

## *New Georgia Residents*

Individuals have 30 calendar days after establishing residency to register their vehicles. The out-of-state vehicle registration is no longer valid after the 30-day period. If you do not register your vehicle within 30 days, penalties and fines are assessed.

New residents are required to pay a tag fee, a title fee, and a one-time title ad valorem tax (title tax) of 3%. The full amount is due upon titling any motor vehicle. If you have a lienholder: The Georgia title will be mailed to the lienholder on file.

- If you do not have a lienholder: The Georgia title will be mailed to the registered owner at the address on file.
- **When your vehicle requires a Georgia title, you will be unable to register your vehicle and obtain a Georgia license plate (tag) or to transfer an existing Georgia license plate to the vehicle without a Georgia title already issued in your name or without applying for a title at the time of registration. [Click here for a list of vehicle types required to be titled in Georgia.](#)**
- Valid Georgia driver's license or valid Georgia identification card with the current Barrow County address for each owner
- Valid Georgia Insurance
- Original out-of-state title issued in your name OR
- If you have moved from another state and your lender or leasing company is holding your out-of-state title, you must complete and sign a **Statement of Title Held by Lien Holder or Leasing Company** and submit it with your original valid out-of-state registration certificate in lieu of your title
- If the vehicle is leased, you will also need an original notarized Power of Attorney from the leasing company and the lease agreement (with the name and address of the leasing company)
- All owners must be present at the tag office or an original notarized **Power of Attorney** for any owner who is not present
- Valid current registration from the former state
- Date the owner moved to Georgia
- Current mileage
- If any owner is not present, a legible photocopy of the valid Georgia driver's license or valid Georgia identification card is required
- If you need information on how to obtain a Georgia driver's license or Georgia identification card, [click here](#)

Once your vehicle is registered, you are required to renew the registration by the vehicle's renewal deadline each year, which is the registered owner's birthday.

### **Moving From Another Georgia County, Follow These Steps:**

Your address can be changed by visiting the Barrow County Tag Office and presenting one of the following:

- A valid Georgia driver's license or Georgia ID card with the current Barrow County address.

### **Or**

You can also change your address online at the [Georgia DOR's Online Service Center](#). You must include a copy of your valid Georgia driver's license or ID card.

The Georgia Department of Driver Services offers one free change of address on your Georgia Driver's License online or in person at one of their facilities. [Visit their website](#) for more information.

The Georgia Department of Driver Services issues driver's licenses. Call 678-413-8400 or visit the [DDS website](#) for more information

### ***(Tag Section Drivers Licenses Information)***

Barrow County requires you to have a valid Georgia driver's license or ID card to process all transactions. If you are moving to the county from out of county or state you must update your driver's license before coming to our office.

The Georgia Department of Driver Services issues driver's licenses. Call 678-413-8400 or visit the [DDS website](#) for more information

### ***(TAG Section Insurance Information Tab)***

## Insurance Requirements

**Insurance cards are not acceptable proof of insurance coverage for motor vehicle transactions at Barrow County tag office.** Your insurance company is required to electronically transmit proof of insurance directly to the **Georgia Department of Revenue (DOR)** database.

## Acceptable Proof of Insurance

When the Georgia registration system does not indicate valid proof of insurance, the following are acceptable (faxed copies are not accepted):

- An original 30-day Insurance Binder with an effective date that is less than 30 days.
- The original Declarations Page from your existing auto insurance policy if the vehicle purchase occurred within the last 30 days.
- A Georgia Fleet insurance card with the words "Georgia Fleet" on it.
- A Self-Insured insurance card and a Certificate of Self Insurance.
  
- Your insurance card is still valid proof of insurance for
  - traveling in another state that may not have access to the Georgia database.
  - exchanging information if you are involved in an accident.
  - vehicles covered on a fleet policy.
  - vehicles covered on a self-insured policy.

Barrow County tag offices verify your insurance status electronically (except for vehicles covered under a fleet or self-insured policy).

