



# Standalone Temporary License Plate Processing

## Table of Contents

General Information .....	2
Fees .....	2
Display of Temporary Plate .....	2
Vehicles not eligible for Temporary Plates .....	2
Processing Instructions .....	3
1. Dashboard .....	3
2. Select Business License .....	4
3. Step 1 – Find Vehicle .....	5
4. Step 2 – Vehicle Information .....	6
5. Step 3 – Owner Information .....	7
6. Step 4 – Add Owner(s) .....	8
7. Step 5 – Lessees .....	10
8. Step 6 – Driver .....	10
9. Step 7 – Registration Information .....	10
10. Certification of Application .....	11
11. Temporary Plate Instructions .....	11
12. Step 8 – Final Steps .....	12
Reprinting Documents .....	12
1. Dashboard .....	12
2. Step 1 - Enter Information .....	13
3. Step 2 - Search for Results .....	13
4. Step 3 - Select Transaction .....	14
5. Step 4 - Select/Print Document .....	14

## 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

## Processing Instructions

[Return to TOC](#)

### 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



#### 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

### Select Business License ✕

Select a business license Required

Select...

- MV
- TRL
- MP
- RV
- MC
- SL

Cancel Save

### 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*

**Temp Plate**

< **Step 1 - Find Vehicle**

VIN Required

**Search**

**Vehicle Information**

VIN

YEAR

TYPE

MAKE

BODY STYLE

NEW AND EXISTING BRANDS

FUEL TYPE

Vehicle will be operated with quarterly or consecutive monthly registrations

This vehicle will be operated under the International Registration Plan (IRP)

This vehicle will be operated for hire

**Existing Brand(s)**

NONE

**New Brand(s)**

State

Select...

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**

< **Step 2 - Vehicle Info**

**VIN** [REDACTED]  
**YEAR** [REDACTED]  
**TYPE** [REDACTED]  
**MAKE** [REDACTED]  
**BODY STYLE** [REDACTED]

Color Required [REDACTED] Minor Color [Select...]

Fleet Number [REDACTED]

Vehicle an Auto/Light Truck and 8000 pounds or less  
 This vehicle has a Federal Certification Label

**Next**

## 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?

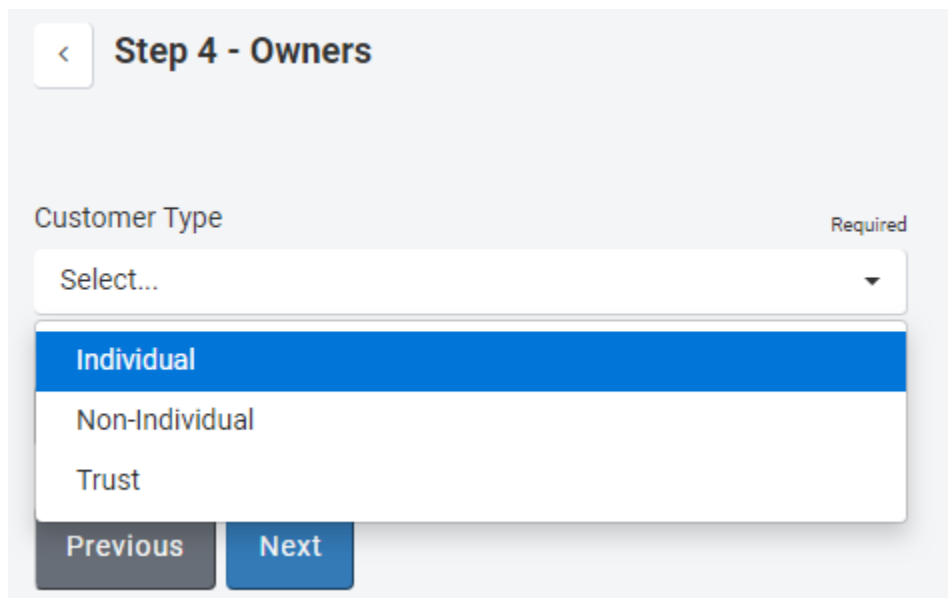
5.1.2. Is there a Driver of this vehicle who is neither an Owner nor a Lessee?

5.2. Select *Next*

The screenshot shows a web form titled "Temp Plate". Below the title is a navigation bar with a left arrow and the text "Step 3 - Owner Info". The main content area contains two checkboxes, both of which are enclosed in a red rectangular box. The first checkbox is labeled "Is this a Leased Vehicle?" and the second is labeled "Is there a Driver of this vehicle who is neither an Owner nor a Lessee?". At the bottom of the form are two buttons: "Previous" (grey) and "Next" (blue).

