

# Plate Inventory Form

Plate Information		
Plate Number:	Plate Status	Reason Not Returned:
_____	Returned    Not Returned	_____
_____	Returned    Not Returned	_____
_____	Returned    Not Returned	_____
_____	Returned    Not Returned	_____
_____	Returned    Not Returned	_____
_____	Returned    Not Returned	_____
_____	Returned    Not Returned	_____
_____	Returned    Not Returned	_____
_____	Returned    Not Returned	_____
_____	Returned    Not Returned	_____

Licensee Business Information - <i>Please Print</i>	
Business Name:	_____
Physical Address:	_____ _____
Contact Name:	_____ License Number: _____
Contact Phone:	_____ Email: _____

Signatures			
The information on this form is true and correct.		Plate return information verified:	
_____	_____	_____	_____
Business Representative	Date	TxDMV Representative	Date

# Plate Inventory Form

## Form Instructions

- In the **Plate Information** section list each plate number individually and check the box “Returned” if you are returning the plate. If a plate is not being returned, check the “Not Returned” box and include the reason.
- In the **Licensee Business Information** section print the licensee’s legal business name, physical address including the city, state and zip code, contact name, phone number, email address, and license number.
- In the **Signature** section, attest that the information is true and correct by signing and dating on the left side of the page.
- If you have more than 10 plates, attach additional copies of the form as needed.
- If you would like a copy of your completed form, please ask the Regional Service Center staff member helping you or include a written request if mailing the items to the Texas Department of Motor Vehicles Headquarters.
- Once your plates are processed at headquarters, a receipt will be sent to the email you provided.
- Please contact 512.465.3000 or email us at [MVD\\_Licensing\\_Inquiries@txdmv.gov](mailto:MVD_Licensing_Inquiries@txdmv.gov) if you have any questions.

## Important Plate Information

- For a list of current plates, go to eLICENSING and on the home screen select “My Licenses and Plates”, then navigate to your license, and select “View Plates”.
- Active plates that are lost, damaged, stolen, or no longer needed must be canceled immediately. In eLICENSING, go to “Plates and Stickers”, select Apply, and follow the prompts.
- Report stolen plates to your local law enforcement agency immediately in addition to canceling the plates in eLICENSING.
- Return plates that are damaged or no longer needed to your Regional Service Center or to the Texas Department of Motor Vehicles Headquarters.
- If you close your license, return all plates within 10 days to your local Regional Service Center or the Texas Department of Motor Vehicles Headquarters. Include this completed form with your plate items.

## Plates may be mailed or dropped off at any of these locations

<b>ABILENE</b> - 4210 N. Clack St., Abilene, TX 79601 Phone (325) 674-1000	<b>HOUSTON</b> - 2110 East Governors Cir., Houston, TX 77092 Phone (713) 316-6100
<b>AMARILLO</b> - 5715 Canyon Dr., Building H, Amarillo, TX 79110 Phone (806) 467-3600	<b>LONGVIEW</b> - 4549 W. Loop 281, Longview, TX 75604 Phone (903) 237-2800
<b>AUSTIN</b> - 1001 E. Parmer Ln., Ste. A, Austin, TX 78753 Phone (512) 719-6900	<b>LUBBOCK</b> - 135 Slaton Rd., Lubbock, TX 79404 Phone (806) 748-2900
<b>AUSTIN Headquarters</b> - 4000 Jackson Avenue, Austin, TX 78731 Phone (512) 465-3000	<b>MIDLAND/ODESSA</b> - 3901 East Highway 80, Odessa, TX 79761 Phone (432) 276-4400
<b>BEAUMONT</b> - 8550 Eastex Freeway, Beaumont, TX 77708 Phone (409) 895-3200	<b>PHARR</b> - 600 West Expressway 83, Pharr, TX 78577 Phone (956) 784-6700
<b>CORPUS CHRISTI</b> – 602 N. Staples St., Ste. 130, Corpus Christi, TX 78401 Phone (361) 808-3900	<b>SAN ANTONIO</b> - 15150 Nacogdoches Rd., Ste. 100, San Antonio, TX 78247 Phone (210) 731-2130
<b>DALLAS</b> – 1925 E. Beltline Rd., Ste. 100, Carrollton, TX 75006 Phone (972) 478-5200	<b>WACO</b> - 2203 Austin Ave., Waco, TX 76701 Phone (254) 296-2700
<b>EL PASO</b> – 1227 Lee Trevino, Ste. 100, El Paso, TX 79907 Phone (915) 594-6000	<b>WICHITA FALLS</b> -1601-A Southwest Pkwy., Wichita Falls, TX 76302 Phone (940) 235-4800
<b>FORT WORTH</b> – 2425 Gravel Dr., Fort Worth, TX 76118 Phone (817) 285-1500	