# Standalone Temporary License Plate Processing

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General Information

- To qualify for a standalone temporary plate, application for title/registration and required fees must have been collected by the processing organization.

Fees

- Temporary registration plate fees are as follows:
  - No Charge ($0.00) – Issued only to a licensed Wisconsin Motor Vehicle dealer’s customer and only for autos and light trucks registered at 8000lbs or less
  - $3.00 Fee – Issued to any combination of vehicle and organization that does not meet the above criteria

Display of Temporary Plate

- Affix the temporary plate inside lower corner of rear window on driver’s side of vehicle. If unable to display the temporary plate due to window size, affix the temporary plate to rear passenger window on the driver’s side.
- If you are unable to meet the above requirements for temporary plate display due to vehicle style limitations, display in a manner as to be visible to Law Enforcement.
- See examples of temporary plate display

Vehicles not eligible for Temporary Plates

- Vehicles that will be:
  - Operated with quarterly or consecutive monthly registrations
  - Operated under the International Registration Plan (IRP)
  - Operated for hire
- Vehicles that do not have a Federal Certification Label
- Vehicles titled in a foreign jurisdiction whose VIN does not decode
- Vehicles that have disqualifying brands such as Salvage
- Vehicles that are heavy trucks (registered at 10,000 lbs. or more) and are loaded for service
- Vehicles that are semi-trailers (empty or loaded for service), but the power units (truck-tractors) are not currently registered
1. Dashboard
   1.1. Select *Standalone Plate Temp* from the Transactions menu block
   1.2. Your available links will vary based on:
       1.2.1. The organization’s business type/processing type
       1.2.2. User’s assign roles

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### Transactions

- Title/Registration Processing
- Title Only
- Vehicle Inquiry
- Junk Vehicle
- Reset/Cancel Transaction
- Standalone Temp Plate
- Pended Transactions
2. Select Business License
   2.1. If your organization has more than one valid business licenses, they will display here
   2.2. Select the correct business license for which you are processing
3. **Step 1 – Find Vehicle**

3.1. Enter the VIN and select *Search*

3.2. Verify the information displayed

3.3. Select all of the following that apply: (outlined in red box)

   3.3.1. Vehicle will be operated with quarterly or consecutive monthly registrations
   
   3.3.2. Vehicle will be operated under the International Registration Plan (IRP)
   
   3.3.3. Vehicle will be operated for hire

3.4. Select *Next*
4. **Step 2 – Vehicle Information**
   4.1. Verify the vehicle information
   4.2. Select a Color if necessary
   4.3. Select all of the following that apply: (outlined in red box)
      4.3.1. Vehicle an Auto/Light Truck and 8000 lbs or less
      4.3.2. Vehicle has Federal Certification Label
         4.3.2.1. Applicable to motorcycles, mopeds and scooters only
   4.4. Select Next

![Temp Plate](image-url)
5. **Step 3 – Owner Information**

5.1. Select all of the following that apply: (outlined in red box)

5.1.1. Is this a Leased Vehicle?

5.1.2. Is there a Driver of this vehicle who is neither an Owner nor a Lessee?

5.2. Select Next
6. Step 4 – Add Owner(s)
   6.1. Select the correct Customer Type from the drop-down options
   6.2. Select Next

   6.3. Enter customer’s Wisconsin Driver License or Wisconsin Identification number or Social Security Number
   6.4. Select Search
   6.5. If customer’s Wisconsin Driver License or Wisconsin Identification number or Social Security Number are either unknown or not available, select the checkbox.
6.6. Complete as many of the data fields as possible
6.7. Select Next
6.8. Select the correct owner from the list returned from the search.
6.9. Select Add Owner

6.10. Select conjunction if more than one owner is listed
6.11. Answer Yes/No question regarding whether customer wants to receive e-notify notifications
6.12. Answer “Unknown/Yes/No” question regarding whether customer wants to opt-out from the WISDOT Mailing List
6.13. Select Next
7. Step 5 – Lessees

7.1. Follow the same steps as listed in Step 4 – Add Owner(s)

8. Step 6 – Driver

8.1. Follow the same steps as listed in Step 4 – Add Owner(s)

9. Step 7 – Registration Information

9.1. Verify registration information is correct
9.2. Select checkbox if vehicle will be kept in a state other than Wisconsin: (outlined in red box)
9.3. Select Next
10. Certification of Application
   10.1. Review information
   10.2. Select / Agree if information is correct

11. Temporary Plate Instructions
   11.1. Review the Temp Plate Instructions modal
   11.2. Select OK
12. Step 8 – Final Steps

12.1. Review information provided
12.2. 2 PDF documents links will display
   12.2.1. Tempplate.pdf
       12.2.1.1. Click this link to open the Adobe PDF document to display/print the temporary plate to provide to the customer
   12.2.2. CertificateOfRegistration.pdf
       12.2.2.1. Click this link to open the Adobe PDF document to display/print the certificate of registration for the temporary plate to provide to the customer
12.3. Select Back to Main Menu

Reprinting Documents

1. Dashboard
   1.1. Select Reprint Forms from the Reports menu block
   1.2. Your available links will vary based on:
       1.2.1. The organization’s business type/processing type
       1.2.2. User’s assign roles
2. Step 1 - Enter Information

2.1. Select either Title or VIN

3. Step 2 - Search for Results

3.1. Click Search button after entering search information
   3.1.1. If Title was selected from above
      3.1.1.1. Enter completed transaction title number
   3.1.2. If VIN was selected from above
      3.1.2.1. Enter vehicle VIN information
4. **Step 3 - Select Transaction**

4.1. Vehicle VIN or Title transaction results will display

4.2. Click File button for correct transaction

5. **Step 4 - Select/Print Document**

5.1. Click link for desired document to reprint

5.2. Document will open as a PDF

5.3. Print or email document