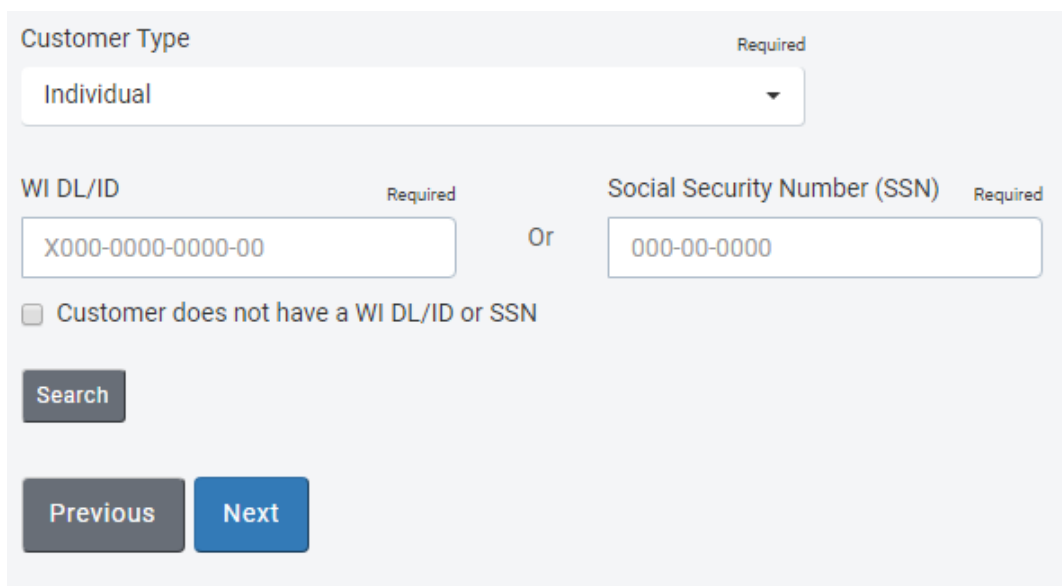
6. Step 4 – Add Owner(s)

- 6.1. Select the correct Customer Type from the drop-down options
- 6.2. Select *Next*



The screenshot shows a form titled "Step 4 - Owners" with a back arrow icon. The "Customer Type" field is a required dropdown menu with the text "Select..." and a downward arrow. The dropdown menu is open, showing three options: "Individual" (highlighted in blue), "Non-Individual", and "Trust". Below the dropdown are two buttons: "Previous" (disabled) and "Next" (active).

- 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.



The screenshot shows the "Customer Type" dropdown menu set to "Individual". Below it are two required fields: "WI DL/ID" and "Social Security Number (SSN)". The "WI DL/ID" field contains the placeholder "X000-0000-0000-00" and the "SSN" field contains "000-00-0000". There is an "Or" label between the two fields. Below the fields is a checkbox labeled "Customer does not have a WI DL/ID or SSN". A "Search" button is located below the checkbox. At the bottom are "Previous" and "Next" buttons.



- 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*

**Step 4 - Owners**

Customer Type Required  
Individual

First Name Required Last Name Required Date of Birth

City/Village/Town Kept In Zip Code Gender  
Select...

Customer does not have a WI DL/ID or SSN

Simple Search  
Search

Previous Next

- 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*

**Owner Details**

The primary customer will receive all current and future Department of Transportation communications and mailings regarding this vehicle.

Required

And Or

Primary Owner	Name	Address	Actions
<input checked="" type="checkbox"/>	JOHN Q PUBLIC	4822 MADISON YARDS WAY MADISON Wisconsin 53705	Edit Owner Remove Owner
<input type="checkbox"/>	JANE A PUBLIC	4822 MADISON YARDS WAY MADISON Wisconsin 53705	Edit Owner Remove Owner

Must select a primary owner.

Does the customer want to receive information about electronic renewal notification(s)? Required

Yes  
 No

Does the primary individual owner/lessee/driver want to opt-out from the WISDOT Mailing List? Required

Unknown  
 Yes  
 No

Customer is currently not a Wisconsin resident

Previous Next

7. Step 5 – Lessees

[Return to TOC](#)

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

8. Step 6 – Driver

[Return to TOC](#)

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

9. Step 7 – Registration Information

[Return to TOC](#)

