



# Pine Tree Plate

# New and Truck

Working together to bring the Pine Tree Plate to the Pine Tree State.

# Meet the Presenters



**Wendy Gilpatric**

Municipal  
Coordinator



**Katina Cassidy**

Municipal  
Coordinator



# Agenda

**01**

**The Issuance**  
For the Pine Tree State.

**02**

**Plate Number Reservations**  
Preparing Mainers.

**03**

**Inventory**  
Making sure we have the space we need.

**04**

**Distribution**  
How we'll get plates where they need to be.

**05**

**Scenarios**  
Being ready for when rubber hits the road.

**06**

**Next Steps**  
What to expect comes next.

**07**

**Resources**  
Where to go if you have questions.

**08**

**Appendices**  
Additional content to provide information.



# Introduction

Today we are presenting information about the new plate issuance process to you. This includes an overview of the issuance, distribution, scenarios and resources among much more.



# Municipal Website

You'll find it at

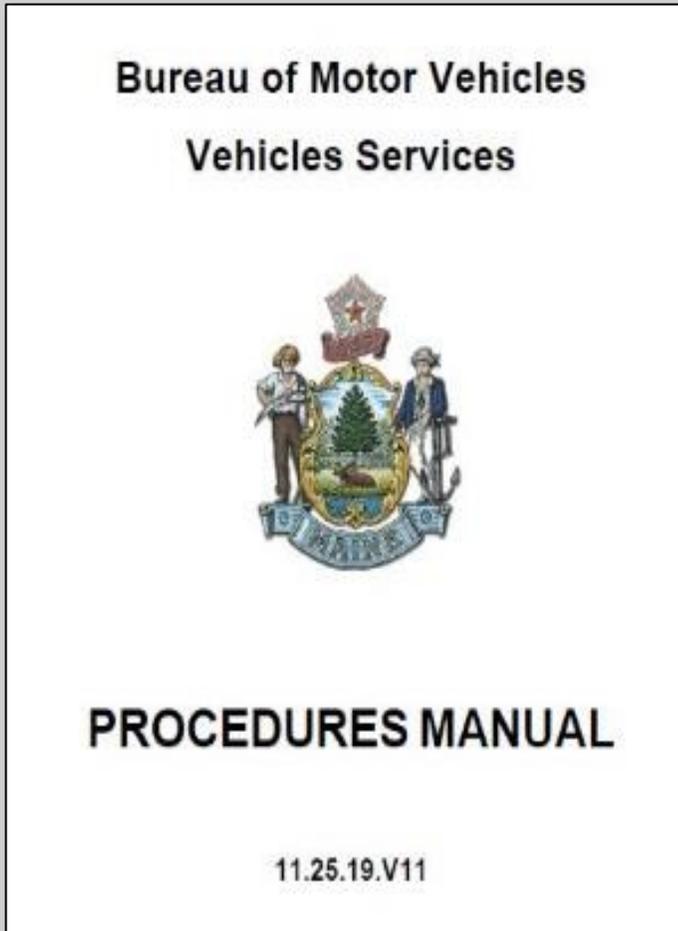
[maine.gov/sos/bmv/municipal/](http://maine.gov/sos/bmv/municipal/) or by going to BMV's website and clicking "**Municipal and Agent Services**" found on the lefthand side of the screen.

Here you can see:

- Staff Training,
  - Username: muniuser
  - Password: Key2theCity
- The training Schedule,
- New Plate Issuance Information,
- A procedures manual download, and
- Much more!



# → Registration Procedures Manual



The Procedures Manual will soon be updated and should be kept close at hand and referred to whenever questions about registrations come up.

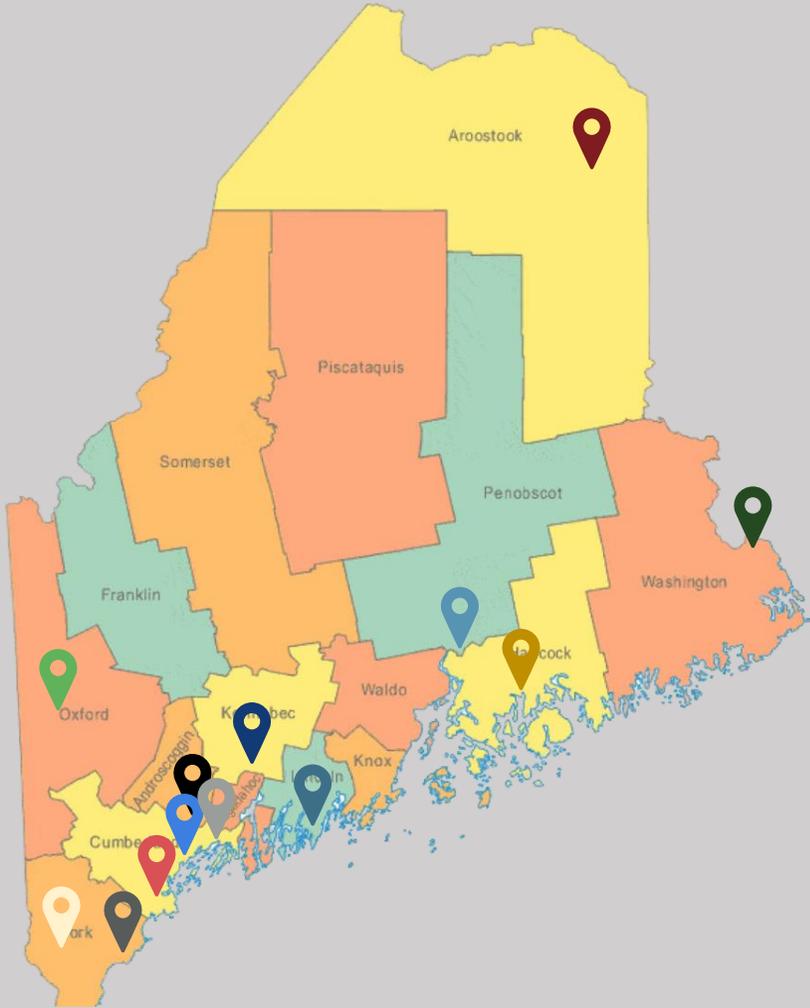
Have questions for us? We encourage to reach out.

To talk about the Procedures Manual, you can:

- Call 207-624-9000 ext. 52163,
- Fax 207-624-9037 or
- Email [municipal.bmv@maine.gov](mailto:municipal.bmv@maine.gov)



# BMV Office Locations



-  **Augusta**
-  **Bangor**
-  **Calais**
-  **Caribou**
-  **Ellsworth**
-  **Kennebunk**
-  **Lewiston**
-  **Portland**
-  **Rockland**
-  **Rumford**
-  **Scarborough**
-  **Springvale**
-  **Topsham**



# 01 The Issuance

For the Pine Tree State.



# Our Mandate Begins



In 2023 our State Legislature amended the law, **requiring the BMV** to issue a replacement to all Chickadee plates starting May 1, 2025.



Many Chickadee plates are:

- Old,
- In disrepair, and
- Have lost their reflectivity.



# Not Your Average Project

Over 1,200,000

The number of Chickadee plates that are going to be replaced during the issuance.

1,682,405

The number of registered vehicles in Maine on January 1, 2024 alone.



# Our Communication Plan

1

## Session One

Held in January 2024 to introduce the plan and obtain feedback.

2

## Session Two

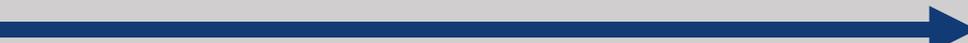
Held in September 2024, meant to give you a high-level plan.

3

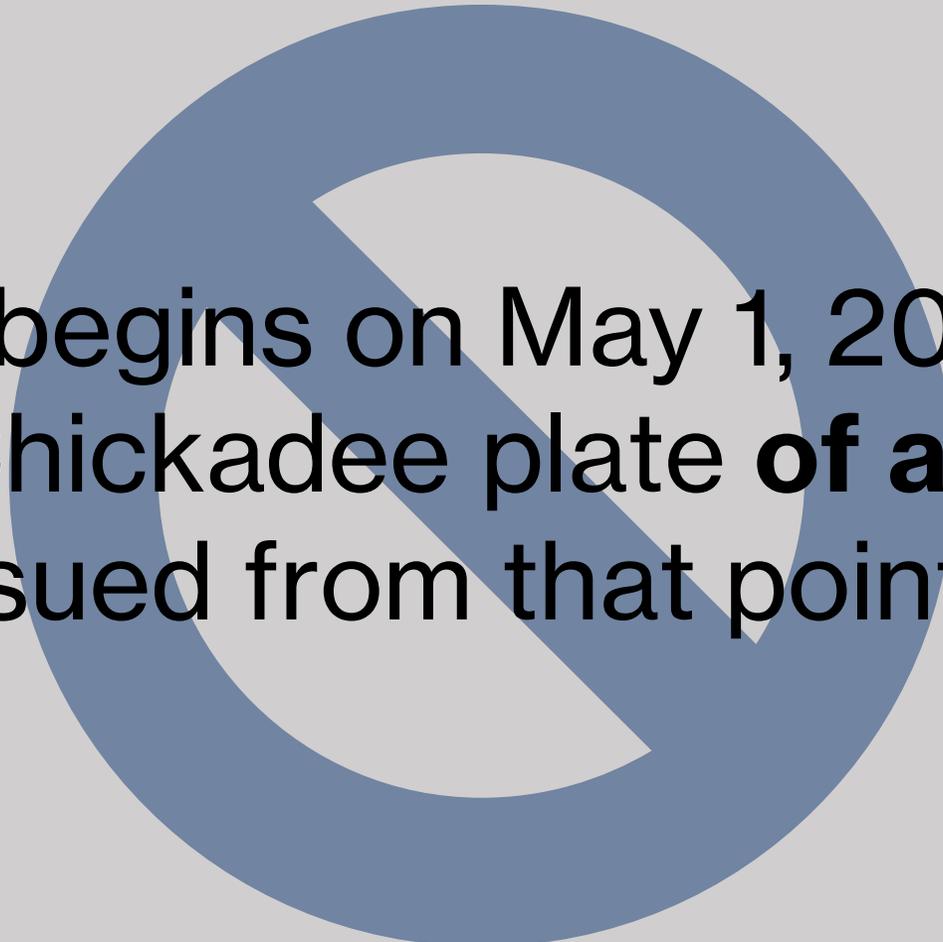
## Session Three

In-depth details happening now.





# What's the Big Deal?



When it begins on May 1, 2025, not a single Chickadee plate **of any class** will be issued from that point forward.



# Let's See Those Plates



Pine Tree Plate replacing the Chickadee as the new general issue plate.

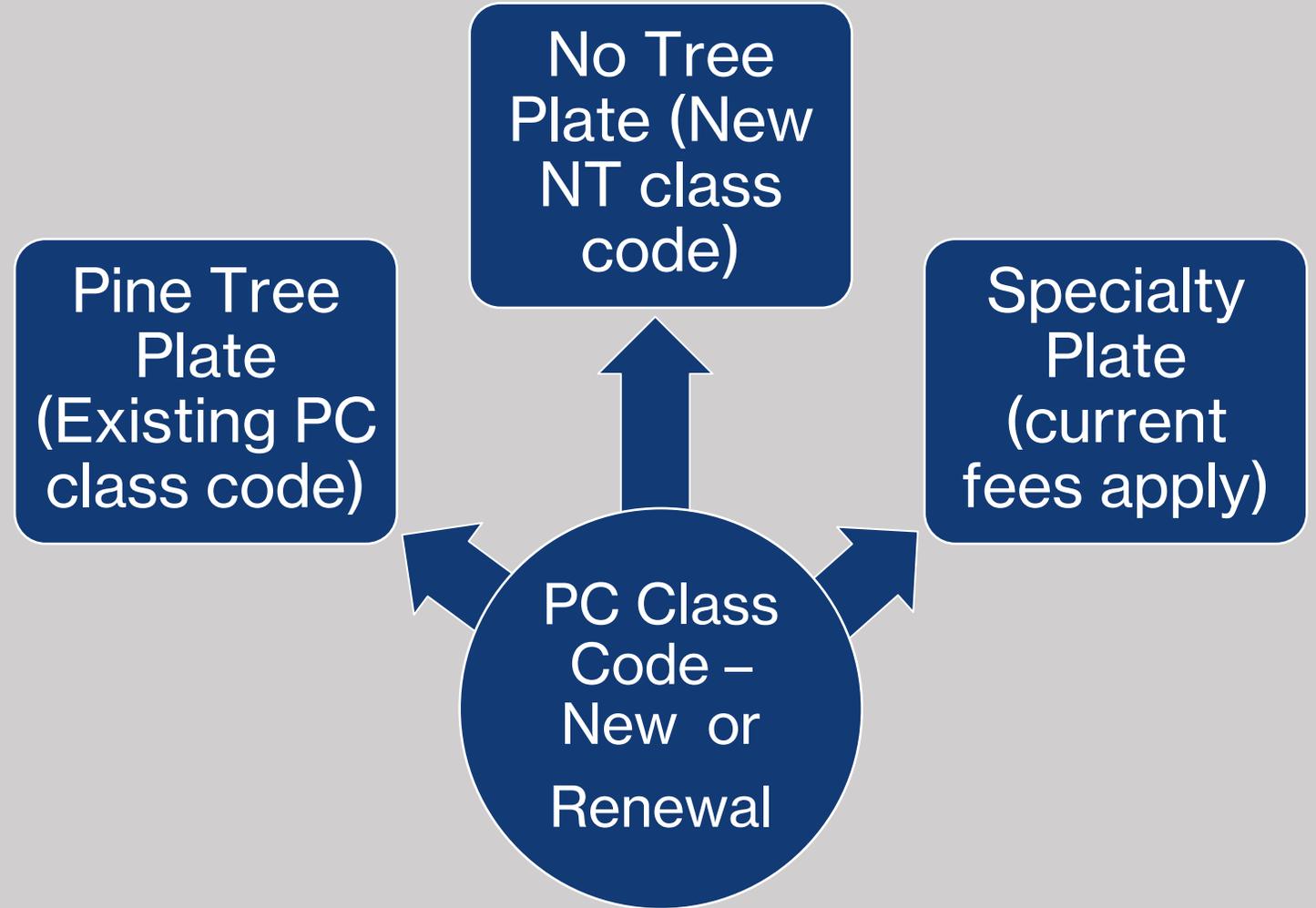


No Tree Plate is an alternative option for the **PC Class Code only.**



# PC Class Code Registrants

Registrants with a PC class code, whether new or renewal registrations, may choose to receive the Pine Tree Plate, No Tree Plate, or change to a different style plate altogether. Registrants can also change from other plate styles to the Pine Tree Plate.



