

How much does it cost to register my vehicle?

The fees associated with registering your vehicle for the first time varies based on where you live. **The current price to title and register a privately owned vehicle with a regular license plate in Shelby County is as follows:**

City of Bartlett:

\$13.00 Title Fee
\$29.00 Registration
\$25.00 City Fee
\$50.00 Wheel Tax
\$117.00 Total

\$106.00 Renewal Only

City of Collierville:

\$13.00 Title Fee
\$29.00 Registration
\$35.00 City Fee
\$50.00 Wheel Tax
\$127.00 Total

\$116.00 Renewal Only

City of Germantown:

\$13.00 Title Fee
\$29.00 Registration
\$35.00 City Fee
\$50.00 Wheel Tax
\$127.00 Total

\$116.00 Renewal Only

City of Memphis:

\$13.00 Title Fee
\$29.00 Registration
\$30.00 City Fee
\$50.00 Wheel Tax
\$122.00 Total

\$111.00 Renewal Only

City of Millington:

\$13.00 Title Fee
\$29.00 Registration
\$30.00 City Fee
\$50.00 Wheel Tax
\$122.00 Total

\$111.00 Renewal Only

Shelby County:

\$13.00 Title Fee
\$29.00 Registration
\$50.00 Wheel Tax
\$92.00 Total

\$81.00 Renewal Only

- Add \$2.00 for postage if renewing by mail or online.
- Add \$11.00 if **new** lien will be noted. This may not be necessary.
- If the vehicle is leased or owned by a business, the wheel tax is \$80.00.

ON-LINE PAYMENT OPTIONS:

www.shelbycountyttn.gov/OnlineRenewals

*** A 2.25% convenience fee will be added to credit and debit card transactions. There is no fee when paying by E-CHECK.



Main Location: (Downtown) **

150 Washington Avenue
8:00 AM - 4:15 PM MON - FRI

**Drivers License Department
hours are 8:00 a.m. - 3:30 p.m.**

Poplar Plaza:

3412-A Plaza Drive
7:00 AM - 3:15 PM MON - FRI

Germantown:

2037 Exeter Road
7:00 AM - 3:15 PM MON - FRI

Whitehaven:

4122 Elvis Presley Blvd. (Whitehaven Plaza)
8:00 AM - 4:15 PM MON - FRI

Millington: *

4836 Navy Road
8:00 AM - 4:15 PM MON - FRI

Raleigh - Frayser:

3616 Austin Peay Highway, Suite #4
8:30 AM - 4:45 PM MON - FRI

Mullins Station: **

1075 Mullins Station Road, West Wing
9:00 AM - 5:15 PM MON - FRI

* **Also issues marriage licenses**

** **Issues marriage and business licenses**

Department Phone Numbers:

Customer Service: (901) 222-3000 option 1

- ◆ Motor Vehicle Registration (MVR)
- ◆ Renewal & Mailing Instructions
- ◆ Marriage
- ◆ Branch Locations
- ◆ General Questions

Business License & Tax (901) 222 - 3059
Notary (901) 222 - 3043
Title (901) 222 - 3045

Rev.09/18

Wanda Halbert Shelby County Clerk



Shelby County Clerk
WANDA HALBERT

150 Washington Avenue
Memphis, Tennessee 38103-1800

Please contact our office at:
(901) 222 - 3000

www.shelbycountyttn.gov/CountyClerk

FREQUENTLY ASKED QUESTIONS:

Who Must Title?

Each owner of a vehicle, except a registered dealer, must obtain title in his / her name. The owner of a vehicle must apply for certificate of title and registration at his / her local County Clerk's Office. The County Clerk will collect the proper fees and issue the registration at that time.

How will I know when my registration is due?

Although the State of Tennessee is not required by law to send renewal notices, they have, as a courtesy, mailed them in the past. Most vehicle owners receive their notice approximately six weeks in advance of their expiration date.



If you would like to receive an automated e-mail reminder 30 days before your expiration date, please register your vehicles at:

www.shelbycountyttn.gov/RenewalEmail

Renewal notices are not required to renew your registration; any document that includes the license plate number or vehicle identification number (VIN #), including previous renewal notices, can be used to renew your registration.