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*

Temp Plate

< Step 7 - Registration Info

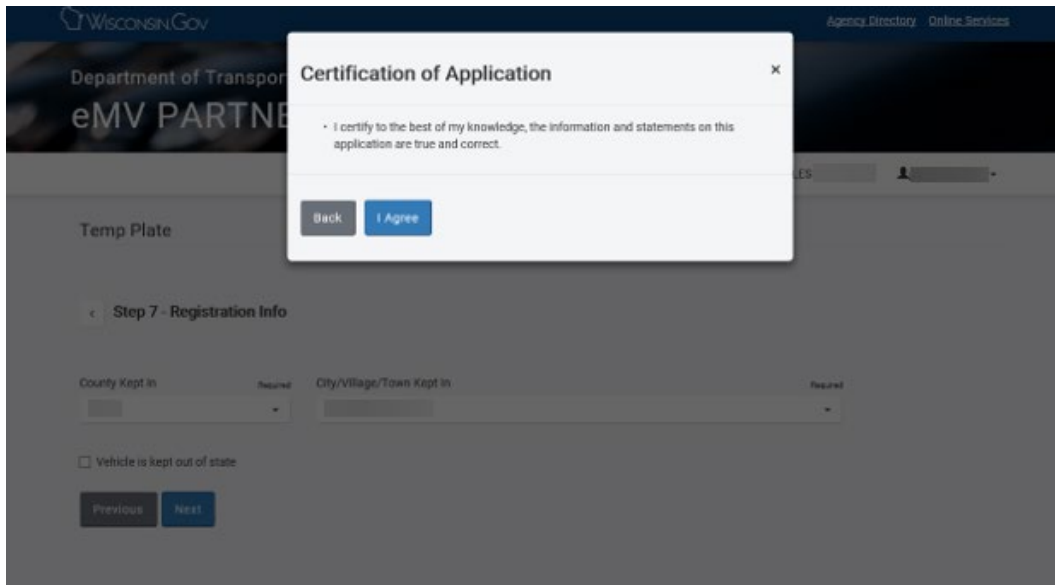
County Kept In Required City/Village/Town Kept In Required

Vehicle is kept out of state

Previous Next

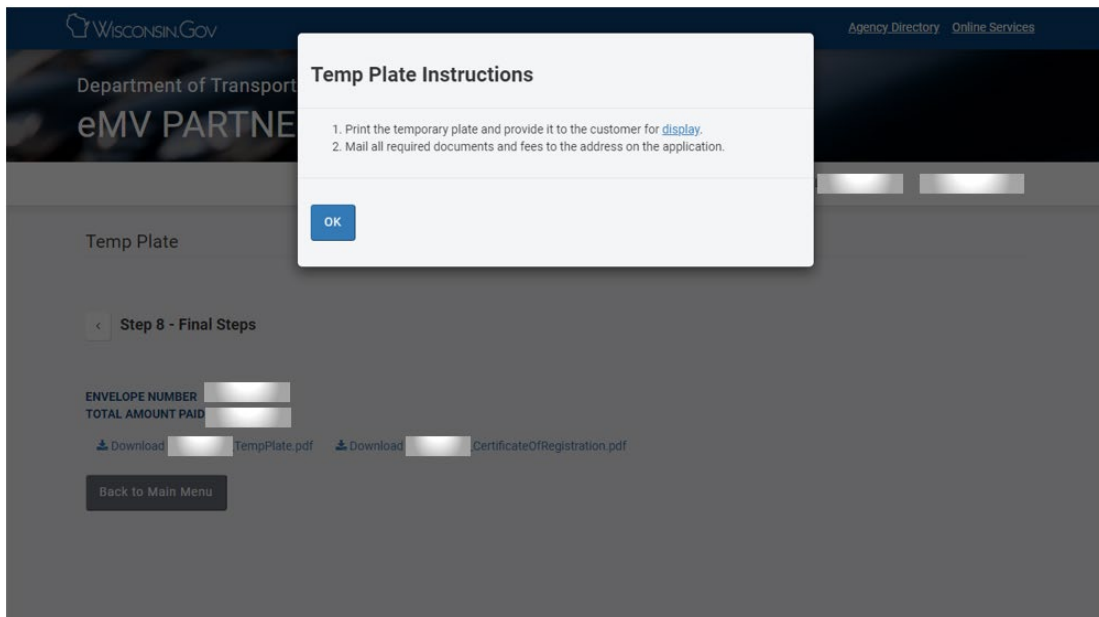
## 10. Certification of Application

- 10.1. Review information
- 10.2. Select *I 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

[Return to TOC](#)

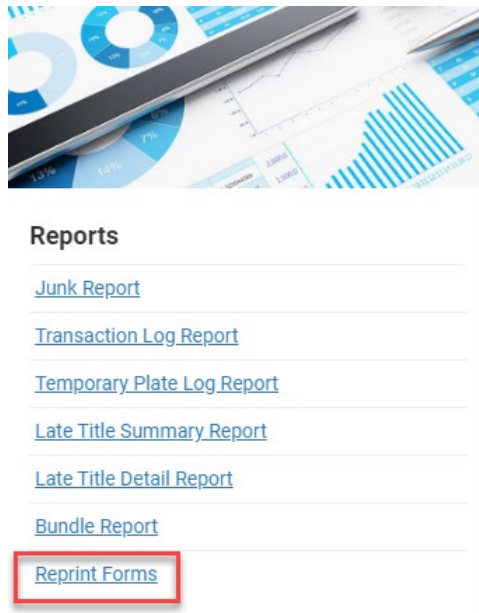
- 12.1. Review information provided
- 12.2. 2 PDF documents links will display
  - 12.2.1. Template.pdf
    - 12.2.1.1. Click this link to open the Adobe PDF document to display/print the temporary plate to provide to the customer
  - 12.2.2. CertificateOfRegistration.pdf
    - 12.2.2.1. Click this link 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