## Lapse of Insurance, Suspensions and Waivers

A lapse in insurance occurs when a vehicle has not carried valid Georgia liability insurance coverage for more than 10 days. Your insurance company reports the lapse to the DOR, and a notice of pending registration suspension is generated and mailed by the DOR. A lapse results in a \$25 pending-suspension fee which must be paid within 30 days.

If the \$25 pending-suspension fee is not paid by the due date, the registration is suspended by the DOR. To reinstate the registration, the vehicle must have valid Georgia insurance coverage, the \$25 pending-suspension fee plus a \$60 reinstatement fee must be paid, as well as any other registration fees, taxes or penalties due. Any additional lapses in coverage and/or suspensions will result in additional fines and penalties including cancellation of the vehicle's registration.

Suspension fees may be paid **online** or in person at Barrow County tag office.

It is advised that you cancel your registration before you cancel your insurance policy to avoid any suspensions or fees.

### **How to Cancel Your Registration**

The registered owner of a vehicle may apply for a one-time waiver of the pending-suspension and/or the reinstatement fee if certain criteria are met. To apply for this waiver, the registered owner of the vehicle must complete an **Insurance Fee Waiver Form**. The affidavit can only be submitted if the vehicle has not been driven for one of the following reasons:

- It was sold/transferred or the lease was terminated.
- It was registered in another state.
- It was wrecked, salvaged or junked.
- It was repossessed or stolen.
- It was not operated because it was inoperable, being stored or used seasonally.
- The sole, registered owner of the vehicle was on active military duty stationed outside Georgia.
- The dates entered on the affidavit must match the insurance coverage lapse dates.

*I want the questions in a list that you click the questions and the information I put below the question becomes available.*

# FAQ:

## Registration and Tag Renewal

How do I...

### **Register a vehicle I recently purchased from a dealer?**

#### Vehicles Bought from a Dealer

- ❖ If you purchased a vehicle from a Georgia dealership and title tax is due, the dealer must submit the title application electronically through the Georgia Electronic Title and Registration System (ETR).
- ❖ If you purchased from an out-of-state dealership, in most cases, they will submit the necessary documents to our office to apply for your title.

The title application must be processed prior to the registration being issued or at the same time the registration is issued.

Once the title application has been processed, and if you still need to register the vehicle, the dealer will send you a copy of the title receipt and you will need to visit a **The Barrow County tag office**. If you have not received a copy of the title receipt and it has been at least 25 days since the date of your purchase, contact the dealer to determine the status of your application.

#### **To register the vehicle, you need to bring the following items when visiting one of our offices:**

- ❖ Valid Georgia driver's license or Georgia identification card. If a new tag is to be issued, the Georgia DL or ID with a Barrow County address.
- ❖ **Valid Georgia Insurance**
- ❖ If the vehicle is leased, you must provide the original lease agreement that includes the names and addresses of the leasing company and the lessee(s)

## **Register a vehicle I recently purchased from an individual or business (not a dealership)?**

### **Purchased from an Individual or Business**

#### **Without a lien**

If you purchase a vehicle from an individual or business (other than a dealer) in private sale, you are required to apply for the Georgia title and registration within **seven business days** of the purchase date. A registration can be issued along with the title application or after the application has been processed.

#### **When the seller has provided a title properly signed over to you, all of the following are required:**

- ❖ Valid Georgia driver's license or Georgia identification card. If a new tag is to be issued, the Georgia DL or ID card must reflect a Barrow County address.
- ❖ Copy of the bill of sale from the seller dated within seven business days
- ❖ Original Certificate of Title
- ❖ Current certificate of registration for tag transfer, if applicable
- ❖ **Valid Georgia Insurance**
- ❖ An **original notarized power of attorney** from any owner who will not be present at the time of registration

#### **With a lien**

If you purchased your vehicle from an individual or business and the Certificate of Title is in the possession of a bank or other financial institution, you must still apply for the Georgia title and registration within **seven business days**. If you are financing the vehicle, the lienholder normally will submit the necessary documents to apply for your title.