# What You'll Carry



During the issuance, all cooperating municipalities may carry some plate classes outside of their typical authorization level (DX & TT).



# What You'll Carry

The BMV has been working with third party vendors (TRIO, MUNIS, NDS) to support these changes.

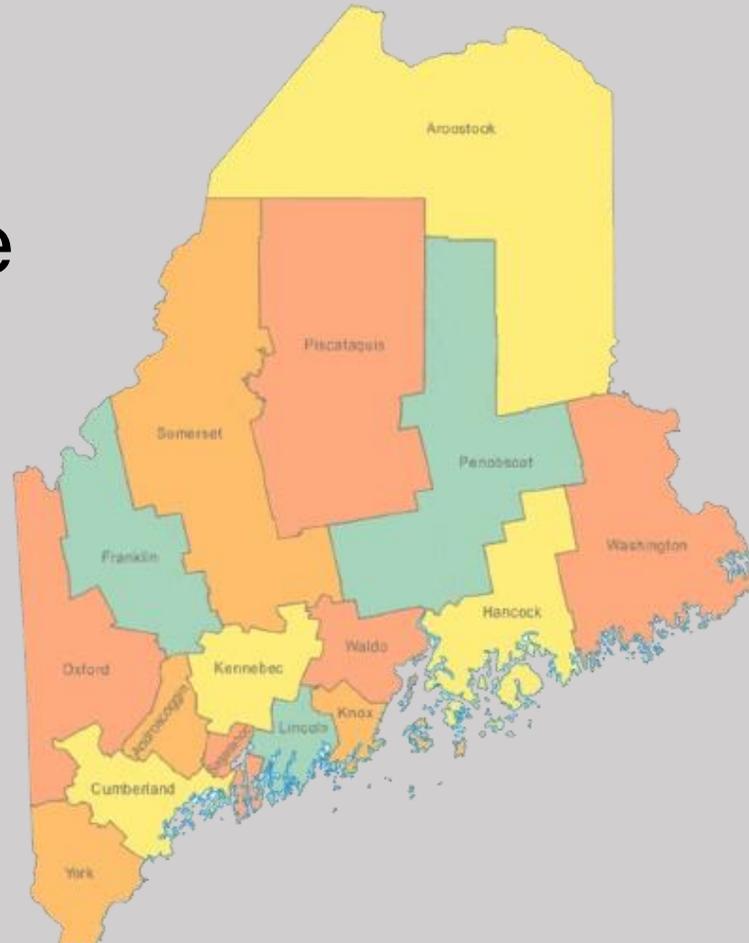
TRIO and Tyler (MUNIS) will offer one live training session. They will record their sessions and make the recordings available to all users. They are also looking into developing some tip sheets.

Northern Data Systems (NDS) will do one-on-one connections with their towns.



# What You'll Carry

During NPI, municipalities will be authorized to carry plates only for the exchange of a customer's existing Chickadee plate.



At the New and Truck Authorization Level, you will carry these classes:

- PC
- NT
- AQ
- CM
- CO
- CV
- DX
- FM
- MH
- SE
- TR
- TT
- SM



Plate Type	Class Code	New/Truck	Notes
PASSENGER CAR	PC	Yes	
PASSENGER NO TREE	NT	Yes	New Class Code.
ANTIQUÉ	AQ	Yes	
COMBINATION	CM	Yes	
COMMERCIAL	CO	Yes	
CUSTOM VEHICLE	CV	Yes	
DISABLED	DX	Yes	DX temporarily issued by towns.
FARM	FM	Yes	
MOTOR HOME	MH	Yes	
SPECIAL EQUIPMENT	SE	Yes	
TRACTOR	TR	Yes	
TRACTOR TRAILER 800 SERIES	TT	Yes	
SPECIAL MOBILE EQUIPMENT	SM	Yes	New Class Code.
BUS	BU	No	Not issues by any towns.
HORSELESS CARRIAGE	HC	No	Not issues by any towns.
LOWSPEED	LS	No	Not issues by any towns.
STREET ROD	SR	No	Not issues by any towns.
HIRE	TX	No	Not issues by any towns.

# Let's Visualize It



# New Level Authority

New Registration with Old Plate (NROP) **will not be used** during the New Plate Issue.  
All new registrations and all re-registrations will receive a new plate during the New Plate Issue.

New registration with old plate (NROP) – Maine Dealer Only up to 26,000 lbs.

New registration transfers – Maine Dealer Only up to 26,000 lbs.

Re-registration transfer – up to 26,000 lbs.

Re-registration with weight changes up to 26,000 lbs.

Re-registration without weight changes up to 100,000 lbs.

Name Addition/Deletion (MV-138).

Duplicate registration (MV-11) and Duplicate Stickers (MV-14).

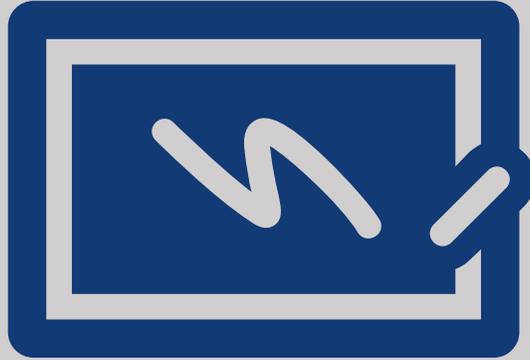
Special Registration Permits (MVR-10).

Excise Tax Reimbursement for applicable vehicles registered for over 26,000 lbs.

Transit plates with or without Permit to move to an inspection station.



# New Numbering Sequences



To avoid duplicate plate numbers across class codes, **starting May 1, 2025**, new numbering sequences will be added to all plates with the Pine Tree design, except DX and TT class codes.



# Let's Visualize It

Plate Type	Class Code	Numbering Sequence	Plate Image	Plate Type	Class Code	Numbering Sequence	Plate Image
ANTIQUUE	AQ	101-CAA to 999-CAZ		LOWSPEED	LS	101-CHA to 999-CHZ	
BUS	BU	101-CBA to 999-CBZ		MOTOR HOME	MH	101-CJA to 999-CJZ	
COMBINATION	CM	101-CCA to 999-CCZ		PASSENGER CAR	PC	101-KAA to 999-ZZZ	
COMMERCIAL	CO	101-CDA to 999-CDZ		PASSENGER CAR ALTERNATIVE	NT	101-FAA to 999-FZZ	
CUSTOM VEHICLE	CV	101-CEA to 999-CEZ		SPECIAL EQUIPMENT	SE	101-CKA to 999-CKZ	
DISABLED	DX	1 to 99999; 1A to 999Z; 1AA to 99ZZ		SPECIAL MOBILE EQUIPMENT	SM	101-BSA to 999-BSZ	
FARM	FM	101-CFA to 999-CFZ		STREET ROD	SR	101-CMA to 999-CMZ	
HIRE	TX	101-CPA to 999-CPZ		TRACTOR	TR	101-CNA to 999-CNZ	
HORSELESS CARRIAGE	HC	101-CGA to 999-CGZ		TRACTOR TRAILER 800 SERIES	TT	800-001 to 899-999	



# Special Mobile Equipment



Towns will be able to issue an SM plate on a tractor renewal, where the former TR is now an SM.

Preprints for manual towns are already pre-populated with this information (Coded as SM) to help the transition.

Due to the new Special Mobile class code, plate reservations are only allowed for tractors.

These must be manually done, with forms sent to the BMV Administrative Office, Registration section for approval.

Vanities, out-of-rotation plates, and low digit plates will **not be allowed** in the SM class code



# → Special Mobile Equipment (SM)

## What is it?

Every self-propelled vehicle not designed or used primarily for the transportation of person or property.

These operate over the highways, including:

- Road construction or maintenance machinery,
- A ditch digging apparatus,
- Stone crushers,
- Air compressors,
- Power shovels,
- Cranes,
- Graders,
- Rollers,
- Trucks used to plow snow.

They also perform other duties pertaining to winter maintenance, including sanding and salting, well drillers, and wood sawing equipment used for hire.

You can find their definition at:

[legislature.maine.gov/statutes/29-a/title29-Asec513.html](http://legislature.maine.gov/statutes/29-a/title29-Asec513.html)



# Tractors and SM

1

## Road Tractor

Designed and used primarily for drawing other vehicles but not constructed to carry any load.

(Existing Class Code – TR)

2

## Farm and Homemade Tractors

Used primarily as a farm implement for drawing plows and mowing machines.

(Existing Class Code – TR)

3

## Special Mobile Equipment

Every self-propelled vehicle not designed or used primarily for transportation or property, but which are operated over the highway.

(New Class Code – SM)



# → SM Classes A and B

Currently, Special Mobile Equipment is either processing as a Class A or B tractor but now Special Mobile Equipment will have their own class code.

Special mobile equipment is divided into two classes: **Class A and B.**



# SM Classes A and B

Consists of self propelled well drillers and any other special mobile equipment with makes frequent use of the highway.

Well drillers **must be registered** as Class A Special Mobile Equipment.

All other Special Mobile Equipment may be registered as Class A or Class B.

## Class A

Class A Special Mobile Equipment is registered for the **actual gross weight (g.v.w.)** of the vehicle.

The registration fee is determined by using the Truck Fee Schedule (MV-60) Special Mobile Equipment Class A Section.



# → SM Classes A and B

Generally, the Class B Special Mobile Equipment class makes infrequent use of the highway.

**If r.v.w. is over 20,000 lbs.**, an over limit and/or oversized permit must be obtained prior to each move.

**Class B includes all other vehicles that meet the definition but are not listed under Class A**, such as cranes, graders, and ditch digging apparatus.

It also includes trucks used only to plow snow and for other duties pertaining to winter maintenance, including sanding and salting.

← **Class B**



# SM Registration Fee Schedule

## MV-60

Special Mobile Equipment, Class A (**up to 54,000 lbs.**) are in the second chart of fees.

State of Maine  
Registration Fee Schedule (Effective 09/01/2008)  
Trucks, Special Mobile Equipment, Trailers and Special Equipment

An annual registration fee graduated by gross weight must be paid for each truck or truck-tractor in accordance with the following fee schedules.

From 0 pounds gross weight to 6,000 pounds gross weight .....	\$35.00
From 6,001 pounds gross weight to 10,000 pounds gross weight .....	\$37.00
From 10,001 pounds gross weight to 12,000 pounds gross weight .....	\$48.00
From 12,001 pounds gross weight to 14,000 pounds gross weight .....	\$81.00
From 14,001 pounds gross weight to 16,000 pounds gross weight .....	\$105.00
From 16,001 pounds gross weight to 18,000 pounds gross weight .....	\$130.00
From 18,001 pounds gross weight to 20,000 pounds gross weight .....	\$161.00
From 20,001 pounds gross weight to 23,000 pounds gross weight .....	\$188.00
From 23,001 pounds gross weight to 26,000 pounds gross weight .....	\$220.00
From 26,001 pounds gross weight to 28,000 pounds gross weight .....	\$267.00
From 28,001 pounds gross weight to 32,000 pounds gross weight .....	\$308.00
From 32,001 pounds gross weight to 34,000 pounds gross weight .....	\$342.00
From 34,001 pounds gross weight to 38,000 pounds gross weight .....	\$379.00
From 38,001 pounds gross weight to 40,000 pounds gross weight .....	\$403.00
From 40,001 pounds gross weight to 42,000 pounds gross weight .....	\$426.00
From 42,001 pounds gross weight to 45,000 pounds gross weight .....	\$450.00
From 45,001 pounds gross weight to 48,000 pounds gross weight .....	\$497.00
From 48,001 pounds gross weight to 51,000 pounds gross weight .....	\$533.00
From 51,001 pounds gross weight to 54,000 pounds gross weight .....	\$568.00
From 54,001 pounds gross weight to 55,000 pounds gross weight .....	\$580.00
From 55,001 pounds gross weight to 60,000 pounds gross weight .....	\$640.00
From 60,001 pounds gross weight to 65,000 pounds gross weight .....	\$699.00
From 65,001 pounds gross weight to 69,000 pounds gross weight .....	\$762.00
From 69,001 pounds gross weight to 72,000 pounds gross weight .....	\$797.00
From 72,001 pounds gross weight to 75,000 pounds gross weight .....	\$821.00
From 75,001 pounds gross weight to 78,000 pounds gross weight .....	\$857.00
From 78,001 pounds gross weight to 80,000 pounds gross weight .....	\$877.00
From 80,001 pounds gross weight to 90,000 pounds gross weight .....	\$982.00
From 90,001 pounds gross weight to 94,000 pounds gross weight .....	\$1,026.00
From 94,001 pounds gross weight to 100,000 pounds gross weight .....	\$1,234.00

**For Farm Trucks, Motor Homes and Special Mobile Equipment Class A (up to 54,000 pounds)**

From 0 pounds gross weight to 6,000 pounds gross weight .....	\$21.00
From 6,001 pounds gross weight to 10,000 pounds gross weight .....	\$27.00
From 10,001 pounds gross weight to 12,000 pounds gross weight .....	\$32.00
From 12,001 pounds gross weight to 14,000 pounds gross weight .....	\$39.00
From 14,001 pounds gross weight to 16,000 pounds gross weight .....	\$50.00
From 16,001 pounds gross weight to 18,000 pounds gross weight .....	\$72.00
From 18,001 pounds gross weight to 20,000 pounds gross weight .....	\$84.00

MV-60 Revised 09/01/08



# SM Registration Fee Schedule

## MV-60

Class A schedule  
 pertains to special mobile  
 equipment that weighs  
**54,001 to 100,000 lbs.**  
 gross vehicle weight.