[Return to TOC](#)

### 1. Dashboard

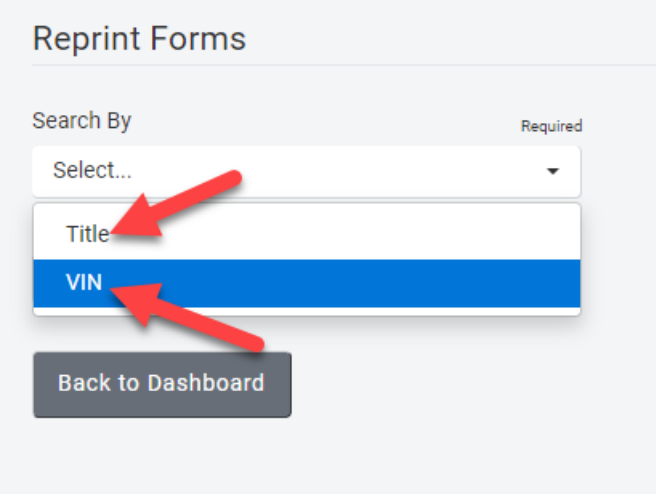
- 1.1. Select *Reprint Forms* from the Reports menu block
- 1.2. Your available links will vary based on:
  - 1.2.1. The organization's business type/processing type
  - 1.2.2. User's assign roles



## 2. Step 1 - Enter Information

[Return to TOC](#)

### 2.1. Select either Title or VIN



Reprint Forms

Search By Required

Select...

Title

VIN

Back to Dashboard

## 3. Step 2 - Search for Results

[Return to TOC](#)

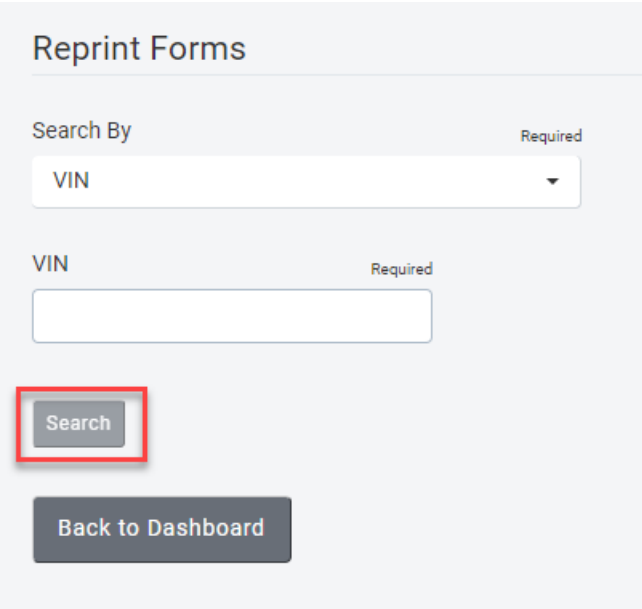
### 3.1. Click Search button after entering search information

#### 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



Reprint Forms

Search By Required

VIN

VIN Required

Search

Back to Dashboard

#### 4. Step 3 - Select Transaction

[Return to TOC](#)

- 4.1. Vehicle VIN or Title transaction results will display
- 4.2. Click File button for correct transaction

Reprint Forms

Search By Required  
Select...

**Search**

**Search Results**

Envelope Number	Date	Processors WAMS ID	VIN #	Title #	Envelope Status	Documentation
[REDACTED]	2020-04-22T16:26:30.677Z	[REDACTED]	[REDACTED]	[REDACTED]	Complete	<b>Files</b>
[REDACTED]	2020-04-22T17:33:15Z	[REDACTED]	[REDACTED]	[REDACTED]	Complete	Files
[REDACTED]	2020-04-22T17:25:26.923Z	[REDACTED]	[REDACTED]	[REDACTED]	Complete	Files

**Back to Dashboard**

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

[Return to TOC](#)

- 5.1. Click link for desired document to reprint
- 5.2. Document will open as a PDF
- 5.3. Print or email document

**Transaction Files** ×

[Download \[REDACTED\].TempPlate.pdf](#)

[Download \[REDACTED\].CertificateOfRegistration.pdf](#)

**Cancel**