If you purchased your vehicle from an individual or business and there is a lien involved and the bank or financial institution does not provide the title within the seven day period, then you will not be able to title or register the vehicle. In certain situations you may be able to obtain a temporary operating permit.

When the title is in the possession of a bank or other financial institution, bring the following items:

- ❖ Valid Georgia driver's license or Georgia identification card. If a new tag is to be issued, the Georgia DL or ID with a Barrow County
- ❖ Copy of the bill of sale from the seller dated within seven business days
- ❖ Copy of seller's registration
- ❖ **Valid Georgia Insurance**
- ❖ An **original notarized power of attorney** from any owner who will not be present at the time of registration
- ❖ If the vehicle is leased, you must provide the original lease agreement that includes the names and addresses of the leasing company and the lessee(s)

#### **Additional Title Questions?**

Salvage vehicles are not eligible for a Georgia title or registration until they have been rebuilt and passed inspection. For more information on salvage vehicles, visit the [Georgia Department of Revenue website](#).

Additional Information:

- ❖ Under normal circumstances, the information provided above is required to register a vehicle. Other documentation may be required upon review of the paperwork.
- ❖ It is a misdemeanor to display a license plate or temporary operating permit not issued by a dealer, or printed and recorded in the Georgia Registration and Title Information System.
- ❖ Effective March 1, 2013, sales tax and the annual *ad valorem* tax were removed on newly-purchased vehicles and replaced with a one-time title tax. [Click here](#) to determine the title tax due.

### **How to obtain a Georgia Drivers License?**

For information on how to obtain a Georgia driver's license or Georgia identification card, visit the [Department of Driver Services website](#)

### **Determine title tax due on a vehicle?**

[https://eservices.drives.ga.gov/ /](https://eservices.drives.ga.gov/)

### **Register my vehicle if I'm new to Georgia?**

#### **New Georgia Residents**

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- ❖ New residents are required to pay a tag fee, a title fee, and a one-time title ad valorem tax (title tax) of 3%. The full amount is due upon titling any motor vehicle. If you have a lienholder: The Georgia title will be mailed to the lienholder on file.
- ❖ If you do not have a lienholder: The Georgia title will be mailed to the registered owner at the address on file.
- ❖ **When your vehicle requires a Georgia title, you will be unable to register your vehicle and obtain a Georgia license plate (tag) or to transfer an existing Georgia license plate to the vehicle without a Georgia title already issued in your name or without applying for a title at the time of registration. [Click here for a list of vehicle types required to be titled in Georgia.](#)**
- ❖ Valid Georgia driver's license or valid Georgia identification card with the current Barrow County address for each owner.
- ❖ Original out-of-state title issued in your name OR
- ❖ If you have moved from another state and your lender or leasing company is holding your out-of-state title, you must complete and sign a **Statement of Title Held by Lien Holder or Leasing Company** and submit it with your original valid out-of-state registration certificate in lieu of your title
- ❖ If the vehicle is leased, you will also need an original notarized Power of Attorney from the leasing company and the lease agreement (with the name and address of the leasing company)
- ❖ All owners must be present at the tag office or an original notarized **Power of Attorney** for any owner who is not present
- ❖ Valid current registration from the former state
- ❖ Date the owner moved to Georgia

- ❖ Current mileage
- ❖ If any owner is not present, a legible photocopy of the valid Georgia driver’s license or valid Georgia identification card is required
- ❖ If you need information on how to obtain a Georgia driver’s license or Georgia identification card, [click here](#)

Once your vehicle is registered, you are required to renew the registration by the vehicle's renewal deadline each year, which is the registered owner’s birthday.

**Register my vehicle if I'm new to Barrow County?**

**Moving From Another Georgia County, Follow These Steps:**

Your address can be changed by visiting the Barrow County Tag Office and presenting one of the following:

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**Or**

You can also change your address online at the [Georgia DOR's Online Service Center](#). You must include a copy of your valid Georgia driver's license or ID card.

