

**Motor Vehicle Division Informational Memo # 18-15**  
***Administrative Rules Update to Special Registration Plates - Decal***

**DATE:** September 4, 2018

**FROM:** Sara Siedsma, Compliance Officer, MVD

**TO:** All Office of Vehicle & Motor Carrier Services staff, Iowa County Treasurers and County Treasurer's staff

**SUBJECT**

This informational memo explains an update to administrative rule chapter 761—401, Special plates. In 2016, House File 617 amended Iowa Code section 321.34(13) to replace provisions for new special processed emblem plates with provisions for new special decal plates. The update to this rule chapter conforms to those legislative changes and makes other technical changes.

**SUMMARY**

In 2016, House File 617 was enacted to replace provisions of a new special processed emblem plate with provisions for a new special decal plate. Since the effective date of the legislation on January 1, 2017, we have complied with the statutory requirements by implementing a special decal plate application and approval process within the Office of Vehicle & Motor Carrier Services (OV&MCS).

Now, with this new rulemaking, the chapter 761—401 rules are being updated to incorporate the statutory and process changes we have already implemented relating to:

- A qualifying organization's application to create a new decal.
- The process for applying for a decal plate.
- The correct dimensions for a decal.
- The correct display location for a decal.
- The denial, revocation and appeal process related to decals.
- The revocation and appeal process for special registration plates.

The rule amendments also adopted one minor change (unrelated to decals) that strikes the requirement for the application for an emergency medical services plate to contain an original and notarized signature, thereby allowing us to accept the application electronically.

**The administrative rule amendments are effective September 5, 2018.**

**LINK TO IOWA ADMINISTRATIVE RULES**

<https://www.legis.iowa.gov/docs/aco/arc/3935C.pdf>

**LINK TO DOT WEBSITE**

Information that may be helpful to the customer and the application form for decal plates is available on our website at: <https://iowadot.gov/mvd/vehicleregistration/vehicleregistration/plates/decal>

**CURRENT**

Previously, administrative rule chapter 761—401 did not incorporate the statutory changes to Iowa Code section 321.34(13), Special decal plates, as amended by 2016 Iowa Acts, House File 617, sections 1 to 4. However, as noted above, we did implement the requirements of the legislation by the January 1, 2017 effective date, and since that time we have approved several decals and issued numerous decal plates. You may wish to review the previous policy guidance we issued (IM-16-06 Special Registration Plates Decal) when the legislation became effective for more information about the background of the legislation and the decal process.

For internal DOT employees, you may find the 2016 memo in the W drive at the address below:

*W:\MotorVehicle\Policy & Communications\Memorandums\Memos\Informational Memos*

For County Treasurers and staff, you may find the 2016 memo at the link to the county treasurer’s manual below:

<https://www.iowadot.gov/mvd/ovs/ctmanual/memos/IM-16-06-SpecialRegistrationPlatesDecal.pdf>

**NEW**

As of September 5, 2018, the above-referenced administrative rule chapters conform to the requirements in Iowa Code section 321.34(13) as amended by 2016 Iowa Acts, House File 617, sections 1 to 4.

**BUSINESS IMPACT**

This directive does not significantly impact the way that OV&MCS functions, as nothing in the rule amendments will alter our current process regarding the application and approval process for decal plates, rather, the rules now align with statute and our current procedures.