

## Tips For Renewing

- A nine-digit Personal Identification Number (PIN) or the phrase “insurance verified electronically” on your renewal notice may make you eligible to use our online or Self-Service Station renewal options. Online, mail and Self-Service Station renewals accept Discover, MasterCard or Visa. When renewing online, your tab and registration will be mailed within 14 business days. **If you renew at a Secretary of State office or by mail, please provide your proof of insurance.**
- To renew your registration, you must have valid Michigan no-fault insurance.** If your renewal notice reads “Proof of Insurance Required,” you must provide an insurance certificate issued within the last 30 days to prove that your vehicle has valid Michigan no-fault insurance.
- Your insurance coverage will be verified** before we issue or renew your plate. People who supply false insurance information to the Secretary of State’s Office, or use altered or fraudulent insurance certificates when registering a vehicle, will have their plates cancelled, forfeit their registration fees and may be charged with a crime. Penalties range from a **MISDEMEANOR** offense that carries up to a **YEAR IN JAIL** and a **FINE OF \$1,000** to a **FELONY OFFENSE** for knowingly possessing or selling a stolen or fraudulent insurance certificate.
- If the address on your renewal notice is not correct and you are renewing:**
  1. Online – Submit a change of address with your renewal.
  2. By Mail – Draw a line through the incorrect information on the renewal notice and clearly print your new address, including your county.
  3. At a Branch Office – Inform the clerk of your new address.
- 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.

## 10-Year Plate Replacement Law

Michigan law requires certain plates that are 10 years old or older be replaced upon renewal. Check your renewal notice for a statement informing you that your plate must be replaced. The \$5.00 fee is already included in your registration fees. Please indicate on the Renewal Worksheet if you would like a Standard Plate (PM), Spectacular Peninsulas Plate (SP) or a Mackinac Bridge (MAC) plate. Your new license plate will be mailed within 21 - 30 days.

If you wish to purchase a University and Special Cause Fundraising Plate please refer to the University and Special Cause Fundraising Plate section in this brochure.

## Finding the SOS Website

State of Michigan websites have one of the following domains, “**michigan.gov**” or “**state.mi.us**.” Make sure you are on the official Michigan Secretary of State website. Other online renewal services may look official, but they charge service fees for providing a link to our website.

## Finding Office Locations

- On **ExpressSOS.com** – Select the Branch Office Locator.
- By calling **888-SOS-MICH** (767-6424).

## Office Hours

- All office hours can be found using the Branch Office Locator.
- 9 a.m. to 5 p.m., Monday, Tuesday, Thursday and Friday.
- 11 a.m. to 7 p.m. Wednesdays, except in city buildings that are open from 9 a.m. to 5 p.m.
- PLUS offices and SUPER!Centers offer expanded Wednesday hours from 9 a.m. to 7 p.m.
- SUPER!Centers are open on Saturdays from 9 a.m. to noon.
- Smaller offices may close for a lunch hour on certain days. **All offices are closed on state holidays.**

## Michigan Organ Donor Registry

You can make a profound impact on the well-being of others by joining the Michigan Organ Donor Registry. About 3,000 Michigan residents are waiting for an organ transplant to save their lives. Thousands more are waiting for the gifts of sight and mobility that come through cornea and tissue donation.

To join the donor registry:

- Enroll online at **Michigan.gov/sos** by clicking “Organ Donation.” You may also sign up when renewing or replacing your license or ID card online at **ExpressSOS.com**.
- Check the organ donor box on your renewal form when renewing your state ID card by mail.
- Visit any Secretary of State office and tell the clerk you want to be an organ donor.

After joining the donor registry, you will receive either a heart sticker for your driver’s license or ID card, or a new card with the heart emblem printed on it. One donor can save the lives of up to eight people through organ donation and enhance the lives of up to 50 people through tissue donation. If you do not have a heart emblem on your license or ID card, sign up today.

*To learn more about organ, tissue and eye donation, call Gift of Life Michigan at 866-500-5801 or Eversight Michigan at 800-247-7250.*

# The License Plate Renewal Guide



# 4 easy ways to renew!

## Your online, no-wait Secretary of State ExpressSOS.com

Go to **ExpressSOS.com** and select "Renew Vehicle Plate/Tab." Choose either "Online Renewal PLUS" or "Express Renewal." (Note: Make sure you are on the official Secretary of State website. Look for "michigan.gov"- or "state.mi.us" in the Web address.)