The Georgia Department of Driver Services offers one free change of address on your Georgia Driver’s License online or in person at one of their facilities. [Visit their website](#) for more information.

**Know when to renew my vehicle registration?**

**Individuals**

The expiration date is the first registered owner's birthday.

**Businesses**

Below is a list of renewal dates for registrations in the name of businesses that are not IRP. The letters correspond to the first letter of the business name.

|     |          |       |           |
|-----|----------|-------|-----------|
| A-B | January  | M-N   | July      |
| C-D | February | O-P   | August    |
| E-F | March    | Q-R   | September |
| G-H | April    | S-T   | October   |
| I-J | May      | U-V-W | November  |
| K-L | June     | X-Y-Z | December  |

**Tag Weight Classes**

- (1)Any vehicle running a plate (tag) that the weight class is over 54,999 must present a 2290 form
- (2)Any vehicle running a plate (tag) that the weight class is 15,500-26,000 will pay a \$ 50.00 Impact Fee
- (3) Any vehicle running a plate (tag) that the weight class is 26,001 or more will pay a \$ 100.00 Impact Fee

**Trucks & Truck Tractors Not For Hire**

|           |                    | <u>Dec. 1<sup>st</sup></u> | <u>Mar. 1<sup>st</sup></u> | <u>Jun. 1<sup>st</sup></u> | <u>Sep. 1<sup>st</sup></u> |
|-----------|--------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <b>PF</b> | 26,001-30,000 lbs. | \$45.00                    | \$33.75                    | \$22.50                    | \$11.25                    |

|  |  |          |          |          |             |
|--|--|----------|----------|----------|-------------|
| <b>PG</b>  | 30,001-36,000 lbs.                             | \$70.00  | \$52.50  | \$35.00  | \$17.50     |
| <b>PH</b>  | 36,001-44,000 lbs.                             | \$115.00 | \$86.25  | \$57.50  | \$28.75     |
| <b>PI</b>  | 44,001-54,999 lbs.                             | \$190.00 | \$142.50 | \$95.00  | \$47.50 (1) |
| <b>PK</b>  | 55,000-63,280 lbs.                             | \$300.00 | \$225.00 | \$150.00 | \$75.00     |
| <b>PK</b>  | 63,281-Maximum                                 | \$400.00 | \$300.00 | \$200.00 | \$100.00    |
| <b>*PW</b>                                       | Straight Truck                                 | \$31.00  | \$23.25  | \$15.50  | \$7.75      |
| *(For Hauling Fertilizer & Agriculture products) |  |          |          |          |             |
| <b>*PX-</b>                                      | Straight Truck<br>*(not truck-tractor)         | \$75.00  | \$56.25  | \$37.50  | \$18.75     |
| <b>*PZ</b>                                       | Truck Tractor<br>*(Hauling fertilizer or Milk) | \$220.00 | \$165.00 | \$110.00 | \$55.00     |

**Truck & Truck Tractors For Hire**

|            |  | <u>Dec. 1<sup>st</sup></u> | <u>Mar. 1<sup>st</sup></u> | <u>Jun. 1<sup>st</sup></u> | <u>Sep. 1<sup>st</sup></u> |
|------------|--|----------------------------|----------------------------|----------------------------|----------------------------|
| <b>HF</b>  | 26,001-30,000 lbs.                     | \$85.00                    | \$63.75                    | \$42.50                    | \$21.25                    |
| <b>HG</b>  | 30,001-36,000 lbs.                     | \$130.00                   | \$97.50                    | \$65.00                    | \$32.50                    |
| <b>HH</b>  | 36,001-44,000 lbs.                     | \$215.00                   | \$161.25                   | \$107.50                   | \$53.75                    |
| <b>HI</b>  | 44,001-54,999 lbs.                     | \$365.00                   | \$273.75                   | \$182.50                   | \$91.25                    |
| <b>HJ</b>  | 55,000-63,280 lbs.                     | \$575.00                   | \$431.25                   | \$287.50                   | \$143.75                   |
| <b>HK</b>  | 63,281-Maximum                         | \$725.00                   | \$543.75                   | \$287.50                   | \$181.25                   |
| <b>*HX</b> | Straight Truck<br>*(not truck-tractor) | \$150.00                   | \$112.50                   | \$75.00                    | \$37.50                    |

