



Department of Motor Vehicles

PLATE SURRENDER APPLICATION

6 EMPIRE STATE PLAZA, ROOM B240
ALBANY NY 12228

Use this form to surrender your **ACTIVE New York State license plate(s)**. If you replaced your plate with a new plate, your old plate is not active. Do **not** surrender the old plate. Mark your old plate(s) with a permanent marker to protect against fraudulent use, then recycle or discard the old plate(s) according to local guidelines.

INSTRUCTIONS FOR SURRENDERING ACTIVE LICENSE PLATES:

1. If you have a new address, visit dmv.ny.gov/address-change and update your mailing address **before** you mail your plate(s).
2. Complete a separate application for each set of plates that you are surrendering.
3. There is **no fee** to surrender plates to the address shown above. Do **not** include any payment.
4. Mail your application and plate(s) to:
NYS Department of Motor Vehicles
6 Empire State Plaza, Room B240
Albany, NY 12228

1 License Plate Number:

JHR-4820

2 Plate Class:

P

A

S

(The 3 letter code above the plate number on the registration document. Example: PAS; COM; TRL; MOT)

3 First 3 of Last Name:

HAV

(The first three letters of the last name or the company name on the registration document)

OFFICE USE ONLY

☐

1

OR

☐

2

When DMV receives your plate(s), DMV will process your plate surrender transaction and mail a receipt (form FS-6T) to the address on file. If you are owed a refund, the NYS Office of the State Comptroller will mail your check.

How to fill out PD-7 — Plate Surrender Application

sellmycarhub.com

New York · written against PD-7 (6/23), issued under the NYS DMV plate surrender procedure

</forms/new-york/pd-7-plate-surrender-application/>

Three boxes, no fee, and the single most important thing a New York seller does after signing the certificate. It is how a set of plates stops being yours - and until it happens, the registration record, the insurance requirement and any ticket the plate collects are all still in your name.

This sheet is not the form. Download the blank PD-7 from the New York State Department of Motor Vehicles at <https://dmv.ny.gov/forms/pd7.pdf> — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	YOU	Licence plate number	The number as it reads on the plate, in the first box. Watch out: Only active plates. If you replaced a damaged or peeling plate at some point, the old one is not active and the DMV does not want it back - mark it with a permanent marker and dispose of it.
2	YOU	Plate class	The three-letter code printed above the plate number on the registration document. Watch out: It is on the registration, not the plate. An ordinary car is usually PAS; a pick-up used commercially may be COM, and that is the sort of detail worth checking rather than assuming.
3	YOU	First three of the last name	The first three letters of the last name, or the company name, as the registration document has it. Watch out: As the registration has it, not as you would write it. This is how the DMV matches a plate arriving in an envelope to the right record.

What gets this one rejected

- Plates with frames or fasteners still attached. The DMV will not accept them that way.
- A payment enclosed. There is no fee to surrender plates by post and the form says not to include any.
- One application for two sets of plates. Complete a separate one for each set.
- Posting them to an old address on the record. Change your address first, because the receipt goes to the address on file rather than the one on the envelope.
- Handing your plates to somebody else to keep. The DMV's instruction is not to give them to another person unless that person will surrender them for you - and to make sure they give you the receipt.

☐ Amber is what you write ☐ Grey is a block somebody else completes The filled-in example is at the start of this sheet.

Read off PD-7 (6/23) and the New York State Department of Motor Vehicles's own pages, current as of 2026-08-23. Plain-language help with a form, sellmycarhub.com not legal advice — where this and the agency differ, the agency governs.