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**IDAPA 39
TITLE 02
CHAPTER 61**

**39.02.61 – RULES GOVERNING LICENSE PLATES
FOR GOVERNMENTAL AGENCIES AND TAXING DISTRICTS**

000. LEGAL AUTHORITY.

This rule, establishing the policies used to administer Idaho's exempt and undercover license plate programs is adopted under authority of Sections 49-201 and 49-443B, Idaho Code. (7-1-13)

001. TITLE AND SCOPE.

01. Title. This rule is titled IDAPA 39.02.61, "Rules Governing License Plates for Governmental Agencies and Taxing Districts." (7-1-13)

02. Scope. This rule establishes the provisions for administering the exempt and under cover license plate programs, not otherwise detailed in Title 49, Chapter 4, Idaho Code, Motor Vehicle Registration. (7-1-13)

002. WRITTEN INTERPRETATIONS.

This agency does not rely on written interpretations for these rules. (7-1-13)

003. ADMINISTRATIVE APPEALS.

All contested cases will be governed by the provisions of IDAPA 04.11.01. "Idaho Rules of Administrative Procedure of the Attorney General." (7-1-13)

004. INCORPORATION BY REFERENCE.

There are no documents incorporated by reference in this chapter. (7-1-13)

005. OFFICE – OFFICE HOURS – MAILING AND STREET ADDRESS – PHONE NUMBERS.

01. Street and Mailing Address. The Idaho Transportation Department maintains a central office in Boise at 3311 W. State Street with a mailing address of P O Box 7129, Boise ID 83707-1129. (7-1-13)

02. Office Hours. Daily office hours are 8 a.m. to 5 p.m. Mountain Time Zone except Saturday, Sunday and state holidays. (7-1-13)

03. Telephone and FAX Numbers. The central office may be contacted during office hours by phone at 208-334-8649 or by fax at 208-334-8542. (7-1-13)

006. PUBLIC RECORDS ACT COMPLIANCE.

All records associated with this chapter are subject to and in compliance with the Idaho Public Records Act, as set forth in Title 74, Chapter 1, Idaho Code. (7-1-13)

007. -- 009. (RESERVED)

010. DEFINITIONS.

01. Exempt License Plate. Standard license plate issued to the entities described in Section 49-426(1), Idaho Code, which are exempt from payment of vehicle operating fees. (1-2-93)

02. Exempt Personalized License Plate. An exempt plate which specifically identifies the agency by a unique identifier specified by the agency that does not conform to the standard exempt identifier listed in Section 100; a plate wherein the serial number portion represents inventory control numbers, badge numbers, radio call signs, or other unique lettering or numbering schemes developed by the requesting agency; plates that are lettered and/or numbered to indicate a person's position in the hierarchy of an agency. (1-2-93)

03. Undercover License Plate. A standard license plate issued upon application to the Department

from an exempt agency with law enforcement authority. Undercover license plates shall be randomly issued by the Department, and appear as a standard county plate. (7-1-13)

011. -- 099. (RESERVED)

100. STANDARD EXEMPT PLATE DESIGNATORS.

The standard exempt license plate designators used to identify the agency, entity, or office will be assigned pursuant to Section 49-443B (2), Idaho Code. (4-11-19)

101. -- 199. (RESERVED)

200. ISSUING AGENCY.

All exempt and undercover license plates will be issued by the Idaho Transportation Department upon receipt of a request from an authorized agency. (7-1-13)

201. -- 299. (RESERVED)

300. INFORMATION TO BE PROVIDED BY AN AUTHORIZED AGENCY.

A request for exempt or undercover plates must contain: (7-1-13)

01. Actual Name and Address. The name and address of the requesting agency. (7-1-13)

02. Vehicle Description. The description of the vehicle(s) to be registered, including the year, the make, model, type, vehicle identification (VIN), color and title number, and truck weight if eight thousand one pounds (8,001 lbs.) or more. (1-2-93)

