



GEORGIA DEPARTMENT OF REVENUE

▪ MOTOR VEHICLE DIVISION ▪

P.O. Box 740382, Atlanta, GA 30374-0381 ▪ Tel: 1-855-406-5221

Lynnette T. Riley, Commissioner ▪ Georgia Steele, Director

TWO-PART PROCESS FOR REPLACING LICENSE PLATE

- **Required supporting document must be saved to your computer in order to upload & complete submittal.**

Part #1: (Selecting Vehicle(s) and Submitting Request)

1. Login to the IRP application from the Georgia Trucking Portal at www.cvisn.dor.ga.gov
2. From the "Applications" tab, select "IRP." Then from the "Supplement" tab, select "Replace Plate."
3. Click "Proceed", and then click the "Select" icon to the left of fleet year requiring replacement Plate.
4. Vehicle Details Screen: click box to the left of all vehicles needing a Replacement Plate, then click "Proceed."
5. Choose reason for replacement plate from drop down menu options, then click "proceed."
6. Click "Done" so that you are directed to required documents submittal screen.
7. Submission Screen: click "Select" icon next to the fleet your Replace Plate supporting documents belong.
8. To upload & submit supporting documents: enter VIN of vehicle in the "VIN" field.
9. From the "Document Type" drop down menu, select a document type to upload from your computer.
10. Click "choose file" in order to search your computer's files for the pdf document to upload.
11. Once document is found, click "Upload" button to upload selected document.
12. When all required documents are successfully uploaded, click "Submit" button to transmit request for approval.
13. You should see an on screen notification stating "Request Submitted Successfully," then click "Quit" button.
14. After submittals is reviewed and approved you will receive emailed confirmation to complete Part #2 of process.

Part #2: (Billing Invoice, Payment, & Credentials)

1. Login to the IRP application from the Georgia Trucking Portal at www.cvisn.dor.ga.gov
2. From the "Applications" tab, select "IRP." Then click on the "In Progress" tab, click "proceed."
3. Billing Details Screen: review vehicle information and then click "Proceed" in order to calculate bill/invoice.
4. You may adjust "Invoice Report Type" if necessary, then click "Proceed" to receive invoice.
5. Pop-up of invoice and temporary registration (TA) will generate. Print & save for your records.
6. Once documents are saved, close invoice screen by clicking on "X" in upper right corner of screen.
7. Payment Details Screen: click "Proceed" to begin payment process.
8. Payment Verification Screen: click "Proceed" to make payment or "Add to Cart" to make payment later.
9. Payment/Cart Management: review and verify transaction and then click "Proceed" to continue.
10. Click either the "Credit Card" or "E-Check" button in order to choose preferred method of payment.
11. (A pop-up will appear, transferring to the "Official Payments" website which will open in a new window).
12. (Complete payment information on Official Payments website- and click "Continue" until completed.)
13. Close Official Payments window and click "Close" in IRP system in order to return to the payment screen.
14. Click "Proceed" to continue to Payment Summary page.
15. Click "Proceed" to apply Official Payments payment information to IRP system.
16. This will complete payment process & generate payment receipt.
17. Hard copy of License Plate will ship via the United States Postal Service (USPS).



For more information, please visit the Georgia Trucking Portal at www.cvisn.dor.ga.gov/Home or scan the QR code.