**All Hearses and / or Ambulance**

**HB** 20.00

**Renew On Time**

Not receiving a renewal notice does not relieve the registered owner from the obligation to renew the vehicle's registration by the due date. Penalties will not be waived because the owner did not receive a renewal notice. Contact us 770-307-3106 or by email [.....](mailto:.....) for a copy of the renewal notice or to receive total amount due.

To ensure timely processing and to avoid penalties, carefully read the renewal notice and the enclosed insert for instructions and additional information. If a renewal is submitted without all the required information, it will be returned to the owner and tax/tag penalties will be applied.

**Renew my vehicle registration?**

**Renew your tag online.** Credit cards accepted online are American Express, Discover, MasterCard and Visa. **Note:** **The Georgia Department of Revenue** charges a credit card convenience fee of 2.35% (\$1 minimum fee) to use this service.



A tag cannot be renewed online if the vehicle:

- ❖ Does not have a valid **Georgia insurance** policy, which must be electronically transmitted to the state database by the insurance company
- ❖ Weighs over 8,500 pounds
- ❖ Is covered by a Georgia Fleet insurance policy or a Georgia self-insured insurance policy
- ❖ Currently has a specialty license plate that requires supporting documentation to renew (e.g., military, certified firefighters and amateur radio plates)
- ❖ Registered owner has a **change of address**

### **If renewing by mail**

To ensure timely processing and to avoid penalties, carefully read the renewal notice for instructions and additional information. All renewal requirements must be met before the renewal can be processed. If a renewal is submitted without all the required information, it will be returned.

Personal checks or money orders are accepted.

Mail renewal payments to:

Barrow County Tax Commissioner

30 N Broad St.

Winder, GA 30680

- ❖ Make checks and money orders payable to Barrow County Tax Commissioner
- ❖ If your check is dishonored by the bank, a service fee will be assessed in accordance with state law and federal guidelines. In providing a check as payment, you authorize electronic re-presentment if your check should return unpaid. Also, you authorize service charges and processing fees, as determined by law, to be debited from the same account via paper draft or electronic funds transfer.

Mailed-in renewal payments must be postmarked by the US Postal Service on or before the renewal date or tax and tag penalties will apply. If the renewal is received without proper payment or required documents, the renewal will be returned and the due date cannot be extended. Tax and tag penalties will apply.

For In Person Renewals Visit a the Barrow County Tag Office

Payment methods include cash, personal checks, and money orders, MasterCard, Visa and Discover

### **Cancel my registration?**

[https://eservices.drives.ga.gov/ /](https://eservices.drives.ga.gov/)

### **Change my motor vehicle registration address?**

If you moved within Barrow County you can change your address any one of the following ways

#### **By Phone**

Call us at 770-307-3106 during business hours with the tag number(s) and new address.

## By Email

..... and include the tag number, new address and attach a copy of the registered owner's Georgia driver's license or Georgia ID.

## Online

Visit the [Georgia DOR's Online Service Center](#) and select 'Change Address.' You must include a copy of your valid Georgia driver's license or ID card.

## In Person

Bring a valid Georgia driver's license or Georgia ID card to the Barrow County Tag Office.

# Titles

How do I...

## Get a replacement Georgia title for my vehicle?

To apply for a replacement title, the vehicle must have a current title on record in your name in Georgia. If you have moved out of state, and the last title issued for your vehicle was in Georgia, you may apply for a replacement title in Georgia.

If your vehicle is currently titled in another state, you must contact that state to obtain a replacement title.

Once a replacement title has been issued, any previous title is null and void.