**Online Renewal PLUS** – Lets you complete other transactions, such as a change of address, when you renew. **With Print 'n Go, you can also print out a copy of your registration to carry with you until your tab arrives.**

**Express Renewal** – All you need is the license plate number. For privacy reasons, **registrations cannot be printed using this option.**

**Alternative Registration Renewal** – If you can't renew your tabs through ExpressSOS.com, try our alternate Online Renewal System. Go to our 'Online Services' Web page and select the 'Online Renewal System' link under 'Online Services – Please note.' You will need the PIN from the lower left side of your license plate renewal registration.

Pay online with a Discover, MasterCard or Visa debit or credit card. A nominal processing fee will be charged. New plates must be ordered by mail or at a Secretary of State office.

## Mail

Mail your renewal notice, proof of insurance and payment in the enclosed addressed envelope, or send your renewal to the Michigan Department of State, 7064 Crouner Dr., Lansing, MI 48980-0001.

Payment can be made by check or money order payable to the **State of Michigan**. Use the renewal worksheet if paying by Discover, MasterCard or Visa. Mail the entire renewal notice. If your address is incorrect, draw a line through the incorrect information and clearly print your new address, including the county. You will receive a new registration with your license plate tab.

## Self-Service Stations

If all the information on your renewal notice is correct and it contains a PIN or the phrase "insurance verified electronically," you can renew at a Self-Service Station.

Pay with a Discover, MasterCard or Visa debit or credit card. A nominal processing fee will be charged. Your tab and vehicle registration will be issued immediately. New plates must be ordered by mail or at a Secretary of State office.

More than 70 Self-Service Stations are located in branch offices as well as in a few city centers and retail outlets. For locations, visit the Branch Office Locator at **ExpressSOS.com**.

## In Person

You can renew at any Secretary of State office. You will need to provide your proof of insurance when renewing at a branch office.

All offices accept cash, checks, money orders, and Discover, MasterCard and Visa debit or credit cards. A nominal processing fee will be charged for debit or credit card use.

## Ordering a New Plate

If you would like to order a new license plate, the Department of State has a variety of attractive options. Standard, Spectacular Peninsulas, Mackinac Bridge and all fundraising plates must be ordered by mail or at a Secretary of State office. **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. Your new license plate will be mailed within 21-30 days.)

*Other options, such as veterans 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 Secretary of State website at [michigan.gov/sos](http://michigan.gov/sos) and click on "Owning a Vehicle" and "License Plate Store.")*

### University Plates

 Central 04	 Eastern 05	 Ferris 06
 Grand Valley 07	 Lake Superior 08	 Michigan State 09
 Michigan Tech 10	 Northern 11	 Oakland 12
 Saginaw Valley 13	 U-M 14	 UM-Dearborn 15
 UM-Flint 16	 Wayne 17	 Western 18

### Special Cause Plates

 Water Quality 27	 Agricultural Heritage 28	 Veterans Memorial 29
 Wildlife Habitat 30	 Lighthouses 31	 Prevent Child Abuse 32
 Patriotic 34	 Boy Scouts 36	 Ducks Unlimited 38
 Breast Cancer Awareness 39	 Michigan Veteran 40	 BE THE MATCH 41

## Graphic Plates

To order the Spectacular Peninsulas or Mackinac Bridge plate by mail, enter your renewal fee, the plate code ("SP" for Spectacular Peninsulas and "MAC" for Mackinac Bridge) and the \$5 plate fee in the worksheet provided. These graphic plates showcase a combination of cityscapes, majestic forests and fields, our two spectacular peninsulas, the mighty Mackinac Bridge, and the Great Lakes.



Spectacular Peninsulas - SP



Mackinac Bridge - MAC

## Standard Plate

To order the standard plate by mail, write "PM" on the Renewal Worksheet and enter your renewal fee and the \$5 plate fee.



Pure Michigan - PM

## 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 received within 21-30 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 is included in your registration fee on the renewal notice.

## Olympic Education Center Plate

When you purchase an Olympic fundraising plate, you help support the U.S. Olympic Education Center at Northern Michigan University. See fundraising plate fee and ordering information above.



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## Donate Life Plate

Show your support for the greatest gift of all: The gift of life. Purchase a Donate Life plate and help promote the critical need for organ, eye and tissue donors. See fundraising plate fee and ordering information above.



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