From 20,001 pounds gross weight to 23,000 pounds gross weight.....	\$101.00
From 23,001 pounds gross weight to 26,000 pounds gross weight.....	\$119.00
From 26,001 pounds gross weight to 28,000 pounds gross weight.....	\$137.00
From 28,001 pounds gross weight to 32,000 pounds gross weight.....	\$166.00
From 32,001 pounds gross weight to 34,000 pounds gross weight.....	\$217.00
From 34,001 pounds gross weight to 38,000 pounds gross weight.....	\$265.00
From 38,001 pounds gross weight to 40,000 pounds gross weight.....	\$276.00
From 40,001 pounds gross weight to 42,000 pounds gross weight.....	\$288.00
From 42,001 pounds gross weight to 45,000 pounds gross weight.....	\$305.00
From 45,001 pounds gross weight to 48,000 pounds gross weight.....	\$322.00
From 48,001 pounds gross weight to 51,000 pounds gross weight.....	\$340.00
From 51,001 pounds gross weight to 54,000 pounds gross weight.....	\$357.00
From 54,001 pounds gross weight to 55,000 pounds gross weight.....	\$365.00
From 55,001 pounds gross weight to 60,000 pounds gross weight.....	\$394.00
From 60,001 pounds gross weight to 65,000 pounds gross weight.....	\$441.00
From 65,001 pounds gross weight to 69,000 pounds gross weight.....	\$469.00

### SPECIAL MOBILE EQUIPMENT, CLASS A

The fee to register special mobile equipment, Class A, is the farm truck rate up to 54,000 pounds. If the gross weight is in excess of 54,000 pounds, use the following schedule:

From 54,001 pounds gross weight to 60,000 pounds gross weight.....	\$387.00
From 60,001 pounds gross weight to 65,000 pounds gross weight.....	\$417.00
From 65,001 pounds gross weight to 70,000 pounds gross weight.....	\$447.00
From 70,001 pounds gross weight to 75,000 pounds gross weight.....	\$477.00
From 75,001 pounds gross weight to 80,000 pounds gross weight.....	\$507.00
From 80,001 pounds gross weight to 90,000 pounds gross weight.....	\$567.00
From 90,001 pounds gross weight to 94,000 pounds gross weight.....	\$592.00
From 94,001 pounds gross weight to 100,000 pounds gross weight.....	\$712.00

Class A, Special Mobile Equipment must be registered for its actual gross weight.

#### Trailer/Semitrailer

Up to 2,000 pounds GVW.....	\$10.50
Over 2,000 pounds GVW.....	\$20.00

#### Special Equipment

Up to 2,000 pounds.....	\$10.00
2,001 to 5,000 pounds.....	\$15.00
Over 5,000 pounds.....	\$20.00

MV-60 Revised 09/01/08



# SM Registration Examples

**CLASS A** →

State of Maine Vehicle Registration											Mileage:		CLASS	REGISTRATION NUMBER			
Eff. Date if Validation Date but Not Prior To: 02/01/2024											Expires: 02/28/2025		Insurance:		SM	60-889	
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL							
BD12MW343978	1993	HOUG	58SE	RD	CR	14	4		75,000	D							
REGISTRANT (s) MICKEY MOUSE CONSTRUCTION						DOB (s) ID# 012345678		Base Mil. Rate Local Ex Tax ExTx Bal ExTx Date Rate Fees Agent Fee User Id		35,500.00 .0040 142.00 142.00 02/14/2017 477.00 477.00 3.00 BMV				-SME CL A -RE-REG			
LESSOR				UNIT #	DOT #												
					987654												
MAILING ADDRESS 123 MICKEY MOUSE LANE WINSLOW ME 04901						Registration Void Unless Validated											
LEGAL RESIDENCE 123 MICKEY MOUSE LANE WINSLOW ME						LEGAL RESIDENCE CODE 11280		VALIDATED REGISTRATION TOWN OF WINSLOW 11280 02142917									
Tax Receipt #: 123456789											PT						
MVR-3VS Rev 01-2016 REGISTRATION											Sticker #		(Y) 18D46789				
													www.maine.gov./sos				

**CLASS B** →

State of Maine Vehicle Registration											Mileage:		CLASS	REGISTRATION NUMBER			
Eff. Date if Validation Date but Not Prior To: 02/01/2024											Expires: 02/28/2025		Insurance:		SM	60-089	
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL							
BD12MW343978	1993	HOUG	58SE	RD	CR	14	4										
REGISTRANT (s) MICKEY MOUSE CONSTRUCTION						DOB (s) ID# 234567890		Base Mil. Rate Local Ex Tax ExTx Bal ExTx Date Rate Fees Agent Fee User Id		35,500.00 .0040 142.00 142.00 02/14/2017 20.00 20.00 3.00 BMV				-SME CL B>10TON-PERM -RE-REG			
LESSOR				UNIT #	DOT #												
					123456												
MAILING ADDRESS 123 MICKEY MOUSE LANE WINSLOW ME 04901						Registration Void Unless Validated											
LEGAL RESIDENCE 123 MICKEY MOUSE LANE WINSLOW ME						LEGAL RESIDENCE CODE 11280		VALIDATED REGISTRATION TOWN OF WINSLOW 11280 02142917									
Tax Receipt #: 123456789											PT						
MVR-3VS Rev 01-2016 REGISTRATION											Sticker #		(Y) 18D123456				
													www.maine.gov./sos				



# Special Mobile Equipment

## MANUAL CASH REPORTING

We are asking manual municipalities to break out Tractor and Special Mobile on the same line, separated by a slash.

**Cash Report Information – Limited New level**

VENDOR ID #: \_\_\_\_\_  
MUNICIPALITY: SAMPLE  
TOWN/COUNTY CODE: 01010  
AUTHORIZATION TYPE: \_\_\_\_\_ **NEW NPI**  
AGENT: X

VERSION UPDATE #: \_\_\_\_\_  
DATE OF REPORT: 05/02/2025  
PROCESS DATE RANGE: 05/02/2025 – 05/02/2025  
DATE RECEIVED: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
TOWN PHONE NUMBER: 000-000-0000  
PAGE: 1

TOWN SUMMARY			FOR BMV USE ONLY		
CATEGORY	UNITS	\$	CATEGORY	UNITS	\$
PASSENGER FULL	5	175.00	PASSENGER FULL		
ISLAND USE	0	0.00	ISLAND USE		
ANTIQUE	1	30.00	ANTIQUE		
ANTIQUE MOTORCYCLE	0	0.00	ANTIQUE MOTORCYCLE		
AUTOCYCLE	0	0.00	AUTOCYCLE		
MOTOR HOME	1	84.00	MOTOR HOME		
RENTAL	1	70.00	RENTAL		
PASSENGER TRUCK	0	0.00	PASSENGER TRUCK		
RENTAL			RENTAL		
PASSENGER NO FEE	0	0.00	PASSENGER NO FEE		
PASSENGER HALF RATE	0	0.00	PASSENGER HALF RATE		
HIRE	0	0.00	HIRE		
PASSENGER TRUCK	0	0.00	PASSENGER TRUCK		
COMMERCIAL	2	942.00	COMMERCIAL		
TRAILER	0	0.00	TRAILER		
TRACTOR/SPEC MOBILE	3	67.00	TRACTOR/SPEC MOBILE		
COACH/EMERGENCY	0	0.00	COACH/EMERGENCY		
FARM TRUCK	1	21.00	FARM TRUCK		
MOTORCYCLE	0	0.00	MOTORCYCLE		
MOPED	0	0.00	MOPED		
SPECIAL EQUIP.	1	20.00	SPECIAL EQUIP.		
BUS	0	0.00	BUS		
TITLE	0	0.00	TITLE		
VANITY PLATES	1	25.00	VANITY PLATES		
RESERVE # FEES	0	0.00	RESERVE # FEES		
LOST PLATE	0	0.00	LOST PLATE		

CATEGORY	UNITS	\$
TRACTOR/SPEC MOBILE	1/2	\$24/\$43



# Special Mobile Equipment

## Cash Report Information – Limited New level

VENDOR ID #:  
MUNICIPALITY: SAMPLE  
TOWN/COUNTY CODE: 01010  
AUTHORIZATION TYPE  
AGENT: X

NEW NPI

VERSION UPDATE #:  
DATE OF REPORT: 05/02/2025  
PROCESS DATE RANGE: 05/02/2025 – 05/02/2025  
DATE RECEIVED: \_\_\_/\_\_\_/\_\_\_  
TOWN PHONE NUMBER: 000-000-0000  
PAGE: 1

TOWN SUMMARY			FOR BMV USE ONLY		
CATEGORY	UNITS	\$	CATEGORY	UNITS	\$
PASSENGER FULL	5	175.00	PASSENGER FULL		
ISLAND USE	0	0.00	ISLAND USE		
ANTIQUE	1	30.00	ANTIQUE		
ANTIQUE MOTORCYCLE	0	0.00	ANTIQUE MOTORCYCLE		
AUTOCYCLE	0	0.00	AUTOCYCLE		
MOTOR HOME	1	84.00	MOTOR HOME		
RENTAL	1	70.00	RENTAL		
PASSENGER TRUCK	0	0.00	PASSENGER TRUCK		
RENTAL			RENTAL		
PASSENGER NO FEE	0	0.00	PASSENGER NO FEE		
PASSENGER HALF RATE	0	0.00	PASSENGER HALF RATE		
HIRE	0	0.00	HIRE		
PASSENGER TRUCK	0	0.00	PASSENGER TRUCK		
COMMERCIAL	2	942.00	COMMERCIAL		
TRAILER	0	0.00	TRAILER		
TRACTOR/SPEC MOBILE	3	67.00	TRACTOR/SPEC MOBILE		
COACH/EMERGENCY	0	0.00	COACH/EMERGENCY		
FARM TRUCK	1	21.00	FARM TRUCK		
MOTORCYCLE	0	0.00	MOTORCYCLE		
MOPED	0	0.00	MOPED		
SPECIAL EQUIP.	1	20.00	SPECIAL EQUIP.		
BUS	0	0.00	BUS		
TITLE	0	0.00	TITLE		
VANITY PLATES	1	25.00	VANITY PLATES		
RESERVE # FEES	0	0.00	RESERVE # FEES		
LOST PLATE	0	0.00	LOST PLATE		

## ELECTRONIC CASH REPORTING

No changes were required of the electronic cash report as the electronic detail report currently breaks out all categories.



# Special Equipment (SE)

(Not to be confused with Special Mobile Equipment “SM”)

## DEFINITION

Special Equipment (SE) means equipment, other than self propelled, which is not designed or unused to convey property other than hand tools or parts used in connection with the operation of such equipment and which is drawn by a motor vehicle.

## EXAMPLES

Air compressors, conveyors, cement mixers, wood splitting or sawing machines, sprayers, brush chippers, etc.

## EXPIRATIONS

As you know, all SE registrations have a mandatory February expiration. They also have an optional two-year registration.

Registrations expiring in February 2025 will need to renew but registrants will not receive the Pine Tree because they cannot be dispensed before May 1<sup>st</sup>, 2025.

## REGISTRATIONS

In Summary, nothing is changing.

1-year SE registrations will process with a chickadee plate and registrants will receive the Pine Tree in February 2026.

2-year renewals will also process with a chickadee plate and will be switched out by the BMV Administrative office prior to the completion of NPI in July of 2026.



# Disabled Motor Home (WX)

## DEFINITION

During New Plate Issuance, Disabled Motor Home (WX) plates are being entirely discontinued. These have not been offered in several years, but customers were previously able to keep their existing WX plates. Customers will not be able to reserve their current WX plates as they are being phased out entirely.

## REPLACEMENT

If a customer comes in to renew a WX plate, please provide them with a Motor Home (MH) plate to replace their current WX plate.

The BMV has already verified that all current WX plate holders have an active placard. Registrants have also been notified of the change to the MH plate and the active placard.



02

# Plate Number Reservations

Preparing Mainers.

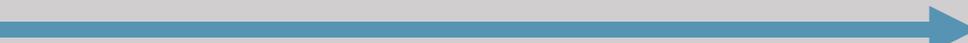
# Plate Number Reservations



Registrants who would like to keep their current Chickadee plate numbers may reserve their plate for a \$25 one-time fee.

Registrants who have an active vanity, low digit, and National Guard (PC class code) **must reserve their plates** if they would like to keep their current plate number.





# Plate Number Reservations

A license plate number can be reserved in **four different ways**.

*Note: The four avenues to reserve do not have an expiration date and will be available throughout the entire new plate issue.*

Reserve plate questions may be directed to [platereserve.bmv@maine.gov](mailto:platereserve.bmv@maine.gov).



# Plate Number Reservations

## Option One

Online through a standalone reservation portal ([maine.gov/online/reservemyplate](https://maine.gov/online/reservemyplate)).

This option is only available **until 30 days prior** to a registrant's month of expiration. For example...for an August renewal, this portal would only be available until July 1, otherwise, one of the other 3 options must be used.

## Option Two

They will be prompted if they use the Rapid Renewal website.



# Plate Number Reservations

Option Three — — — → Going into a BMV branch office.

Option Four — — — → Mailing in a Reserve Plate Application (MV-62) to the BMV Administrative Office.  
This is **required** for TR reservations.



# Plate Number Reservations

Class codes that can be reserved are:  
**AQ, BU, CM, CO, CV, DX, FM, HC, LS,  
MH, NT, PC, SE, SR, TT and TX.**

Non-chickadee plates **will not** have the option to reserve.

The NT plate class **can only be reserved** if the registrant has a PC plate currently.

No other plate classes have the option to select the NT plate class.

Have questions? You can reach the stockroom by:

**Phone:** 207-624-9030

**Fax:** 207-624-9035

**Email:**  
NPISockroom.BMV@maine.gov

Tractor plates (TR) may only be reserved through the manual application process (**MV-62**).

All municipalities have been mailed **25 Reserve Plate applications (MV-62)** to share with customers and can order more from the stockroom as needed.

Please have your customers make checks payable to **“Secretary of State”**.



# Early Renewals

To ensure all chickadee plates are replaced by the new plate design, we are instructing you to **not process any early renewals** for registrations with expiration dates of **May 2025** through **December 2025** until May 1, 2025, for any registration with a chickadee plate class code.

1

On May 1, 2025, and after, **you may resume processing early renewals** for registrations with expiration dates of May 2025 through December 2025.

2

Starting March 1, 2025, **Rapid Renewal** will not permit early registrations.

4

If you have a customer who has extenuating circumstances, **please contact your Municipal Coordinator**.

We will work with you to help find alternative ways for the customer to obtain their registrations.

3

For early renewals with January 2025 through April 2025 expiration dates, **you will process as usual**.

Early renewals for non-chickadee plates will **also be processed as usual**.





**State of Maine**  
**Bureau of Motor Vehicles**  
**Application to Reserve a Plate Number**

**To reserve your current plate online:**

- Scan this code 
- OR 
- Go to [maine.gov/online/reservemyplate](http://maine.gov/online/reservemyplate)

**OR**

**If you want to submit this application:**

- Visit a Motor Vehicle Branch
- OR
- Mail it to 29 State House Station, Augusta, ME 04333-0029 with "Attention Registrations"

If you have questions, email us at [platereserve.bmv@maine.gov](mailto:platereserve.bmv@maine.gov) or call us at 207-624-9000 Ext. 52149

Current Plate Number	Plate Class Code*	Company Name		
Owner's Full Name				Date of Birth
Address		City	State	Zip Code
Shipping Address <input type="checkbox"/> Same as above		City	State	Zip Code
<b>Plate Design Options</b> If you are a Rapid Renewal customer you will receive the new plate along with your registration when you complete your renewal after May 1, 2025. If your town doesn't participate in Rapid Renewal and you reserve your existing plate number you will be sent your plates one month prior to your expiration date.				
<input type="checkbox"/> Pine Tree Plate <input type="checkbox"/> No Tree Plate**				
				
_____ Registrant's Signature			_____ Date	

**Payment Method**

Reserving your plate will require a one-time payment of \$25.

