Texas Department *of* Motor Vehicles

Wednesday, July 9, 2025

This memo is to provide guidance on the proper process for obtaining exempt license plates for vehicles sold to qualifying exempt entities, such as governmental agencies or other organizations eligible for exempt registration under Texas law.

Step-by-Step Process:

- **Confirm Exempt Status -** Prior to initiating the title transaction, confirm that the buyer is eligible for exempt status. This includes:
  - Governmental agencies (state, federal, city, county)
  - Public schools
  - Certain nonprofit organizations, as defined by statute

- **Title and Registration Application Submission -** Submit the title paperwork through the County Tax Assessor outside of webDEALER, ensuring that:
  - The buyer's name matches the exempt entity's official name.
  - All applicable documents verifying exempt status, to include the appropriate application for exempt plates.

- **County Tax Office Coordination -** Exempt plates are not issued directly to dealers by the department. Once the exempt plate request is submitted:
  - The county tax assessor-collector will review the application and issue the exempt plates.

- **Delivery to the Exempt Entity -** Dealers must ensure the exempt plates are either:
  - Delivered directly to the exempt entity upon issuance, or
  - Coordinated for pickup with the county office, depending on local procedures

Important Reminders:

- **Exempt plates must only be used on vehicles owned and operated by the exempt entity.**
- Dealers should not retain or install exempt plates on other vehicles.
- Proper documentation is essential to avoid delays in plate issuance.

If you have any questions about a buyer's eligibility for exempt plates or the process outlined above, please contact your local County Tax Assessor-Collector's office or the TxDMV Regional Service Center.

Thank you for your continued partnership in ensuring proper vehicle registration and compliance with Texas laws.

Annette Quintero, Division Director
Vehicle Titles and Registration Division
Texas Department of Motor Vehicles