

Renewal checklist

When you renew . . .

Tips For Renewing

- When renewing by Internet or telephone, have your valid Visa, MasterCard or Discover card ready along with the PIN from the lower left corner of your renewal notice for each registration. Your new tab and registration will be mailed within 14 days. **If a PIN was not assigned, you must renew by mail or at a Secretary of State office and provide your proof of insurance.**
- Check to make sure the address is correct on each renewal notice. **If the address is not correct, you must renew by mail or at a Secretary of State office.** On your renewal notice, draw a line through the incorrect information and clearly print your new address, including your county. When renewing by mail, your new tab and registration will be mailed within 14 days.
- Check to make sure the owner name and vehicle information is correct on each renewal notice. **If the information is not correct, you must renew at a Secretary of State office.**
- Renew before your current registration expires to avoid a \$10 late fee.

Personal Identification Numbers (PINs)

A PIN is assigned to a vehicle and printed on the renewal notice when the Department of State receives electronic verification of your insurance from your insurance company.

The PIN can only be used for this renewal year. Do not use a PIN from another vehicle registration renewal notice or from a previous year.

Common reasons for not receiving a PIN include:

- The insurance company does not participate in the electronic insurance verification program.
- The vehicle type is not eligible to be renewed by Internet or telephone at this time.
- The vehicle identification number is not accurate on your insurance policy.
- The insurance policy is too new.

Renewal Payment Options

By Internet or Telephone

- Visa, MasterCard or Discover.

By Mail

- Visa, MasterCard or Discover, checks or money orders.

At Secretary of State Offices

- All Secretary of State offices take cash, checks or money orders.
- PLUS offices and SUPER!Centers take Discover and MasterCard. A nominal service fee will be charged at the counter.
- Self-Service Stations take Visa, MasterCard and Discover. Visit the Branch Office Locator at www.Michigan.gov/sos for a list of Self-Service Station locations.

Finding Office Locations

- On www.Michigan.gov/sos — click on “Branch Office Locator.”
- By calling (888) SOS-MICH (767-6424).

Office Hours

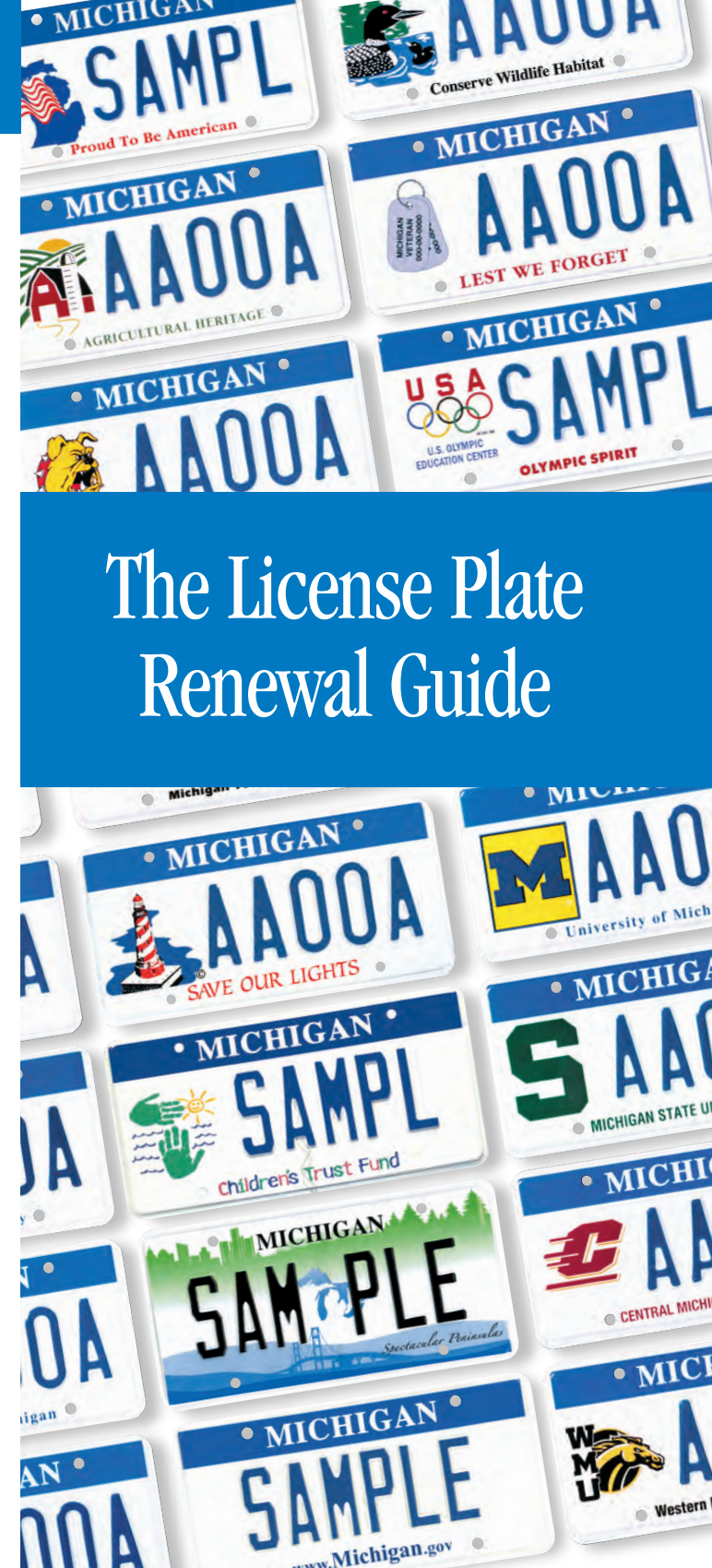
- 9 a.m. to 5 p.m. Monday, Tuesday, Thursday and Friday.
- 11 a.m. to 7 p.m. Wednesdays, except in city buildings, which are open 9 a.m. to 5 p.m.
- PLUS offices and SUPER!Centers provide expanded Wednesday hours from 9 a.m. to 7 p.m.
- SUPER!Centers also offer Saturday hours from 9 a.m. to noon.
- Smaller offices may close for a lunch hour. All offices are closed on state holidays.