- Check/Money Order\*\*\*     VISA     MasterCard     Discover     American Express

Card Number	CVV****	Expiration Date
Signature		Date
Billing Address		Zip Code

\*You can find this on your vehicle's registration.

\*\*You can only select this option if your current license plate class code is "PC".

Once you select the No Tree Plate, your class code will be changed to "NT".

\*\*\*Make checks payable to the Secretary of State

\*\*\*\*A unique three or four digit number on the back of your card.

101 Hospital Street, 29 State House Station, Augusta, ME 04333-0029

MV-62 Rev. 11/24

TTY Users call Maine relay 711

# Reserve Plate Application

## MV-62



# → Plate Number Reservations

## Vanity | Out-Of-Rotation | Low Digit | National Guard

Registrants who would like to keep their current chickadee plate numbers may reserve their plate number for a **one-time \$25 fee**.

Current registrations with Vanity, Out of Rotation, Low Digit and National Guard plates **must reserve their plate** if they would like to keep it.

**BMV mailed postcards** to registrants with active Vanity, Out of Rotation, Low Digit and National Guard with information on how to reserve their plates in 2024 and have mailed two more reminders in 2025.

Registrants also may reserve if they simply like their current plate number.



# Vanity Plates

Vanity plates are being issued using the following guidelines that are **best practice** to ease the transition to the Pine Tree and No Tree plates:



- A Pine Tree (PC) vanity plate can have up to seven characters **including a space or a dash**.
  - Seven characters plus a space or a dash would cover the image of the Pine Tree.
- A No Tree (NT) vanity plate can have up to seven characters **plus a space or a dash**.



Vanity Plates	
Vanity Plates are available only in the following plate types and limits:	
AGRICULTURE SPECIALTY	Maximum of 6 characters, plus one space or dash
AGRICULTURE SPECIALTY COMMERCIAL	Maximum of 6 characters, plus one space or dash
AGRICULTURE SPECIALTY FARM (Repealed as of April 15, 2016)	Maximum of 6 characters, plus one space or dash
ANTIQUE AUTO	Maximum of 7 characters, includes one space or dash
ANTIQUE MOTORCYCLE	Maximum of 7 characters, includes one space or dash
AUTOCYCLE	Maximum of 7 characters, includes one space or dash
BARBARA BUSH CHILDREN'S HOSPITAL	Maximum of 6 characters, plus one space or dash
BLACK BEAR SPECIALTY	Maximum of 6 characters, plus one space or dash
BREAST CANCER SPECIALTY	Maximum of 6 characters, plus one space or dash
COMBINATION	Maximum of 7 characters, includes one space or dash
COMMERCIAL	Maximum of 7 characters, includes one space or dash
CONSERVATION SPECIALTY	Maximum of 5 characters, includes one space or dash
CONSERVATION SPECIALTY COMMERCIAL	Maximum of 5 characters, includes one space or dash
CONSERVATION SPECIALTY DISABLED (Repealed as of April 15, 2016)	Maximum of 3 characters, includes one space or dash
CONSERVATION SPECIALTY MOTOR HOME (Repealed as of April 15, 2016)	Maximum of 5 characters, includes one space or dash
CONSERVATION SPECIALTY TRAILER (Repealed as of April 15, 2016)	Maximum of 5 characters, includes one space or dash
CUSTOM VEHICLE	Maximum of 7 characters, includes one space or dash
DISABILITY	Maximum of 5 characters, includes one space or dash
DISABLED MOTORCYCLE	Maximum of 5 characters, includes one space or dash
DISABLED MOTORHOME (Repealed as of April 15, 2016)	Maximum of 5 characters, includes one space or dash
DISABLED VETERAN	Maximum of 5 characters, includes one space or dash
DISABLED VETERAN MOTORCYCLE	Maximum of 5 characters, includes one space or dash
EMERGENCY MEDICAL SERVICES	Maximum of 6 characters, plus one space or dash
FARM	Maximum of 6 characters, plus one space or dash
FIREFIGHTER	Maximum of 5 characters, plus one space or dash
GOLD STAR FAMILY RECOGNITION	Maximum of 5 characters, no space or dash
HIRE	Maximum of 7 characters, includes one space or dash
LIGHTHOUSE SPECIALTY	Maximum of 6 characters, plus one space or dash
LOBSTER SPECIALTY	Maximum of 6 characters, plus one space or dash
LOBSTER SPECIALTY COMMERCIAL (Repealed as of April 15, 2016)	Maximum of 6 characters, plus one space or dash
MOTORCYCLE	Maximum of 7 characters, includes one space or dash
MOPED	Maximum of 7 characters, includes one space or dash
MOTOR HOME	Maximum of 7 characters, includes one space or dash
PASSENGER (NO TREE)	Maximum of 7 characters, plus one space or dash
PASSENGER (PINE TREE)	Maximum of 7 characters, includes one space or dash
PURPLE HEART	Maximum of 5 characters, includes one space or dash
PURPLE HEART MOTORCYCLE	Maximum of 5 characters, includes one space or dash
SPECIAL VETERAN	Maximum of 6 characters, includes one space or dash
SPECIAL VETERAN DISABILITY	Maximum of 4 characters, includes one space or dash
SPECIAL VETERAN MOTORCYCLE	Maximum of 7 characters, includes one space or dash
SPORTSMAN SPECIALTY	Maximum of 6 characters, plus one space or dash
STREET ROD	Maximum of 7 characters, includes one space or dash
SUPPORT ANIMAL WELFARE	Maximum of 6 characters, plus one space or dash
SUPPORT YOUR TROOPS	Maximum of 6 characters, plus one space or dash
TRAILER	Maximum of 7 characters, plus one space or dash
UNIVERSITY OF MAINE SYSTEM SPECIALTY	Maximum of 5 characters, includes one space or dash
WABANAKI	Maximum of 7 characters, plus one space or dash

# Vanity Plates

## Classes and Limits

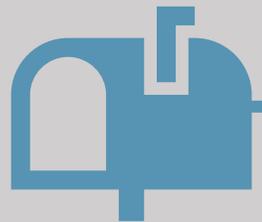
The vanity table has been updated. New class codes have been added and all Chickadee plates that are eligible for vanity plates have been adjusted to the new vanity standard.



# Processing Registrations On Reserved Plates



Reserved plates will be mailed **directly to the customer.**



Reserving their plate number guarantees to them that they will receive their plates **two to four weeks prior** to their registration's month of expiration at their address.



Customers will come into the municipality with **their new plate they received in the mail, their reservation letter from BMV**, and municipalities will re-register with the new plate.





Department of the Secretary of State

**Bureau of Motor Vehicles**  
Vehicle Services

Catherine Curtis  
Deputy Secretary of State

Shenna Bellows  
Secretary of State

Nikki Bachelder  
Director of Vehicle Services

Dear Registrant:

Thank you for reserving your license plate number in the new plate design.

When you are ready to renew your registration, take this letter and the plates to your municipal office, and an updated registration and stickers will be issued to you. You have already paid the required \$25.00 one-time reservation fee when reserving your plates. This one-time fee is in addition to any vanity, out of rotation, or specialty plate fees that are required.

If your town offers Rapid Renewal, you may instead go online and renew your registration for this plate number, and your updated registration and stickers will be delivered in the mail.

If you have any questions or concerns, feel free to contact the Registration Section, at (207) 624-9000 x. 52149.

Sincerely,

Nikki Bachelder  
Director of Vehicle Services

101 Hospital Street, 29 State House Station, Augusta, ME 04333-0029  
207-624-9000 ext. 52149  
TTY Users call Maine relay [211](#)

# Reserved Plates

## Registration Processing

### *Reservation Letter*

Customers will receive their reserved plate in the mail, and they **MUST** come in with their physical plate in hand to complete their registration.

We are instructing customers to bring their letter into the municipality with them, but municipalities do not need to collect the letter from the customer and are not required to append it to cash reporting.



# Electronic Processing Municipalities

## Preprint

**Preprint Data:** In place of paper preprints, electronic municipalities will have their preprint data posted electronically to the InforME website approximately six weeks prior to the effective date.

To ensure that municipalities' registration records are kept as up-to-date as possible (including any suspension information); **this data must** be loaded into the electronic system.



# Manual Processing Municipalities

## Preprint

State of Maine Vehicle Registration      Mileage

Eff. Date is Validation Date But Not Prior To: 12/01/2024		Expires: 12/31/2025		Insurance:		CLASS NT	REGISTRATION NUMBER 9522YU
VIN 3C6UR5CJ5NG147580	YEAR 2022	MAKE RAM	MODEL 2500	COLOR MA	STYLE PK	TIRES	AXLES
REGISTRANT(S) DEMMONS, JESSE W		DOB(S) ID # 02/16/1985		Base _____		- RE-REG	
LESSOR		UNIT #	DOT #	Mil. Rate _____			
MAILING ADDRESS 298 US RTE 1 ROBBINSON, ME 04671			Registration Void Unless Validated		Local Ex Tax _____		
LEGAL RESIDENCE 298 US RTE 1 ROBBINSON, ME		LEGAL RESIDENCE CODE 29380		ExTx Date _____			
Tax Receipt #: 71528992		PT _____		Rate _____ 35.00			
				Credit _____			
				Fees _____ 35.00			
				Agent Fee _____		- PREPRINT - RESRV # FEE PD REPL PL PC/9522YU	
				User Id _____			

- Manual municipalities will use preprint, if available, or type a new registration stating “No Preprint” on the registration and **highlight with yellow highlighter**.
- The **prior plate class code and plate number** will be printed on the pre-print registration in the print priority area.
- There will be a print phrase of ‘**Resrv # Fee Pd**’ on manual pre-prints if the plate has been reserved. *Note: Electronic records will have the same **Resrv # Fee Pd** print phrase.*
- If a manual town is unable to use the pre-print, the municipality will need to add the **previous class code and plate number** on the registrations created when they are unable to use the pre-print.



# Manual Processing Municipalities

## Preprint

The manual excel template has been updated to allow the input of class code and registration plate number.

These templates will be sent to manual municipalities prior to May 1, 2025.

No changes were needed to the adobe template.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1									Expiration Date							
2																
3																
4									Class Code							
5																
6																
7									ExTx Date							
8									Rate							
9																
10									Fees							
11									Agent Fee							
12									User ID							
13																
14									Month							
15									Year							
16																
17																
18																
19									1/0/1900							
20																
21																
22																
23																



# Re-Registration Processing

## Summary

A signature is not required on a re-registration.

Manual municipalities will use preprint, if available, or type a new registration stating “No Preprint” in the space provided on the registration and **highlight with yellow highlighter**.

Verify insurance and confirm the registrant is not required to file an SR-22.

Then, review the initial registration form and **verify the current information** on the registration including plate number prior to renewing.

**Confirm if the plate number was reserved or not.** If yes, customer will have plate and letter in hand.

If no, municipality will pull the next Pine Tree plate or No Tree plate off the shelf.

Collect all fees, validate the registration certificate (**white and yellow copies**) and give the customer the yellow copy with stickers attached.

**Retain the pink copy** for your municipal records and send the white copy to the BMV Administrative Office with your cash report.

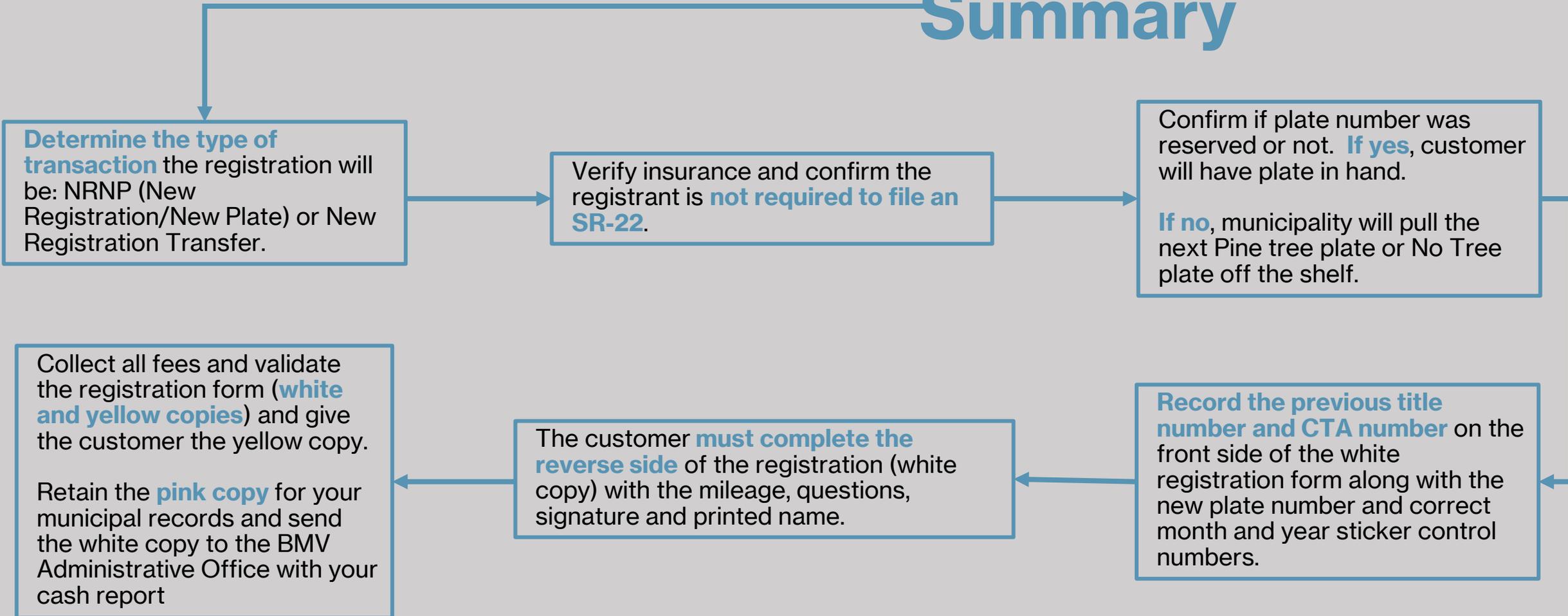
The customer **must complete the reverse side** of the registration (white copy) with the mileage and questions.