How do I title and register my vehicle?

To title and register your NEW vehicle, please submit the following documents to your local County Clerk's Office: Manufacturer's Statement of Origin, the New Vehicle Invoice (Bill of Sale) and a copy of your current registration if transferring your license plate. Some transactions may require additional documentation.

To title and register a USED vehicle, please submit the following documents to your local County Clerk's Office: a valid certificate of title properly assigned along with an Odometer Disclosure Statement, if applicable, and a copy of the current registration if transferring your license plate. Some transactions may require additional documentation.

Please note: You will need to provide two proofs of residency and identification when titling and registering your vehicle. **Please refer to the section titled Proof of Identification and Residency for a list of acceptable documents.**

I'm in the military and want to title and register my vehicle in Tennessee. What do I do?

If you are based in Tennessee, you may go through the county in which you are based or your home of record on your LES. If your home of record is Tennessee, you may go through the Tennessee Department of Revenue, Taxpayer and Vehicle Services Division, 44 Vantage Way, Suite 160 Nashville, TN 37243-8050. The phone # is (615) 741-3101.

- ◆ You will need a current copy of your Stationing Orders & LES

***** Military personnel are encouraged to take advantage of our on-line renewal option at:**

www.shelbycountyttn.gov/OnlineRenewals

What do I need to bring when I come in?

The new owner of a vehicle should bring the outstanding certificate of title, assigned to him on the reverse side of the title, bearing the signature of the seller and indicating the name and full address of the new owner and lienholder (if any), the date of transfer and the purchase price. If the vehicle is less than ten years old, there must be an odometer disclosure statement. If the certificate of title was issued after January 1, 1990, the odometer statement is included on the reassignment of title. The odometer statement must contain the written signature and printed name of both the previous owner giving the odometer disclosure and the current owner receiving the disclosure. The forms may be obtained from the Shelby County Clerk's Office.

Proof of Identification and Residency:

When titling and registering a vehicle in Tennessee, applicants must provide two documents that prove their identification and residency. Choose any two from the list below.

- ◆ Current MLGW utility bill, telephone bill, and the postmarked envelope the bill was mailed in.
- ◆ Current bank statement, signed rental or mortgage contract, paycheck stub or work ID.
- ◆ Current automobile insurance policy, TN drivers license, auto registration, voter registration or W-2.
- ◆ **All of these documents must be current.**
- ◆ Please ask branch personnel for more options.

How may I obtain a duplicate copy of my registration?

To obtain a duplicate certificate of registration, submit your license plate number and vehicle identification number, along with the required fee of \$3.00, to your local County Clerk Office. Your Driver's License or Photo Identification Card will be required as proof of identity.

How can I get a duplicate title?

An application for a duplicate certificate of title may be filed through the Shelby County Clerks' Office for a fee of \$13.00. You may file your application in person or by mail. When filing in person, you must provide proof of identity, such as a driver's license or photo identification card. If someone other than the owner of the vehicle files, they must show proof of identification and have a notarized power of attorney from the owner. If filing by mail, the owner must complete the Certification for Duplicate Certificate of Title form and return it with the fee of \$13.00 and any discharge of lien documentation if applicable, to:

**Shelby County Clerk's Office
P. O. Box 3743
Memphis TN 38173 - 0743**

***** Please allow three business days for issuance of title.**

How can I get a disabled parking placard?

Your physician or Christian Science Practitioner will need to complete a Tennessee Disabled Person Placard application. The application is available at your local County Clerk's Office. Permanent Disabled Placards expire after two years. Temporary Disabled Placards expire after 6 months. A month before your placard is due to expire, you should receive a renewal notice from the Department of Revenue that allows you to renew through the mail or through your local County Clerk's Office.

Where can I renew my car tags?

Online @

www.shelbycountyttn.gov/OnlineRenewals

**By mail to: Shelby County Clerk
P. O. Box 3743
Memphis, TN 38173 - 0743**

Or visit one of our 7 branch locations. **Refer to the back of this brochure for locations and hours of operation.**