All owners on the title must sign the title application.

- ❖ The owner may complete a [Limited Power of Attorney form](#) to authorize another person to sign on their behalf.

**Note:** The original, notarized Limited Power of Attorney must be submitted.

## Lien/Security Interest Release

- ❖ If your vehicle previously had a lien that has been released, you will need to bring a **Lien Release form** with an original signature (**no photocopies or faxes**) that has been completed by your lienholder.
- ❖ If any lien or security interest has not been satisfied, an application for replacement title may still be processed, but the title will be sent to the lien or security interest holder.

## Mileage

- ❖ The current mileage of the vehicle is needed, or the mileage shown on the previous Georgia title will be carried over to the replacement.
- ❖ **Valid Georgia Driver's License (DL) or Georgia Identification (ID) Card of the Current Titled Owner(s)**
- ❖ All owners on the title must present a valid Georgia DL or ID.
- ❖ **Valid Out-of-State DL or Out-of-State Issued ID Card**
- ❖ If you have moved out of state and have changed your DL or ID, you must submit a legible photocopy of the out-of-state DL or ID with your application.

## **Fees**

- ❖ A fee of \$8 is required.
- ❖ If there are outstanding fees such as unpaid *ad valorem* taxes or insurance lapse/suspension fees, those fees will be collected prior to processing an application for a replacement title.

## **Additional Information**

- ❖ Titles are mailed from the **Georgia Department of Revenue (DOR)** and generally received within 7-10 business days.
- ❖ If you need the title the same day, you can visit the DOR office in Atlanta. Everything on the vehicle record must be current in this case.
- ❖ Under normal circumstances, the information provided above is required to process an application for a replacement title. Other documentation may be required upon review of the paperwork.

## **Inherit a vehicle with a Probated Will, Non-Probated Will or No Will?**

**Please Note:** The information provided below is required to process a name change due to inheritance. Other documentation may be required upon review of paperwork at the tag office.

### **Non-Probated Will**

If the vehicle has a Georgia title and the inheritor is not a Georgia resident, the inheritor must apply for a title in their state of residency.

For a non-probated will, if the executor of the estate is not a Georgia resident, Georgia does not require the executor to title the vehicle in their name in their state of residency prior to the Georgia resident inheriting the vehicle.

If you are a Barrow County resident and need to apply for a Georgia title on a vehicle you are inheriting and there is a non-probated will, the following are required:

- ❖ Current Original Title
- ❖ Georgia title – The title submitted must be issued in the name of the deceased owner(s).
- ❖ If the Georgia title is in the name of the deceased owner(s) and is not available, a Georgia title can be applied for in the inheritor's name, as long as the current/valid vehicle registration is submitted.
- ❖ Out-of-state title – The out-of-state title issued in the name of deceased owner(s) must be submitted.
- ❖ If the vehicle is titled in another state in the deceased owner's name and the title is not available, the inheritor(s) must apply for a title following the inheritance procedures of the state where the last title was issued.
- ❖ A title is required for all motor vehicles 1986 and newer.
- ❖ Title Application
- ❖ All inheritors of the vehicle must sign the title application.
- ❖ A Certified Copy of the Death Certificate
- ❖ **Affidavit of Inheritance**
- ❖ The form must be completed in the inheritor's name(s).

- ❖ The inheritor(s) must sign the form and it must be notarized.
- ❖ All inheritors must be present at the tag office with a valid Georgia driver's license (DL) or Georgia identification (ID) card, the form can be signed and notarized at the tag office.
- ❖ The original form must be submitted.
- ❖ Lien/Security Interest Release
- ❖ Any liens or security interests shown on the current title must be released for the name change to be processed.
- ❖ The lien or security interest may be released on the front of the title in the Release of Lien area or a **Lien Release form** can be completed by the lien or security interest holder. The original form must be submitted.
- ❖ If any lien or security interest has not been satisfied, the inheritor(s) will need to contact the lien or security interest holder to request the name change on the title.
- ❖ Valid Georgia DL or Georgia ID of the Current Titled Owner(s)
- ❖ All inheritors must present a valid Georgia DL or Georgia ID.