Questions 1 & 2 **must be answered** on all registrations, including re-registrations and trailers.

Record the new plate number and the sticker control numbers in the space provided on the registration form.



# New Registration Processing Summary





# Lost Plates

Customers may lose their physical Chickadee plates during this NPI process. The cut-off for ordering a lost Chickadee plate the traditional way was **March 31<sup>st</sup>, 2025**.

If customers simply want new plates off the shelf, the process does not change.

- Issue a random set of chickadee plates if the request is prior to May 1<sup>st</sup>., the fee is \$11.00 (\$5.00 for each plate and \$0.25 for each sticker).
- OR
- Provide the registrant a lost plate application, MV-9. Instruct them to either submit via the mail or go in person to a branch office.



# 03 Inventory

Making sure we have the space we need.



# Stickers

Each registration that receives a new plate during the general plate issue will **need to receive a set of month and year stickers** i.e. single or double.

Month and year **double** stickers for all class codes will be on an **automatic shipment process** from the Bureau of Motor Vehicles Administrative Office to your municipality's listed inventory shipping address during the new plate issuance year.

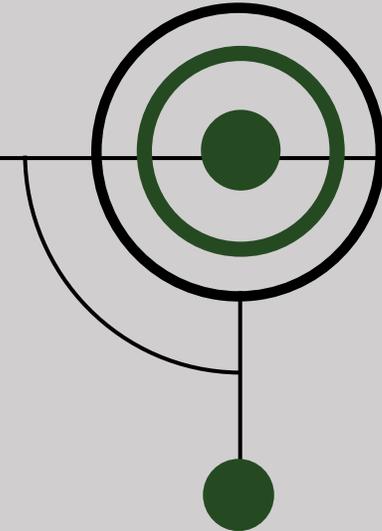
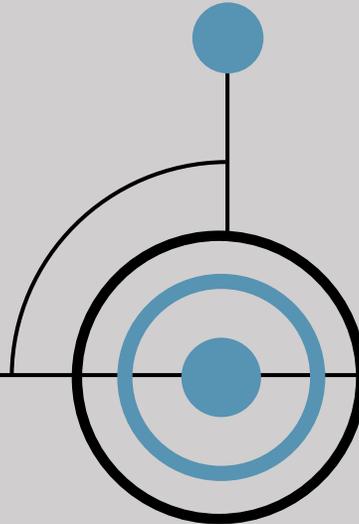
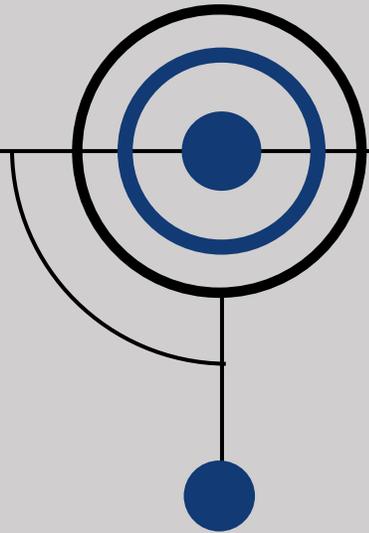
The **first shipment will be in March/April 2025** and will contain the estimated amount of May/June double stickers necessary to get started. Then **each month thereafter**, a supply of **double** stickers will be sent based on your prior years processing data.

Municipalities will need to **continue ordering single stickers** as you do today through the stockroom using the MV-51 (Trailer, Motorcycle, Special Equipment).



# April 2025 – June 2025

In May, July stickers will be delivered.



In March/April, the May and June stickers will be delivered.

In June, the August stickers will be delivered.



# Rapid Renewal Validation Stickers

Rapid Renewal sticker control numbers are changing. All other sticker control numbers will remain the same.

**State of Maine Vehicle Registration**  
Cumberland County

EM Date is Validation Date But Not Prior To: **11/01/2024** Expires: **11/30/2025**

Class	Registration Number
PC	101---A

Year	Make	Model	Color	Style	Tires	Axles	Net Weight	Registered Weight	Fuel
2011	TOYT	CAMRY	SI	4D					G

DOB(s)/ID # 08/10/10

Registration fees: Base 22,365.00, Local Ex Tax 89.46, EsTx Ret 89.46, Title Date 01/20/2025, Title 35.00, Fees 35.00, Agent Fee 3.00

Registration Void Unless Validated

PROCESSED BY, INFORME - 01202025, \$127.46

Legal Residence Code 05020, Mileage 182884

RE-REG - PRIOR TAX RCPTA

Renew Your Registration Now

Tax Receipt #: 696

\*\* To Apply stickers please ensure the plate surface is clean and dry. Peel the stickers from the card and place them over last year's stickers. \*\*  
\*\*\* In cold weather, warm the stickers in your hand prior to removing from card. \*\*\*



These stickers will **now have control numbers** that match the plate number.

The sticker control numbers on the rapid renewal registration certificate are in the **lower right-hand corner**.



# Plate Delivery

The Pine Tree plate and No Tree plate delivery for municipal offices will be automated based on prior years' data averages.

Automated shipments of plates will begin in March/April 2025. **The initial start-up supply** will account for a minimum of two (2) months stock of registration plates based on standardized packaging.

**Shipments will continue monthly** until the calculated threshold of total plates is reached for each municipality.

If a location reaches their full quantity in the first shipment additional plates will **not be mailed**.



# Additional Plate Orders



If an unanticipated need for plates should arise due to an increased demand, **please reach out to the BMV Stockroom.**

Specialty Plates will continue to be available at **New and Truck Level municipalities, as well as BMV Branch Offices.** Order processing for these plates is not changing, currently.





# Return Plates

## Chickadee Plates



Instead of asking you to take your **unissued** chickadee plates to the nearest BMV Branch Office, we will provide you the means to return the plates to the BMV Stockroom. This process applies to ALL municipalities.

Following are the process steps for returning them to the BMV Stockroom:

- All towns will email the BMV Stockroom at [NPISockroom.BMV@maine.gov](mailto:NPISockroom.BMV@maine.gov) between May 5, 2025, and May 9, 2025, with the count of all their unissued chickadee plates.
- The BMV Stockroom will create a pre-paid UPS sticker and give it to UPS between May 6, 2025, and May 16, 2025.
- The town will box up the unused chickadee plates.
- UPS will pick up the box and will apply the pre-paid sticker on it and deliver to the BMV Stockroom.

**Note:** Only metal plates should be placed in the box(es) for recycling. No paper, registrations, MV-553, plastics or miscellaneous items either individually or attached to plates should be in the box.



# Return Plates

## Unused NPI Inventory

Unused new plate issuance plates will be retrieved at the conclusion of the general plate issue period.

The retrieval process is currently **scheduled to begin July 2026**. More detailed instruction will be provided closer to that date.



# Cash Reports

## Manual Inventory

Municipalities processing manually **will not have** a direct change to your cash reporting process.

The record keeping, behind the scenes, **will require** a recorded inventory of the plates as delivered, issued and/or returned to the Bureau of Motor Vehicles.

### Example in Microsoft Excel

TAX RECEIPT #	PLATE #	CLASS	REGISTRANTS NAME	ISS DATE	EXP DATE	MONTH STKRS	YEAR STKRS
9015282	101453	PC	CROSBY, CLYDE	7/7/2025	7/31/2026	JUL (D) 0052778	26 (D) 06413958
-----	-----	-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----	-----	-----





# Cash Reports

## Electronic Inventory

Municipal offices utilizing electronic registration software **will retain the current weekly reporting requirement.**

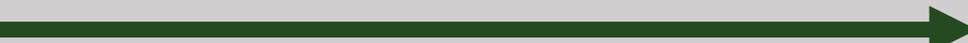
No changes have been made to the cash report except the authorization level text in the header **will change** to reflect the new plate issuance period in the header space of each page indication.



**Cash Report Information –**      **New level**

VENDOR ID #:	VERSION UPDATE #:
MUNICIPALITY: SAMPLE	DATE OF REPORT: 05/02/2025
TOWN/COUNTY CODE: 01010	PROCESS DATE RANGE: 05/02/2025 – 05/02/2025
AUTHORIZATION TYPE: <b>NEW NPI</b>	DATE RECEIVED: ___ / ___ / ___
AGENT: X	TOWN PHONE NUMBER: 000-000-0000
	PAGE: 1





# Cash Reports

## Inventory



Inventory reporting functionality incorporated within each authorization level has been added to the cash report and should be included with each cash report submitted to the BMV Accounting Unit.

**See the next slide for a sample.**



# Cash Reports

## Plate Inventory Reconciliation

### Cash Report Information – New level

VENDOR ID #:  
MUNICIPALITY: SAMPLE  
TOWN/COUNTY CODE: 01010  
AUTHORIZATION TYPE  
AGENT: X

NEW NPI

VERSION UPDATE #:  
DATE OF REPORT: 05/02/2025  
PROCESS DATE RANGE: 05/02/2025 – 05/02/2025  
DATE RECEIVED: \_\_\_/\_\_\_/\_\_\_  
TOWN PHONE NUMBER: 000-000-0000  
PAGE: 1

TOWN SUMMARY			FOR BMV USE ONLY		
CATEGORY	UNITS	\$	CATEGORY	UNITS	\$
PASSENGER FULL	5	175.00	PASSENGER FULL		
ISLAND USE	0	0.00	ISLAND USE		
ANTIQUE	1	30.00	ANTIQUE		
ANTIQUE MOTORCYCLE	0	0.00	ANTIQUE MOTORCYCLE		
AUTOCYCLE	0	0.00	AUTOCYCLE		
MOTOR HOME	1	84.00	MOTOR HOME		
RENTAL	1	70.00	RENTAL		
PASSENGER TRUCK	0	0.00	PASSENGER TRUCK		
RENTAL			RENTAL		
PASSENGER NO FEE	0	0.00	PASSENGER NO FEE		
PASSENGER HALF RATE	0	0.00	PASSENGER HALF RATE		
HIRE	0	0.00	HIRE		
PASSENGER TRUCK	0	0.00	PASSENGER TRUCK		
COMMERCIAL	2	942.00	COMMERCIAL		
TRAILER	0	0.00	TRAILER		
TRACTOR/SPEC MOBILE	3	67.00	TRACTOR/SPEC MOBILE		
COACH/EMERGENCY	0	0.00	COACH/EMERGENCY		
FARM TRUCK	1	21.00	FARM TRUCK		
MOTORCYCLE	0	0.00	MOTORCYCLE		
MOPED	0	0.00	MOPED		
SPECIAL EQUIP.	1	20.00	SPECIAL EQUIP.		
BUS	0	0.00	BUS		
TITLE	0	0.00	TITLE		
VANITY PLATES	1	25.00	VANITY PLATES		
RESERVE # FEES	0	0.00	RESERVE # FEES		
LOST PLATE	0	0.00	LOST PLATE		

← CASH REPORT  
ELECTRONIC REPORTING



# Transmittals

Receipt of transmittals will occur in **one of 2 ways**:

- Firstly, via an email. Automated plate shipments from Waldale will generate an e-mailed notice containing the transmittal to your listed e-mail address prior to the delivery of the plates. **Verify the amount and proper ranges on the transmittal to the physical shipment** before returning the verified and signed transmittals to BMV.
- The second process will mirror **the current practice** for specialty plate orders from the plate shop. The transmittal document will be within the packaging of the physical shipment of stickers and specialty plate orders.

Transmittal information **should be verified to the physical inventory received from BMV**. If the amounts are correct the transmittal should be signed, marked as received and returned.

If the amounts are incorrect, mark the exceptions box and make the appropriate notes **to detail the exception(s)**.

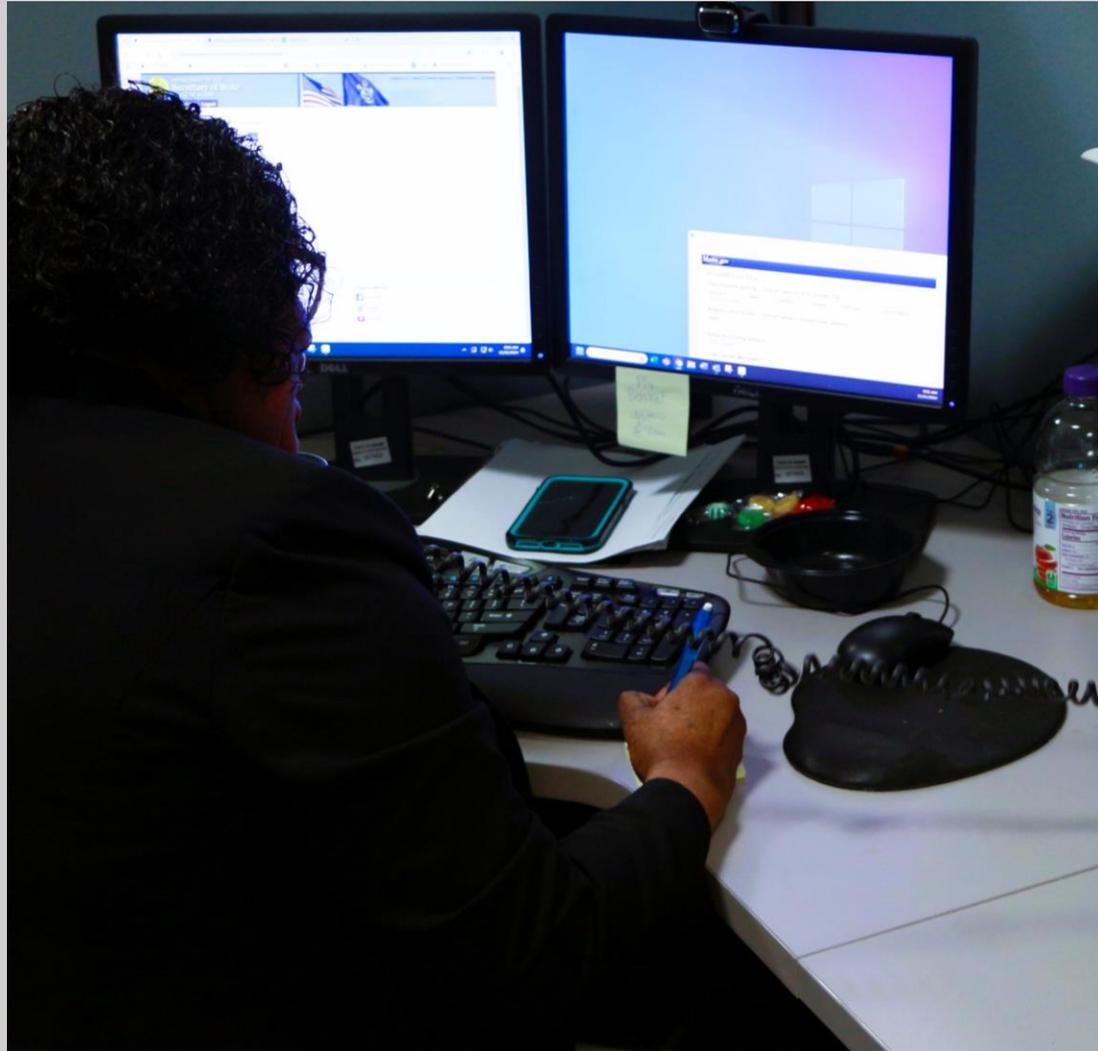


# Transmittals

Beginning immediately, please send all transmittals to the BMV Stockroom using the following contact information:

- Scanned and emailed to [npistockroom.bmv@maine.gov](mailto:npistockroom.bmv@maine.gov)
- Fax: 207-624-9035
- Phone: 207-624-9030
- Mailed to the attention of Stockroom at BMV.

