

## Motor Vehicle Division Administrative Memo 23-01 License Plate Return Program

**DATE:** January 9, 2023

**FROM:** Rhonda Fowler, License Plate Administrator, Motor Vehicle Division

**TO:** All Motor Vehicle Division Staff and County Treasurer Contacts

### SUBJECT

This memo outlines the changes made to the Iowa Administrative Rule 761.400.63. This rule has updated the process in which the counties shall dispose of surrendered registration plates. This rule was effective May 11, 2022. The rule reads:

**761—400.63(321) Disposal of surrendered registration plates.** The county treasurer shall return plates that have been surrendered to the county treasurer to Iowa state prison industries for recycling. This rule is intended to implement Iowa Code sections 321.5 and 321.171.

[ARC 6287C, IAB 4/6/22, effective 5/11/22]

### EXPLANATION

To adhere to this rule, the Iowa DOT is required to outline a consistent process, which includes all license plates surrendered to the County Treasurer. Once the plate has been received by the County Treasurer, the plates must be returned to the Iowa DOT via Iowa Prison Industries (IPI). This policy will be without exception in accordance with the Administrative Rule. This policy includes all license plates in the possession of the County Treasurer which are no longer eligible to be assigned to a vehicle.

Iowa DOT is responsible for the manufacturing, tracking, and disposal of license plates. This policy does not leave room for plates to be disposed of in a different way. To ensure the accuracy of our records in ARTS, it is critical that plates are destroyed according to Iowa DOT protocol. Plates that reflect a disposition of damaged, replaced, or surrendered in ARTS shall be returned to IPI.

The Bureau of Investigation and Identity Protection depends on the accuracy of our records should they have an inquiry or a complaint about a plate being used in a different jurisdiction.

### HELPFUL QUESTIONS AND ANSWERS

The following questions and answers provide additional information that will be helpful in understanding the process.

#### 1. HOW DO I GET MY PLATES PICKED UP?

IPI drivers will pick up your plates when they make deliveries; please inform the driver of plates which need to be returned to IPI. Iowa DOT has asked that IPI drivers make this part of their normal delivery process.

#### 2. WHAT IF I AM GETTING A GOOD QUANTITY OF PLATES AND THEY HAVEN'T BEEN PICKED UP?

Contact IPI by emailing or using the online plate pickup portal. Be sure to include a contact name, phone number, and quantity of plates which need to be picked up.

Email: [ipiwarehouse@iowa.gov](mailto:ipiwarehouse@iowa.gov)

Portal: <https://www.iaprisonind.com/request-for-scrap-license-plate-pickup.aspx>

**3. WHAT IF UPS DELIVERS MY PLATES?**

Orders of six boxes or less, will be shipped by UPS. In this case, please request a plate pick-up by contacting IPI through their email or portal.

Please keep in mind that to be as efficient as possible, IPI will not be able to make a special trip to one location to pick up plates. Customer Service is extremely important to our partners at IPI and they will do their best to get to your county as it fits into their normal delivery routes. Reaching out to IPI will open direct communication to best meet office needs.

**4. WHEN CAN WE EXPECT IPI TO PICK UP OUR PLATES?**

IPI drivers will pick up plates during normal business hours. Unless a prearranged agreement has been made with IPI to pick up plates from a secure location (i.e., the Sherriff's Department) you can expect the pick-up during regular business hours.

**5. WHAT IS THE BEST WAY TO PACKAGE MY PLATES TO BE PICKED UP?**

Please return the plates in the same boxes plates are delivered to your location. Do not overfill the boxes, they should be closed for ease of transport. If there is a prior agreement with IPI with using larger bins, that agreement will be honored.

If you have questions about options for your county, please reach out to IPI at [ipiwarehouse@iowa.gov](mailto:ipiwarehouse@iowa.gov).