## Probated Will

If the court-appointed executor on the Letter of Testamentary at the time the will was probated is not a Georgia resident, the executor must apply for a title in their name in their state of residency prior to the vehicle being sold or ownership transferred to a resident of Georgia.

You can change the name on a title when the deceased vehicle owner(s) had a will that was probated, and you are named as the executor on the Letter of Testamentary. If there is more than one executor named, one of the executors can title the vehicle without requiring the signature(s) of all named executors.

If you need to apply for a Georgia title on a vehicle that you are inheriting where the will has been probated and you have been named executor, the following documents are required:

- ❖ Current Original Title
- ❖ Georgia title – The title being submitted must be issued in the name of the deceased owner(s).
- ❖ If the Georgia title is currently in the name of the deceased owner(s) and is not available, a Georgia title can be applied for in the executor's name, as long as the current/valid vehicle registration is submitted.
- ❖ Out-of-state title – If the vehicle is titled in another state, the out-of-state title issued in the name of the deceased owner(s) must be submitted.
- ❖ If the vehicle is titled in another state in the deceased owner's name and the title is not available, the inheritor(s) must apply for a title following the inheritance procedures of the state where the last title was issued.
- ❖ A title is required for all motor vehicles 1986 and newer.
- ❖ The executor must sign the title application.
- ❖ If the executor is not able to visit the tag office, the Limited Power of Attorney form can be filled out, printed, signed and notarized.
- ❖ The Letter of Testamentary or the Permanent Letter of Administration, listing the name of the executor must be submitted.
- ❖ Lien/Security Interest Release
- ❖ The executor must present a valid Georgia DL or Georgia ID.

## No Will

If the vehicle has a Georgia title and the inheritor is not a Georgia resident, the inheritor must apply for a title in their state of residency.

If you need to apply for a Georgia title on a vehicle that you are inheriting and there is no will, the following documents are required:

- ❖ Current Original Title
- ❖ Georgia title – The title being submitted must be issued in the name of the deceased owner(s).
- ❖ If the Georgia title is currently in the name of the deceased owner(s) and is not available, a Georgia title can be applied for in the inheritor's name, as long as the current/valid vehicle registration is submitted.
- ❖ Out-of-state title – The out-of-state title issued in the name of deceased owner(s) must be submitted.
- ❖ If the vehicle is titled in another state in the deceased owner's name and the title is not available, the inheritor(s) must apply for a title following the inheritance procedures of the state where the last title was issued.
- ❖ A title is required for all motor vehicles 1986 and newer.
- ❖ All inheritors of the vehicle must sign the title application.
- ❖ A Certified Copy of the Death Certificate
- ❖ **Affidavit of Inheritance**
- ❖ The form must be completed in the inheritor's name(s).
- ❖ The inheritor(s) must sign it and the form must be notarized.
- ❖ If all inheritors are present at the tag office with a valid Georgia DL or Georgia ID, the form can be signed by the inheritors and notarized there.
- ❖ The original form must be submitted.
- ❖ Lien/Security Interest Release
- ❖ Any liens or security interests shown on the current title must be released for the name change to be processed.
- ❖ The lien or security interest may be released on the front of the title in the Release of Lien area or a **Lien Release form** can be completed by the lien or security interest holder. The original form must be submitted.
- ❖ If any lien or security interest has not been satisfied, the inheritor(s) will need to contact the lien or security interest holder in order to request the name change on the title.
- ❖ All inheritors must present a valid Georgia DL or Georgia ID.

## Fee Information

An \$18 fee is required for the name change on the title. More fees may apply at time of processing.

### **Change my name on my title due to Court Order, Divorce or Marriage?**

#### **Current Original Title**

- ❖ Georgia title – must be issued in the name of the person requesting the change.
- ❖ If the Georgia title is currently in the name of the person requesting the change and it has been lost, a **replacement Georgia title** can be applied for with the name change, as long as the current/valid vehicle registration is submitted.