If you have not done so, please **verify your email address on file with Municipal/Agent Services at BMV.**





# 04 Distribution

→ How we'll get plates where they need to be.

# Distribution

## How we're getting it done.

In accordance with Public Law, c. 421 the **BMV must replace the Chickadee plates.**

The manufacturing shop in Warren, Maine could not accomplish this. Waldale Manufacturing, based in Nova Scotia, was awarded this task.



# Distribution

## Plate Distribution Data

BMV has emailed individual plans to each town. The plan contains new and renewed registration quantities per:

- Class Code,
- Town,
- Month and
- Factors like the volume of plates a town issues on behalf of another town.

The **first plate shipment** will consist of May and June volume and will be delivered in March.

All subsequent shipments will contain volume for one month.

For example, your inventory for July will ship in May.

Another would be August's inventory shipping in June.

Pine Tree and No Tree plates will be shipped directly to municipalities from Amherst Nova Scotia.



# Distribution

## Box Quantities

Class Code	Box Qty
Antique	10
Combination	10
Commercial	25
Custom Vehicle	5
Disabled	10
Farm	10
Motor Home	5
No Tree Graphic	25
Passenger Car	25
Special Equipment	10
Special Mobile	5
Tractor	5
Tractor Trailer 800 Ser	5

Municipalities will receive **a minimum of one case** for each of the below class codes.

Each class code **will come in its own box**. This is different from today.

Plates will be shipped out in box quantities of **5, 10, or 25**.



# Distribution

## Box Quantities and Shipping

Each shipment will have a transmittal sent by email.  
Plates will be shipped by plate type. | Each box will be labeled with contents.

5 Pairs 12"L x 1" H x 6 1/4"W



25 Pairs 12"L x 3 3/4"H x 6 1/4"W



10 Pairs 12" L x 1 3/5" H x 6 3/5" W



# Distribution

## Branch Class Codes

Some class codes will **only be issued** at BMV branch offices.

These are:

- Bus (BU),
- Low Speed (LS),
- Horseless Carriage (HC),
- Street Rod (SR), and
- For Hire (TX).

Class Code Description	Class Code
Antique	AQ
Bus	BU
Combination	CO
Commercial	CM
Custom Vehicle	CV
Disabled	DX
Farm	FM
Horseless Carriage	HC
Low Speed	LS
Motor Home	MH
Not Tree Graphic	NT
Passenger Car	PC
Special Equipments	SE
Special Mobile	SM
Street Rod	SR
Tractor	TR
Tractor Trailer 800 Ser	TT
For Hire	TX





# Distribution

## Transmittals

**There will be no change to the transmittal form.**

The transmittals for specialty plates will still be shipped inside one of the boxes of plates municipalities receive.

The transmittals for the Pine Tree and No Tree plates will be emailed to you. If you have not done so, please **verify that your email address on file** with Municipal/Agent Services at BMV.

**Phone:** 207-624-9000 *Ext.* 52163

**Fax:** 207-624-9037

**Email:** [municipal.bmv@maine.gov](mailto:municipal.bmv@maine.gov)



# Distribution

## Year and Month Stickers

New Plate Issue sticker volume **will be on automatic shipment** from the BMV Stockroom to your municipality's listed inventory shipping address during the new plate issue year.

Sticker volume will follow the same distribution plan as the plates.

- May and June volume will ship out in March, July will ship out in May, August will ship out in June, etc.

Ordering sticker volume for specialty plates remains the same as it is today.

If shipping address updates are needed, please contact the BMV Stockroom via:

**Phone:** 207-624-9030

**Fax:** 207-624-9035

**Email:** [NPIStockroom.BMV@maine.gov](mailto:NPIStockroom.BMV@maine.gov)



# Distribution

## Delivery Method

Plates will be delivered via the **US Postal Service**.

Shipment tracking will be through **USPS**.

It is recommended that towns that are not open during normal business hours (Mon – Friday) **contact your local US post office to arrange any special delivery requirements.**



A woman with blonde hair, wearing glasses and a headset, is sitting at a desk in a call center. She is looking down at a document she is holding. On the desk, there is a multi-line office phone, a pen, and some papers. The background shows office shelves with boxes. The image has a dark overlay with white text and yellow arrows.

# 05 Scenarios

Being ready for when rubber hits the road.

# Overview

## **INFORMATION:**

Municipal Agents may contact their BMV Municipal Coordinators at 1-207-624-9000, extension 52163.

**Low Digit:** is any registration plate with four digits or less without a letter or two digits or less followed by a single or double letter.

Low digit plates include:

- 1-9999 without any letter following.
- 1-99 with a single letter following.
- 1-9 with double letters following.

These plates **may be obtained only through the Secretary of State's Office** and carry an additional one-time fee, of \$25.00 over and above the regular registration fee.

**If the plate was issued prior to May 1, 2025**, the fee was \$25.00 for the issuance of the low digit plate in the chickadee design. The plate would be subject to an additional one-time \$25.00 fee to reserve the same number in the new pine tree design.

**Upon first time registration of a low digit plate**, the customer must present a letter from the Secretary of State stating the customer's name and plate number issued. The customer may reregister or transfer credit in their name only, unless given written permission from the Secretary of State to add their spouse.





# Overview



**REMEMBER:** Do not add or delete a name on any low digit plate registration anytime during the registration period – **UNLESS you have written permission from the Secretary of State's Office.**

It is the policy to permit the transfer of low digit plates from one spouse to another, but in each case, **written authorization of the Secretary of State is required.**

Registrations for low digit plates not issued in accordance with these guidelines **will be revoked.**



# → Out-of-Rotation

**OUT OF ROTATION:** A registrant may select a number out of rotation for a fee of \$25.00. This fee is applicable when:

- a. The registrant wants a unique number that must be pulled or manufactured out of sequence from current, valid series within the class code.
- b. The registrant wants a number that has been previously issued, is no longer in use, and must be reprinted.
- c. The registrant wants a low digit (as defined in the low digit plate section) and has the plate and the appropriate letter from the Secretary of State's Office.
- d. The out-of-rotation fee will be applied in those cases where the plate(s) is/are in your office. Please note that record-keeping requirements must be met in all cases.

*Example: You have the following range of PC plates in your office: 251KTA-500KTA. The customer wants 400KTA. If you issue that plate to him at that time the \$25.00 Out of Rotation fee would apply.*





# Overview

## ***SCENARIOS***

**NOTES:** Regarding these scenarios; certain facts are standard for each scenario, even if it is not specifically stated in the scenario:

1. The new plate issue may be referred to as '**NPI**' within the text of this document.
2. Excise tax is paid to the municipality of legal residence prior to processing a renewal or new registration transaction.
3. The registrant always has the option of completing the transaction at a Motor Vehicle branch office after payment of excise tax.
4. Agreements between neighboring municipalities are not assumed. You must verify that they are willing to process new registrations or trucks level transactions for your residents.
5. Municipalities may process only those transactions within their current level of authorization.





# Overview

## ***SCENARIOS***

1. Transactions currently restricted, remain restricted, i.e., suspended registrations. The SR-22 requirement of calling or emailing for permission remains an option to process.
2. The instructions listed below are an overview or reference tool rather than a detailed processing document. As a municipality, your processing will be specific to your program (manual or electronic), templates, and authorization level. Motor Vehicle Offices will have unique guidance documents.
3. If you have questions, please ask. For many of you, this is your first plate issue, you are not expected to know all the answers. Ask the question(s). Questions should be directed to the **Administrative Office at 1-207-624-9000**, extension **52163** for Municipal Coordinators. Time allowing, you may also send questions to [Municipal.BMV@maine.gov](mailto:Municipal.BMV@maine.gov)



# Scenarios

- 1** A person wants a pine tree plate with a number from a plate that their next-door neighbor has on a vehicle.
- A. Limited:** Unable to process the request.
  - B. New & Truck:** Same answer.
  - C. Branch:** Same answer.

- 2** Herbert wants to reserve the number that he currently has on his conservation plate.
- A. Limited:** Conservation plates are out of scope for NPI. They are not chickadee plates, but specialty plates. They do not translate nor are they transferable to the pine tree plate issue. Herbert therefore cannot reserve. He may be able to obtain an out-of-rotation number that is similar but not exactly the same.
  - B. New & Truck:** Same answer.
  - C. Branch:** Same answer.



# Scenarios

- 3** It is May 2025. A registrant wants to use a plate (PC) 8288 that their friend just gave them.
- A. Limited:** Not immediately. The plate must be authorized by the Secretary of State's Office, and the request should be in writing. The Secretary of State will respond. And, if use of the plate is approved, the registrant will receive a letter of instructions, a copy of which must be submitted at time of processing. Fees apply. See Low Digit Plate policy in the procedures manual.
  - B. New & Truck:** Same answer.
  - C. Branch:** Same answer.

- 4** It is June 2025; Wilson has two vehicles, and he reserved both sets of plates. He already has one set of pine tree plates on a vehicle with a May 2026 expiration date.
- His other vehicle expires in December 2025. He wants to put the May plate on the December vehicle and the December plate on the May vehicle.
- A. Limited:** The plate change may not be processed at this time. In December 2025, the change may be processed.
  - B. New & Truck:** Same answer.
  - C. Branch:** Same answer.



# Scenarios

5

Prescot has a set of pine tree plates (PC) 651-KTA on a vehicle with a May 2026 expiration date, Vehicle A. He comes in June 14, 2025, to do a class change to a new commercial plate for 27,000 pounds.

Then he wants to put the passenger plate 651-KTA on Vehicle B that has a March 2026 expiration date.

- A. Limited:** Unable to process this transaction at this authorization level. Send registration to a neighboring Truck level municipality that will process for the residents of your municipality or a branch office.
- B. New:** Same as Limited.
- C. Truck:** Indicate a “corrected registration” with a “Plate & Class Change PC-651-KTA” in the appropriate area on the registration. Remember to indicate the registered weight on the registration and issue the proper month and year stickers. There may be an IGW fee due. The passenger plate may not be put on the vehicle with the March expiration until time of renewal.
- D. Branch:** Same as Truck.



# Scenarios

- 6** Erin comes in June of 2025. She would like to have the same number on her pine tree plate. Her vehicle expired May 2025, and she did not reserve.
- A. Limited:** Have Erin decide if she would like to:
- A. Reserve and renew an on-line if your municipality participates in Rapid Renewal. She will receive one package with her plates, stickers, and registration. She will continue to display her chickadee plates until the pine tree plate is received.
  - B. Collect the excise tax only and go to a branch office to complete the registration and reserve her plate number. She will continue to display her chickadee plates until the pine tree plate is received.
  - C. If she decides not to pursue the reserve plate, complete the registration assigning the next available pine tree plate.
- B. New & Truck:** Same answer.
- C. Branch:** After proof of excise tax payment, follow standard procedures by completing the transaction, updating the registration, and reserving the number in the system. Provide the customer the completed registration and stickers. Forward the validated materials and a copy of the renewed registration to the Administrative Office. The reserve plate will be mailed under separate cover directly to the registrant. She will continue to display her chickadee plates until the pine tree plate is received.



# Scenarios

**7** Registrant comes in August of 2025 to register a newly purchased vehicle from a Maine dealer. They traded their old vehicle which would have expired April 2026. They want to get their same number for the pine tree plate They did not reserve their plate.

**A. Limited:** Collect the excise tax either as a transfer or new registration.

- A. As a transfer: give the registrant the option to complete the transaction at your office or a branch office. Advise the customer they may reserve their number via the on-line portal if completing the transfer at your office. If completing the transfer at a branch, they may reserve at that time. Note: They will receive the pine tree plate for their April 2026 renewal.
- B. As a new registration: Collect the excise tax only and send to the closest branch office for completion. The plates will be printed and mailed directly to the registrant. The registrant will continue to display their chickadee plates until the pine tree plate is received.

**B. New & Truck:** Same answer.

**C. Branch:** Complete the transaction, provide the validated registration & stickers, enter, and process the reserve.



# Scenarios

8

Registrant comes in August of 2025 to register a Maine dealer purchased automobile as a new registration (*not a transfer*). They have reserved their plate number and the registration for their trade-in vehicle expires: **(A)** July 2025; **(B)** October 2025; or **(C)** March 2026.

## For (A):

- A. Limited:** Pull the preprint form or delta file data, verifying the plate number was reserved and received by the customer.
  - A. Option 1 – Process the new registration using the reserved plate. Indicate on the registration that the plate was reserved.
  - B. Option 2 – Collect the excise tax, allow the registrant to complete the transaction elsewhere.
- B. New & Truck:** Same as above.
- C. Branch:** Complete the transaction upon proof of excise tax payment.

## For (B) & (C):

- A. Limited:** If the registrant has not received their plate, collect the excise tax, and send the customer to a branch office.
- B. New & Truck:** Same as above.
- C. Branch:** After proof of excise tax payment, follow standard procedures by completing the transaction, updating the registration, and reserving the number in the system. Provide the customer the completed registration and stickers. Forward the validated materials and a copy of the renewed registration to the Administrative Office. The reserve plate will be mailed under separate cover directly to the registrant.



