# INSTRUCTIONS FOR LICENSING OUT-OF-STATE VEHICLES IN ALABAMA

You will need the following:

1. Vehicle – Verification of Serial Number and Mileage only
2. Title – Unless there is a lienholder (instructions in No 5 below), current tag receipt or registration
3. The person or persons listed on the registration will need to come in to process the Title Application. If the registration states **"and"** or has a space between the names, both persons will need to be present. If the registration states **"or"** or **"and/or"** only one person must be present.
4, Should one party be unable to come into our office for the title procedures, you will need a Power of Attorney form completed by the licensee. The appointed person must come in to apply for the Title and the License Plates. The Power of Attorney form must be notarized. The Power of Attorney form may be obtained from our offices.
5, The following information will be required if you have a lien on your vehicle and do not have the title:

   A copy of Title from previous state (fax copy to 256-532-3500)
   Name of Lienholder, Bank or Finance Co _____
   Complete Mailing Address of Lienholder_____
   _____
   Account Number on Payment Book _____ Lien
   Date (The date you took out the loan) _____
   Purchase Date _____

6. The following states send the valid original title to the owner and not to the lienholder. Applicants from these states must surrender their titles: AZ KS KY ME MD MN NJ NY OK WI. Sometimes these states may give the original title to either the lienholder or owner: MI MT SD WY. Any owner holding the original title while there is a lien must surrender it at the time of application for an Alabama title.
7. If your vehicle is leased, please complete the Letter to Leasing Company.
8. If your vehicle is titled in a former name, bring a COPY of your marriage certificate or divorce decree to change your name. Without this information, your title will remain the original titled name.
9. Please contact this office at 256-532-3310 for information on overseas registration procedures.
10. Please park your vehicle in the designated inspection areas at the courthouse or any of the five satellite offices.
11. If you have any questions concerning any of this information, please contact the Madison County License Department at 256-532-3310.
12. The following information regarding your vehicle is needed to complete your Alabama Registration:

    Make _____ Model _____
    Year _____ Color _____
    Body Type _____ Cylinders _____
    Mileage _____

Your Current Address: _____
_____