www.Michigan.gov/sos

SOS-384 (12/08)

(1 million; \$13,492.70)



The License Plate Renewal Guide

5 easy ways to renew!

Internet

Skip the Trip! Save Time, Renew Online!

If all information on your renewal notice is correct and it contains a personal identification number (PIN), you can renew online. Access the Department of State Web site at www.Michigan.gov/sos and click on "Renew Your License Plate" under Online Services. Payment is by Visa, MasterCard or Discover. New plates must be ordered by mail or at a Secretary of State office – they cannot be ordered online.

Telephone

If all information on your renewal notice is correct and it contains a PIN, you can renew by telephone. Call (517) 334-9444* and follow the instructions. Multiple renewals can be completed with one call. Payment is by Visa, MasterCard or Discover. New plates must be ordered by mail or at a Secretary of State office – they cannot be ordered by telephone.

* Individuals with a hearing impairment who use a Telecommunication Device for the Deaf (TDD or TTY) should call (517) 334-9477.

Mail

Mail your renewal notice, proof of insurance (if no PIN was assigned) and payment using the enclosed addressed envelope or send payment to the Michigan Department of State, 7064 Crouner Dr., Lansing MI 48980-0001. Payment can be made by check or money order to the State of Michigan. Credit card payments using Visa, MasterCard or Discover can be made using the renewal worksheet.

Mail the entire renewal notice. If your address is incorrect, draw a line through the incorrect information and clearly print your new address, including your county. You will receive a new registration with your license plate tab.

Self-Service Stations

If all information on your renewal notice is correct and it contains a PIN, you can renew at a Self-Service Station. Payment is by Visa, MasterCard or Discover. Your tab and vehicle registration are issued immediately. New plates must be ordered by mail or at a Secretary of State office. Self-Service Stations are at all SUPER!Centers and PLUS offices.

In Person

You can renew at any Secretary of State office. All offices accept cash, checks and money orders. PLUS offices and SUPER!Centers accept Discover and MasterCard.

Late Fee

Renew before your current registration expires to avoid a \$10 late fee. If your registration expires, you must renew by mail, at a Secretary of State office or at a Self-Service Station.

Ordering a New Plate

If you would like to order a new plate for your vehicle, the Department of State offers a variety of attractive options. Standard, Spectacular Peninsulas and all fundraising plates must be ordered at a Secretary of State office or by mail.

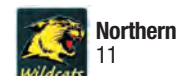
When ordering a new plate by mail, use the Renewal Worksheet included with this mailing. (The two-character plate code is found next to each plate image.)

Other options, such as veteran or military service plates, personalized plates and disability plates, can only be ordered at a Secretary of State office.

The "License Plate Store"

(Note: License plate graphics may have changed since this brochure was printed. For current views of all plates, visit the Department of State Web site at www.Michigan.gov/sos and click on "Owning a Vehicle" and "License Plate Store.")

University Plates



Special Cause Plates



Spectacular Peninsulas Plate

To order the Spectacular Peninsulas plate by mail, enter your renewal fee, the plate code and the \$5 plate fee in the worksheet provided. The Spectacular Peninsulas plate showcases cityscapes, majestic forests and fields, the mighty Mackinac Bridge, our two spectacular peninsulas and the Great Lakes.



Spectacular Peninsulas - SP

Standard Plate

To order the Standard Plate by mail, write "Standard Plate" on the Renewal Worksheet and enter your renewal fee and the \$5 plate fee. There is no plate code. With its white reflective background, blue bar and blue lettering, the Standard Plate is clean in design, rust-resistant, tamperproof and easily identifiable.



University and Special Cause Fundraising Plates

To order a University or Special Cause Fundraising plate, enter your renewal fee, the plate code and the plate fee in the worksheet provided. Motorcycles and vehicles used commercially are not eligible for a fundraising plate. New license plates will be mailed within 14 days.

- Original Plate Fee: \$35 in addition to the annual registration fee (\$25 goes to the university or special cause).
- Renewal Fee: \$10 in addition to the annual registration fee (\$10 goes to the university or special cause). The \$10 fee will be included in the registration fee on your renewal notice.

Proud To Be American Plate:

Show your patriotism for state and country. When you purchase this fundraising plate, your support helps the American Red Cross and Salvation Army's disaster relief and preparedness activities in the United States.



Patriotic - 34

Olympic Education Center Plate:

When you purchase an Olympic fundraising plate, you help support the U.S. Olympic Education Center at Northern Michigan University.



Olympic - 33