# Scenarios

- 9 Brock has an April 2026 expiration date and has not reserved his plate number. He loses one plate. He comes in April 20, 2025, and wants his same number in the chickadee. He does not want to reserve; he does not like the design, nor does he want the pine tree plate now or in the future.
- A. Limited:** Provide the registrant a lost plate application, MV-9. Instruct him to either submit via the mail or go in person to a branch office or a neighboring town that you have an agreement to process. A photocopy of his current registration and a \$5.00 fee for each missing plate and \$0.25 fee for each sticker should be included if mailing the application. Inform the registrant that he will not be receiving the chickadee plate number, as the cut-off date for printing of chickadee plates was March 31, 2025.
  - B. New & Truck:** Issue a random set of chickadee plates if he will accept the different number, the fee is \$11.00 (\$5.00 for each plate and \$0.25 for each sticker). Inform him that chickadee plates are no longer being printed as of March 31, 2025. Therefore, we are unable to fulfill his request for the same number in a chickadee.
    - A. Second option, go to a branch office to complete the transaction.
  - C. Branch:** Issue a random set of chickadee plates if he will accept the different number, the fee is \$11.00. Requesting the same number in chickadee is not an option, as of March 31, 2025, chickadee plates will cease production.

*Note: Lost plates ordered and validated prior to March 31, 2025, will be printed as chickadee plates. This is a hard stop on chickadee plates as of March 31, 2025.*



# Scenarios

- 10** Customer has a March 2026 expiration date and has not reserved their plate number. They lose one plate. They come in after May 1, 2025, and want to order the lost plate. They do not want to reserve, nor do they care about the number. Their plate number is (PC) 7398BO.
- A. Limited:** Provide the MV-9, lost plate form with instructions to either go to a neighboring town that you have an agreement with, a branch office, or mail with a copy of the registration and \$11.00 fee (\$5.00 for each plate and \$0.25 for each sticker) to the address on the form.
  - B. New & Truck:** Provide a MV-9 for the customer to fill out. Collect the \$11.00 plate and sticker fee (\$5.00 for each plate and \$0.25 for each sticker). Assign a new pine tree plate and complete the lower portion of the MV-9. Type a corrected registration indicating the “Plate Change, PC-7398BO”. Remember to issue and record month and year stickers. Ask the registrant to return the remaining chickadee plate, complete the MV-553 return plate card.
  - C. Branch:** Same as New & Truck.



# Scenarios

- 11** Bailey has lost both of her (PC) plates due to an accident on Friday May 13<sup>th</sup> and comes into your office on the 16<sup>th</sup> of May. Her registration is valid until September 2025, and she wants to replace the missing plates. The original number has not been reserved.
- A. Limited:** Be sure Bailey has a copy of her current registration, provide her with the lost plate form (MV-9) and send her to a branch office or neighboring town willing to process for your residents.
  - B. New & Truck:** Complete the MV-9. Issue the next set of pine tree plates replacing the prior chickadee plates. The fee will be \$11.00 for the plates and stickers (\$5.00 for each plate and \$0.25 for each sticker). Issue Bailey a corrected registration indicating the plate change and issue and record the proper month and year stickers. If she wants to retain the same number, she must go to a branch office.
  - C. Branch:** Complete the MV-9. Determine if this is to be a reserve or random plate issue. The fee for the lost plate and stickers is \$11.00 for the next available plate. If Bailey wishes to retain the same plate number process as a reserve for the \$25.00 instead and complete the MV-62. Issue a temporary plate.
    - A. Note:** *this is the only temporary plate scenario because both plates have been lost.*



# Scenarios

**12** Jordan has a February 2025 expiration, and she did not renew. She comes in after May 1, 2025, to renew. She insists on getting the pine tree plate and does not care about the plate number.

**A. Limited:**

- A. Option 1 – Renew the registration with the chickadee plate. Jordan will have to wait until February 2026 for her pine tree plate.
- B. Option 2 – If she insists on getting her plate now, renew the registration, collect an additional \$11.00 lost plate and sticker fee (\$5.00 for each plate and \$0.25 for each sticker) and issue the next available pine tree plate.

**B. New & Truck:** Same answer.

**C. Branch:** Same answer.



# Scenarios

**13** Geno has a February 2025 expiration. He comes in on or after May 1, 2025, to renew. He insists on getting the pine tree plate now, and he wants the same number as his chickadee plate.

**A. Limited:**

- A. Option 1 – If the municipality participates in Rapid Renewal, he may renew and reserve his number on-line. The reserved number will be mailed to him for February 2026.
- B. Option 2 – Renew the registration. Geno will have to wait until February 2026 for his pine tree plate. He can reserve his number at the Informe Stand Alone Reservation Portal once the renewed registration is updated by BMV.
- C. Option 3 – After renewing he may go to a branch office or mail a copy of his renewed registration, a MV-62 and the \$25.00 fee to BMV.
- D. Collect excise tax only and he may complete the entire transaction at a branch office.
  - A. NOTE: NPI is connected to the expiration date not the request date.

**B. New & Truck:** Same answer.

**C. Branch:** Complete the registration and forward the reserve application materials to the Administrative Office per current procedure. Geno will continue to display the chickadee plate until he renews for February 2026.



# Scenarios

**14** Charles has a March 2025 expiration. He comes in on or after May 1, 2025, to renew. He would like a vanity plate to replace his current number plate.

**A. Limited:** There are three options.

- A. Option 1 – After renewing and once his renewal data is updated by the Bureau of Motor Vehicles, Charles may check availability and order a vanity plate upon payment of the \$25.00 fee via the on-line BMV vanity plates portal. The vanity plate will be mailed to him, and it will be a pine tree plate or no tree plate for all three options.
- B. Option 2 – Send Charles to a branch office to complete his request after he pays excise tax.
- C. Option 3 – Renew the registration. Have Charles submit a copy of the registration, a vanity plate application, and the \$25.00 fee to the Administrative Office for processing.

**B. New & Truck:** Same answer.

**C. Branch:** Complete the transaction, accept the vanity plate application, and fee, and forward the material as normal. Provide the customer with stickers and a validated registration of his current chickadee plate number. A corrected registration and new stickers will be mailed along with the vanity plate when manufactured.



# Scenarios

**15** Joe comes in August of 2025 to register a new vehicle. He traded his old vehicle for the new truck at a Maine dealership. The former truck would have expired April 2026 with 16,000 GVW and he did not want to reserve his old plate.

- A. Limited:** Process the registration issuing the next available pine tree plate if it is a new registration going for a full year. If he wants to process a transfer, then process the registration using the April expiration date, retaining the chickadee plate until renewal time.
- B. New & Truck:** Same as above.
- C. Branch:** Same as above.

**16** It is May 1, 2025. Kyler has a conservation plate on her vehicle that has a February 2026 expiration date. She would like to surrender the plate and get the new pine tree plate.

- A. Limited:** Refer this registrant to a neighboring town at the New/Truck level that will process for your residents or a branch office.
- B. New & Truck:** Have Kyler surrender her conservation plate, issue the next random pine tree plate. This is a correction and should indicate the plate change information of the prior plate number and class code and remember to issue the same month and year stickers as your current registration. Complete a MV553 on the returned CR plate.
- C. Branch:** Process the plate change request using current procedures.



# Scenarios

- 17** On July 15, 2025, Derek comes in to renew his horseless carriage. **(A)** He has reserved his plate and has it with him. **(B)** He did not reserve and does not want to reserve.
- A. Limited:**
- A. Because Derek has his plate, pull the preprint or delta file record for notations. Complete the renewal process issuing the reserved HC class plate.
  - B. Collect excise tax only and refer Derek to contact the Administrative Office for additional processing instruction on his HC class renewal.
- B. New & Truck:** Same as above.
- C. Branch:** Verify the excise tax receipt. Call the Administrative office for the next available plate number and complete the transaction with a temporary plate. Issue the registration and stickers to the registrant, the plates will be mailed to them.



# Scenarios

- 18** It is June 12, 2025. Sam has a low-speed vehicle plate (LS) on his vehicle that has a June 2025 expiration date. He is here to renew: **(A)** he has reserved his plate and has it with him; **(B)** he did not want to reserve.
- A. Limited:**
- A. Because Sam has his plate, pull the preprint or delta file record for notations. Complete the renewal process issuing the reserved LS class plate.
  - B. Collect excise tax only and refer Sam to a branch office to process his LS class renewal.
- B. New & Truck:** Same as above.
- C. Branch:**
- A. Verify payment of excise tax and process.
  - B. Verify payment of excise tax and issue the next available pine tree LS plate.
    - A. *Note: A similar process will be followed for class codes BU, SR, and TX, as with LS.*



# Scenarios

**19** It is August 19, 2025. Daniel has a tractor trailer truck (TT) with a June 2025 expiration date. He is here to renew: **(A)** he has reserved his plate and has it with him; **(B)** he did not reserve.

**A. Limited:**

- A. Because Daniel has his plate, pull the preprint or delta file record for notations. Complete the renewal process issuing the reserved TT class plate, making sure question #6 on the reverse side of the white registration is marked appropriately. Follow the proper processing procedures for a 'big truck'.
- B. Issue the next available TT pine tree plate following proper processing procedures for a 'big truck'.

**B. New:** Same as above.

**C. Truck:**

- A. Because Daniel has his plate, pull the preprint or delta file record for notations. Complete the renewal process issuing the reserved TT class plate, making sure question #6 on the reverse side of the white registration is marked appropriately. Follow the proper processing procedures for a 'big truck'.
- B. Following proper processing procedures, assign the next available pine tree TT plate.

**D. Branch:**

- A. Verify payment of excise tax and process.
- B. Verify payment of excise tax and issue the next available pine tree TT plate.



# Scenarios

**20** It is May 1, 2025. Browning has a special mobile equipment class A well driller (TR) with a June 2025 expiration date. He is here to renew and wants to reserve his plate.

**A. Limited:** He will not be allowed to reserve the TR plate with this vehicle type. He will not be mailed a plate. Pull the preprint or delta file record for any notifications. Assign the next available new SM pine tree plate. Complete the renewal process, remembering to use the new SM class code and appropriate print phrase.

A. Note: The new SM class plates have a unique number sequence, and reservations of old TR class code numbers are not an available option.

**B. New & Truck:** Same as above.

**C. Branch:** Same as above. The Administrative Office will rebate on a reserved TR plate if processed in error.

***Note: Be sure to issue the correct stickers and inform customer not to display them until June 1, 2025.***



# Scenarios

- 21** It is May 1, 2025. Justin has a passenger plate on his vehicle that has a May 2025 expiration date. He is here to renew and does not wish to keep his current number.
- A. Limited:** Determine if Justin wants a PC or an NT plate. Pull the preprint or delta file record for any notations. Complete the renewal process issuing the next available number of the chosen class code.
  - B. New & Truck:** Same as above.
  - C. Branch:** Verify excise payment and complete based on Justin's preference of PC or NT.

- 22** It is August 19, 2025. Easton has a new grader purchased from a Maine dealer. They traded in an older grader with a June 2025 expiration date.
- A. Limited:** Collect the excise tax. If the unit is at or below 26,000 lbs. the transaction may be completed as a new SM. If the unit weighs in excess of 26,000 lbs. refer to a neighboring Truck town or a branch office.
  - B. New:** Same as above.
  - C. Truck:** Process this special mobile equipment with the new class (SM) of pine tree plate. Easton may retain or turn in the old TR plate.
  - D. Branch:** Verify payment of excise and process. Issue the next available pine tree class SM plate.



# Scenarios

23

It is September 20, 2025. Ryan has a new air compressor truck purchased from an out of state dealer. He is here to add the unit to an existing fleet with a February 2026 expiration date.

- A. Limited:** Prorate the excise tax based on 6 months to add the new unit to a February fleet. Be sure to indicate the fleet and excise is prorated on the document. Then refer to a neighboring town authorized to process this unit type or a branch office for completion.
- B. New:** Collect the prorated excise tax. If the unit is at or below 26,000 lbs. the transaction may be completed as a new SM. If the unit weighs in excess of 26,000 lbs. refer to a neighboring Truck town or a branch office.
- C. Truck:** Process this special mobile equipment with the new class (SM) of pine tree plate. Prorate the excise and registration fee to the common expiration date of the existing fleet, February in this example. Be sure to trigger the Fleet print phrase.
- D. Branch:** Verify payment of excise and process a prorated registration fee, assigning the new SM class pine tree plate with a February 2026 expiration. Be sure to trigger the Fleet print phrase.



# Scenarios

- 24** It is December 22, 2025. Allen has a new pick-up purchased from a Maine dealer. He traded in his prior car with PC plate 1715FB. He wants to register for a full year with 10,000 RVW and a NT plate.
- A. Limited:** Complete this transaction issuing the next available NT class plate. For the NPI period this is a permissible transaction at this authorization level. For manual towns, please indicate the plate change and prior plate number. Indicate the GVW as 10,000 and collect the proper registration fee associated to that GVW.
  - B. New:** Complete this transaction issuing the next available NT class plate. Indicate the plate change and prior plate number. Indicate the GVW as 10,000 and collect the proper registration fee associated to that GVW.
  - C. Truck:** Same as above.
  - D. Branch:** Verify payment of excise and process, issue the next available NT class plate.



# Scenarios

**25** Mason reserved her PC 1234MR plate in August of 2024 as a PC. It is December 2, 2025. She has come in to renew her registration which expired November 2025. She received the plates, and she no longer wants the PC and would prefer the NT plate: **(A)** with the reserve number 1234MR; **(B)** any number available.

**A. Limited:**

- A. Pull the preprint or delta file record for any notifications. Collect excise tax only and send Mason to a branch office.
- B. The reserve fee is not refundable after the plate has been received. Create a new renewal document indicating a plate change from PC 1234MR and issue the next available NT plate from inventory. Have the registrant turn in the reserved PC plate number.

**B. New & Truck:** Same as above.

**C. Branch:**

- A. Verify payment of excise. Have the registrant turn in the reserved PC plate number. Complete a MV553. Record the plate change on the registration listing the new NT plate number 1234MR and the 'Reserve# Fee Pd' print phrase and collect an additional \$25.00 reserve plate fee. Provide the appropriate month and year stickers along with the registration. The customer will operate on the expired chickadee plate until the newly reserved plate arrives. Remind the customer to hold the stickers for the new plate. Expect the plates to arrive within 2 -3 weeks.
- B. Verify excise tax. Issue the next available NT plate. The previously reserved plate may be retained for use on another appropriate vehicle for up to 1 year from original reservation date.



