affidavit



**ALABAMA DEPARTMENT OF REVENUE**  
**MOTOR VEHICLE DIVISION**

MV 32-7A-11  
7/20

P.O. Box 327630 • Montgomery, AL 36132-7630 • (334) 242-9000

## Mandatory Liability Insurance Affidavit

This affidavit should be completed by any registrant requesting an extension to claiming the vehicle was stored, inoperable, or otherwise unused for good cause in accordance with Section 32-7A-11, Code of Ala. 1975 and rules promulgated there under. In order to qualify for the extension of time, the applicant must submit this form to the local licensing official within thirty (30) calendar days from the date the good cause event ceased.

**NOTE: All of the following conditions must be met:**

- The license plate must be surrendered to the local licensing official;
- The vehicle was not involved in an accident during the lapse in coverage;
- The registrant or a driver of the vehicle was not issued a citation during the lapse in coverage while operating the vehicle on a public road or highway; and
- The exemption was not previously claimed during the current registration period for the vehicle.

REGISTRANT 1 NAME:

ADDRESS 1 (CITY, STATE, ZIP):

REGISTRANT 2 NAME:

ADDRESS 2 (CITY, STATE, ZIP):

EVENT CEASE DATE:

VEHICLE IDENTIFICATION NUMBER (VIN):

VEHICLE INFORMATION (YEAR, MAKE, MODEL):

LICENSE PLATE NUMBER:

INSURANCE VERIFICATION DATE:

**Please check all that apply and provide documentation to the satisfaction of the licensing official.**

- ☐ Vehicle was impounded.
- ☐ Registrant, by evidence of military orders, was stationed or deployed outside Alabama.
- ☐ Registrant was incarcerated.
- ☐ Registrant was hospitalized or otherwise medically incapacitated.
- ☐ The licensing office was closed during some of the time period that the registrant was authorized to surrender the license plate.

I/we hereby certify under penalties of perjury to be the lawful and true owner(s) of the vehicle described above and that this vehicle has not been operated during the lapse in liability insurance coverage.

SIGNATURE 1: \_\_\_\_\_  
 (SIGNATURE)

DATE: \_\_\_\_\_

SIGNATURE 2: \_\_\_\_\_  
 (SIGNATURE)

DATE: \_\_\_\_\_

## Appendix G: MLI Appeal Rights



ALABAMA DEPARTMENT OF REVENUE/ MOTOR VEHICLE DIVISION

### Mandatory Liability Insurance Verification/Notice of Suspension Instructions and Appeal Rights

**(Reinstatement Instructions for a NO response) If the vehicle was operated without insurance on the insurance verification date, you must do all of the following:**

1. **Purchase liability insurance for your vehicle.** Liability insurance should be purchased from an insurance company qualified to do business in Alabama.
2. **Provide evidence of current Alabama insurance.** Evidence of insurance information submitted must include the insurance company's name, address, NAIC number, telephone number, insurance policy number, effective date and expiration date of the insurance policy. Examples of evidence of insurance include an insurance card, policy declarations page, liability insurance binder, or certificate of insurance.
3. **Pay the reinstatement fee.** The reinstatement fee for the 1st violation is \$200. The reinstatement fee for a 2nd or subsequent violation is \$400. Evidence of insurance may be provided and the reinstatement fee can be paid at the registrant's local licensing official's office.

**(Instructions for a "NO (Exempt)" response, vehicle Stored, Inoperable, or Otherwise unused.) If the vehicle was stored, inoperable, or otherwise unused on the insurance verification date, please visit your local licensing official to surrender the tag.**

**Note: In order to claim "No (Exempt)" status, all of the following conditions must be met:**

1. The license plate must be surrendered to the local licensing official within thirty calendar days from the date the MLI verification notice was sent to the registrant.
2. The exemption has not been claimed previously during the current registration period for the vehicle.
3. The vehicle was not involved in an accident during the lapse in coverage.
4. The registrant or driver of the vehicle was not issued a citation during the lapse in coverage.

**(Instructions for a "NO (Exempt)" response, vehicle Sold) If the vehicle was sold on the insurance verification date, the license plate will need to be surrendered to the registrant's local licensing official to revoke the registration related to that vehicle. A new license plate/ registration must be obtained for any subsequently acquired vehicle. This will not affect the current registration related to a license plate properly transferred already.**

If you are dissatisfied by the action of the Department of Revenue, Section 40-2A-8(a), Code of Alabama 1975, provides in part, "Any taxpayer aggrieved by any act or proposed act or refusal to act concerning the denial or revocation of a license, permit, or certificate of title by the department shall be entitled to file a notice of appeal from such act or proposed act or refusal to act with the Alabama Tax Tribunal. Such notice of appeal must be filed within 30 days of the date notice of such act or refusal to act is mailed to the taxpayer." A notice of appeal form is available from Tax Tribunal website at: [www.taxtribunal.alabama.gov](http://www.taxtribunal.alabama.gov) and should be directed to the address on the form.

#### WARNING

The vehicle may not be operated while the registration is suspended. The maximum fine is \$500 for the 1st violation and \$1000 for each subsequent violation and/or suspension of the person's driver's license.