03. Fictitious Name and Address. The name and address of the registrant to appear on the undercover plate registration, and title records of the Department. (7-1-13)

04. Authorized Official. The request must be signed by an authorized official of the authorized agency. (1-2-93)

301. -- 399. (RESERVED)

400. VEHICLE TITLING.

01. For Exempt Registration and License Plates. If the vehicle is not titled, the title transaction shall be completed at the local county assessor's office before requesting exempt plates. The control number from the title application may be used in lieu of the title number on the exempt plate request letter. (7-1-13)

02. Undercover Vehicle Titling. The actual name and address of the requesting agency, along with the fictitious name and address of the registrant shall be provided directly to the Department on a completed application approved by the authorized official. (7-1-13)

401. -- 499. (RESERVED)

500. EXEMPT AND UNDERCOVER PLATE FEES.

01. Department Reimbursement. State and federal agencies and taxing districts must reimburse the Department the cost of providing license plates. These costs shall be determined by the cost of manufacture and the cost to the Department of processing the transaction. (7-1-13)

02. Adjusted Fees. Periodically, fees may be adjusted in accordance with changes in manufacturing costs, postage, employee costs and legislative mandate. (1-2-93)

501. -- 599. (RESERVED)

600. EXEMPT PLATE DISPLAY.

Exempt license plates shall be displayed in accordance with Section 49-428, Idaho Code. A pressure-sensitive sticker with the designator “EX” shall be provided with each exempt plate and it shall be attached to the plate(s) in the space provided for this purpose. The department may have the EX designator stamped in the appropriate space on the plate as an alternative to the sticker. (1-2-93)

601. UNDERCOVER PLATE DISPLAY.

Undercover license plates shall be displayed in accordance with Section 49-428, Idaho Code. A pressure-sensitive sticker displaying an expiration date matching the plate number shall be attached to the plate(s) in the space provided for this purpose. There shall be no discerning markings to indicate that the plate or registration record is in undercover use. (7-1-13)

602. -- 699. (RESERVED)

700. ALTERNATIVE PLATES.

If an authorized agency requests a specialized license plate format normally reserved for the general public, all the statutory special program fees for the plate shall be paid, with the exception of the registration (operating) fee, in addition to the department administrative and plate manufacturing fees. Special eligibility plates shall not be issued to exempt vehicles. Special eligibility plates are: Purple Heart, Disabled Veteran, Handicapped, Military Reservist, Former Prisoner of War, Congressional Medal of Honor, National Guard and Air National Guard, Radio Amateur, Pearl Harbor Survivor, and Legislative. (1-2-93)

701. -- 799. (RESERVED)

800. EXEMPT PLATE STATUS.

01. Non-Expiring Plates. Exempt plates are non-expiring and require no annual renewal. (1-2-93)

02. Transfer of Plates. Exempt plates may be transferred between vehicles. If an exempt plate is transferred to another vehicle, a transfer request must be made to the Special Plates Unit. (1-2-93)

03. Reissue of Plates. Exempt plates will be reissued in accordance with Section 49-443(2), Idaho Code. (1-2-93)

801. UNDERCOVER PLATE STATUS.

01. Expiration of Plates. Undercover license plates shall expire annually or biennially based upon the application of the authorized agency. Registration status shall appear as valid, until expiration date. Renewals must be made to the Department upon expiration of the undercover license plate. (7-1-13)

02. Transfer of Plates. Undercover license plates may be transferred between vehicles. If an undercover license plate is transferred to another vehicle, a transfer request must be made to the Department’s Vehicle Services Section/Special Plates Unit. (7-1-13)

03. Reissue of Plates. Physical undercover plates will be reissued in accordance with Section 49-443(2), Idaho Code. (7-1-13)

04. Emission Testing of Undercover Vehicles. Vehicles issued undercover license plates who list an address in a county or area of required emission testing will need to check with the emission authority to be exempted from the testing requirement, or test as a typical registered vehicle. (7-1-13)

802. -- 999. (RESERVED)

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