# Points to Remember

- Rapid Renewal **is an option** for residents of participating municipalities that may not always be addressed within the scenarios.
- Pine tree plates are to be issued in conjunction with renewals, commencing with the May renewals.
- Although you may have inventory, **Pine Tree plates are not available prior to May 1, 2025.**
- Limited New Registration Agents are to exchange plates **only for the same class code and type** (like for like), with the exception of changing from PC to NT class.
- Limited New Registration and New Registration Agents **must not process or increase registered weights to exceed 26,000 pounds registered weight.**
- Limited New Registration Agents will process new registrations on licensed Maine dealer sales when the customer has an available chickadee plate that could be used.
- New registrations may only be processed, and plates issued for **transactions included within your specific authorization level.** Disabled (DX) is an example of plates that may not be issued as first-time new registrations. Specifically, this is when the registrant does not have a Disabled (DX) chickadee plate to swap out.
- General issue chickadee plates **will not be printed after March 31, 2025**, due to on-hand supplies. When the new plate issue commences, only pine tree plates will be manufactured for general issuance. However, all lost plate applications processed prior to March 31, 2025, will be honored. The plate will be ordered in the chickadee design.



# → Points to Remember

- Always verify the information on the reserved plate: **name, address, and expiration date**.
- Class code and plate changes are to be processed by New Registration and Truck Registration authorization levels.
- You can process most transactions, if you have the proper paperwork, if it is **within your authorization level**, or the **Administrative Office authorizes** the transaction. If authorized to process an exception, record who provided the permission.
- Check the plates – **make sure the sets contain two plates with the same number and that they are printed properly on the plate materials**.
- The old (chickadee) plate and class code **must be recorded on all registration transactions involving a plate change**.
- The stand-alone Reservation Portal allows for the reservation of a license plate number independent from the rapid-renewal process. The eligibility to use **this portal lapses approximately 1 month prior to expiration dates from May 1<sup>st</sup>, 2025, through April 2026**. Rapid Renewal, the branch offices and the Administrative Offices will continue to reserve eligible plates during the entire NPI year.
- This **information is subject to change**. Updates will follow.





# 06 Next Steps

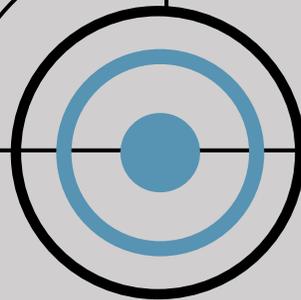
→ What to expect comes next.

# January 2025 – March 2025

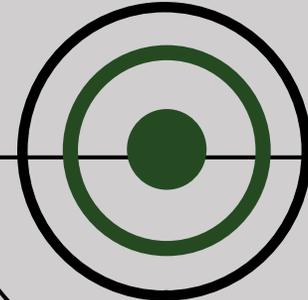
In February, you received specific details about your inventory process, delivery schedules, system updates, and training documents.



January kicked off training



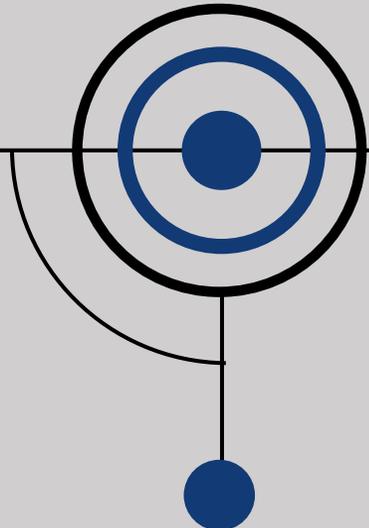
March 1 – Pine Tree and No Tree Plates started shipping



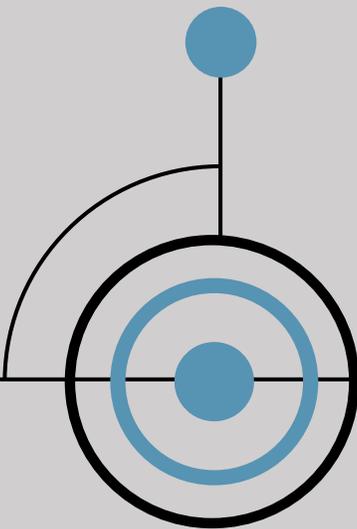


# April 2025 – June 2025

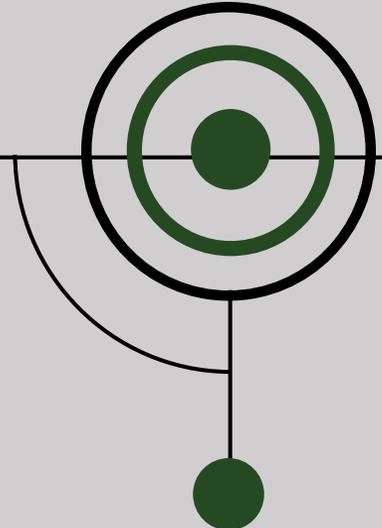
May 1 – The Issuance begins



April 1 – All new plates were delivered to their proper destinations



May 6 – Begin picking up all unused Chickadee Plates



A dark brown background featuring a white coffee cup with a dark liquid inside, positioned in the lower-left quadrant. Scattered around the cup are several question mark cutouts in various shades of brown and tan, some with scalloped edges. A blue line with an arrow at its end starts from the left edge of the slide and points towards the right, passing behind the text.

# 07 Resources

Where to go if you have questions.

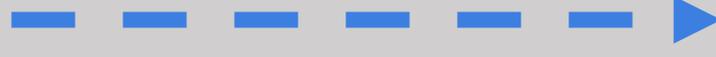
# → BMV Resources

## General Questions



Contact the municipal coordinators via:  
**Phone:** 207-624-9000 *Ext:* 52163  
**Fax:** 207-624-9037  
**Email:** [municipal.bmv@maine.gov](mailto:municipal.bmv@maine.gov)

## Inventory and Distribution Questions



Contact the BMV's stockroom via:  
**Phone:** 207-624-9030  
**Fax:** 207-624-9035  
**Email:** [npistockroom.bmv@maine.gov](mailto:npistockroom.bmv@maine.gov)



A photograph of two women in an office setting. The woman on the left has dark hair and is wearing a brown turtleneck sweater. The woman on the right has short blonde hair, wears glasses, and a dark plaid jacket. They are both looking down at a document on a desk. The background shows office cubicles and desks with various items.

# 08 Appendices

Additional content to provide information.

# Appendix A

Plate Type	Class Code	Numbering Sequence	Plate Image	Plate Type	Class Code	Numbering Sequence	Plate Image
ANTIQUE	AQ	101-CAA to 999-CAZ		LOWSPEED	LS	101-CHA to 999-CHZ	
BUS	BU	101-CBA to 999-CBZ		MOTOR HOME	MH	101-CJA to 999-CJZ	
COMBINATION	CM	101-CCA to 999-CCZ		PASSENGER CAR	PC	101-KAA to 999-ZZZ	
COMMERCIAL	CO	101-CDA to 999-CDZ		PASSENGER CAR ALTERNATIVE	NT	101-FAA to 999-FZZ	
CUSTOM VEHICLE	CV	101-CEA to 999-CEZ		SPECIAL EQUIPMENT	SE	101-CKA to 999-CKZ	
DISABLED	DX	1 to 99999; 1A to 999Z; 1AA to 99ZZ		SPECIAL MOBILE EQUIPMENT	SM	101-BSA to 999-BSZ	
FARM	FM	101-CFA to 999-CFZ		STREET ROD	SR	101-CMA to 999-CMZ	
HIRE	TX	101-CPA to 999-CPZ		TRACTOR	TR	101-CNA to 999-CNZ	
HORSELESS CARRIAGE	HC	101-CGA to 999-CGZ		TRACTOR TRAILER 800 SERIES	TT	800-001 to 899-999	



# Appendix B

Plate Type	Class Code	New/Truck	Notes
PASSENGER CAR	PC	Yes	
PASSENGER NO TREE	NT	Yes	New Class Code.
ANTIQUE	AQ	Yes	
COMBINATION	CM	Yes	
COMMERCIAL	CO	Yes	
CUSTOM VEHICLE	CV	Yes	
DISABLED	DX	Yes	DX temporarily issued by towns.
FARM	FM	Yes	
MOTOR HOME	MH	Yes	
SPECIAL EQUIPMENT	SE	Yes	
TRACTOR	TR	Yes	
TRACTOR TRAILER 800 SERIES	TT	Yes	
SPECIAL MOBILE EQUIPMENT	SM	Yes	New Class Code.
BUS	BU	No	Not issues by any towns.
HORSELESS CARRIAGE	HC	No	Not issues by any towns.
LOWSPEED	LS	No	Not issues by any towns.
STREET ROD	SR	No	Not issues by any towns.
HIRE	TX	No	Not issues by any towns.





# State of Maine

## Bureau of Motor Vehicles

### Application to Reserve a Plate Number

**To reserve your current plate online:**

- Scan this code



OR

- Go to [maine.gov/online/reservemyplate](http://maine.gov/online/reservemyplate)

OR

**If you want to submit this application:**

- Visit a Motor Vehicle Branch
- OR
- Mail it to 29 State House Station, Augusta, ME 04333-0029 with "Attention Registrations"

If you have questions, email us at [platereserve.bmv@maine.gov](mailto:platereserve.bmv@maine.gov) or call us at 207-624-9000 Ext. 52149

Current Plate Number	Plate Class Code*	Company Name		
Owner's Full Name				Date of Birth
Address		City	State	Zip Code
Shipping Address <input type="checkbox"/> Same as above		City	State	Zip Code
<b>Plate Design Options</b>				
<p>If you are a Rapid Renewal customer you will receive the new plate along with your registration when you complete your renewal after May 1, 2025. If your town doesn't participate in Rapid Renewal and you reserve your existing plate number you will be sent your plates one month prior to your expiration date.</p> <p><input type="checkbox"/> Pine Tree Plate    <input type="checkbox"/> No Tree Plate**</p>				
		<hr style="width: 100%;"/> Registrant's Signature		<hr style="width: 100%;"/> Date

**Payment Method**

Reserving your plate will require a one-time payment of \$25.

- Check/Money Order\*\*\*   
  VISA   
  MasterCard   
  Discover   
  American Express

Card Number	CVV****	Expiration Date
Signature		Date
Billing Address		Zip Code

\*You can find this on your vehicle's registration.

\*\*You can only select this option if your current license plate class code is "PC".  
Once you select the No Tree Plate, your class code will be changed to "NT".

\*\*\*Make checks payable to the Secretary of State

\*\*\*\*A unique three or four digit number on the back of your card.

101 Hospital Street, 29 State House Station, Augusta, ME 04333-0029

MV-62 Rev. 11/24

TTY Users call Maine relay 711

# Appendix

## C



Vanity Plates	
Vanity Plates are available only in the following plate types and limits:	
AGRICULTURE SPECIALTY	Maximum of 6 characters, plus one space or dash
AGRICULTURE SPECIALTY COMMERCIAL	Maximum of 6 characters, plus one space or dash
AGRICULTURE SPECIALTY FARM (Repealed as of April 15, 2016)	Maximum of 6 characters, plus one space or dash
ANTIQUE AUTO	Maximum of 7 characters, includes one space or dash
ANTIQUE MOTORCYCLE	Maximum of 7 characters, includes one space or dash
AUTOCYCLE	Maximum of 7 characters, includes one space or dash
BARBARA BUSH CHILDREN'S HOSPITAL	Maximum of 6 characters, plus one space or dash
BLACK BEAR SPECIALTY	Maximum of 6 characters, plus one space or dash
BREAST CANCER SPECIALTY	Maximum of 6 characters, plus one space or dash
COMBINATION	Maximum of 7 characters, includes one space or dash
COMMERCIAL	Maximum of 7 characters, includes one space or dash
CONSERVATION SPECIALTY	Maximum of 5 characters, includes one space or dash
CONSERVATION SPECIALTY COMMERCIAL	Maximum of 5 characters, includes one space or dash
CONSERVATION SPECIALTY DISABLED (Repealed as of April 15, 2016)	Maximum of 3 characters, includes one space or dash
CONSERVATION SPECIALTY MOTOR HOME (Repealed as of April 15, 2016)	Maximum of 5 characters, includes one space or dash
CONSERVATION SPECIALTY TRAILER (Repealed as of April 15, 2016)	Maximum of 5 characters, includes one space or dash
CUSTOM VEHICLE	Maximum of 7 characters, includes one space or dash
DISABILITY	Maximum of 5 characters, includes one space or dash
DISABLED MOTORCYCLE	Maximum of 5 characters, includes one space or dash
DISABLED MOTORHOME (Repealed as of April 15, 2016)	Maximum of 5 characters, includes one space or dash
DISABLED VETERAN	Maximum of 5 characters, includes one space or dash
DISABLED VETERAN MOTORCYCLE	Maximum of 5 characters, includes one space or dash
EMERGENCY MEDICAL SERVICES	Maximum of 6 characters, plus one space or dash
FARM	Maximum of 6 characters, plus one space or dash
FIREFIGHTER	Maximum of 5 characters, plus one space or dash
GOLD STAR FAMILY RECOGNITION	Maximum of 5 characters, no space or dash
HIRE	Maximum of 7 characters, includes one space or dash
LIGHTHOUSE SPECIALTY	Maximum of 6 characters, plus one space or dash
LOBSTER SPECIALTY	Maximum of 6 characters, plus one space or dash
LOBSTER SPECIALTY COMMERCIAL (Repealed as of April 15, 2016)	Maximum of 6 characters, plus one space or dash
MOTORCYCLE	Maximum of 7 characters, includes one space or dash
MOPED	Maximum of 7 characters, includes one space or dash
MOTOR HOME	Maximum of 7 characters, includes one space or dash
PASSENGER (NO TREE)	Maximum of 7 characters, plus one space or dash
PASSENGER (PINE TREE)	Maximum of 7 characters, includes one space or dash
PURPLE HEART	Maximum of 5 characters, includes one space or dash
PURPLE HEART MOTORCYCLE	Maximum of 5 characters, includes one space or dash
SPECIAL VETERAN	Maximum of 6 characters, includes one space or dash
SPECIAL VETERAN DISABILITY	Maximum of 4 characters, includes one space or dash
SPECIAL VETERAN MOTORCYCLE	Maximum of 7 characters, includes one space or dash
SPORTSMAN SPECIALTY	Maximum of 6 characters, plus one space or dash
STREET ROD	Maximum of 7 characters, includes one space or dash
SUPPORT ANIMAL WELFARE	Maximum of 6 characters, plus one space or dash
SUPPORT YOUR TROOPS	Maximum of 6 characters, plus one space or dash
TRAILER	Maximum of 7 characters, plus one space or dash
UNIVERSITY OF MAINE SYSTEM SPECIALTY	Maximum of 5 characters, includes one space or dash
WABANAKI	Maximum of 7 characters, plus one space or dash

# Appendix D