- ❖ Out-of-state title – must be issued in the name of the person requesting the change.
- ❖ A title is required for all 1986 and newer motor vehicles.
- ❖ **All owners** on the title must sign the title application.
- ❖ **A Certified Copy of the Legal Documentation**
- ❖ Due to Court Order
- ❖ A certified copy of the court order authorizing the name change.
- ❖ Due to Divorce
- ❖ The certified copy of the divorce decree must list the name of the person being awarded the vehicle and must list the vehicle by year, make, model and vehicle identification number (VIN).
- ❖ If the divorce decree does not list the vehicle by year, make, model and VIN, an affidavit from the attorney representing the person being awarded the vehicle must accompany the divorce decree.
- ❖ The affidavit must be on the attorney’s letterhead stationery, signed by the attorney and include the year, make, model and VIN.
- ❖ Due to Marriage
- ❖ A certified copy of the marriage certificate.

### **Lien/Security Interest Release**

- ❖ Any liens or security interests shown on the current title must be released in order for the name change to be processed.
- ❖ If any lien or security interest has not been satisfied, the vehicle owner needs to contact the lien or security interest holder to request the name change on the title.
- ❖ **Valid Georgia Driver’s License or Georgia Identification Card of the Current Titled Owner(s)**
- ❖ All owners on the title must present a **valid** Georgia driver’s license or Georgia identification card.
- ❖ The Georgia DL or ID card must represent the name change.

### **An \$18 fee is required for the name change on the title.**

If the first-titled owner is the person requesting the name change and has a Georgia license plate issued in the original name, they can keep the same license plate and receive a new registration showing the name change.

Under normal circumstances, the information provided above is required to process a name change but other documentation may be required upon review of paperwork at the tag office.

### **Determine title tax due on a vehicle?**

<https://eservices.drives.ga.gov/>

# Insurance

## **What are the insurance requirements in Georgia?**

### Insurance Requirements

**Insurance cards are not acceptable proof of insurance coverage.** Your insurance company is required to electronically transmit proof of insurance directly to the **Georgia Department of Revenue (DOR)** database.

## Acceptable Proof of Insurance

When the Georgia registration system does not indicate valid proof of insurance, the following are acceptable (faxed copies are not accepted):

- ❖ An original 30-day Insurance Binder with an effective date that is less than 30 days.
- ❖ The original Declarations Page from your existing auto insurance policy if the vehicle purchase occurred within the last 30 days.
- ❖ A Georgia Fleet insurance card with the words "Georgia Fleet" on it.
- ❖ A Self-Insured insurance card and a Certificate of Self Insurance.
  
- ❖ Your insurance card is still valid proof of insurance for
  - ❖ Traveling in another state that may not have access to the Georgia database.
  - ❖ Exchanging information if you are involved in an accident.
  - ❖ Vehicles covered on a fleet policy.
  - ❖ Vehicles covered on a self-insured policy.

### ***(Tag Section Veterans Plates)***

We offer many veterans plates, use the link below to view the plates and necessary requirements.

<https://mvd.dor.ga.gov/motor/plates/PlateSelection.aspx>

\*Most plates require you to bring a copy of your DD-214

\*\*Disabled Veterans Plates: All disabled veterans can now run a disabled veteran plate with a copy of the VA issued percentage rating showing service connected disability. However this plate will only be free and TAVT exempt to 100% service connected disable veterans.

### ***(TAG Section Forms Tab)***

***Forms:***

***(TAX Section Excess Funds List)***

To request excess funds information you must file an open records request. <http://www.barrowga.org/departments/frm-record-request.aspx>

\*Please note Barrow County DOES NOT release and excess funds to 3<sup>rd</sup> parties.

***(TAX Section Exemptions)***

Check the Tax Assessor Site for all available exemptions.  
<http://www.barrowga.org/departments/tax-assessor.aspx>