

License Plate Sticker Renewal Service Policy

Hillside Public Library

Purpose

The Hillside Public Library offers Illinois license plate sticker renewals as part of its commitment to providing convenient access to essential services for the community. Through a partnership with the Illinois Secretary of State's Office and using an approved electronic system, the library allows patrons to renew their Illinois license plate stickers at the circulation desk. This policy outlines the procedures, responsibilities, and limitations of the service.

Eligibility and Restrictions

Any Illinois resident with a vehicle registered in Illinois may use this service. The library can process renewals for standard passenger vehicles, B-truck and other truck types, motorcycles, and recreational vehicles (RVs), including personalized and vanity plates. Please contact the library with any questions about what plate and vehicle types can be renewed.

Visitors are responsible for passing emissions testing prior to renewal of their license plate stickers. If an emissions test is required for the vehicle, it must be successfully completed and recorded with the Illinois Secretary of State's Office before a renewal can be processed. The library cannot override or waive emissions compliance requirements.

If the visitor is eligible for and wishes to use the reduced fee under the Benefit Access Program (BAP, also known as Illinois Circuit Breaker), the application and approval must be completed with the Illinois Department on Aging (IDoA) and processed in advance of renewing any license plate stickers. The library cannot apply BAP discounts independent of the IDoA or submit applications on behalf of patrons.

Family members may only purchase license plate stickers if the address on their driver's license matches the address on the vehicle's registration card.

Library staff have the right to decline license plate sticker renewal requests for any reason at any time, including but not limited to noncompliance with this policy or not presenting with proper identification. The library begins providing this service 30 minutes after opening and ends renewal sticker service 30 minutes before closing. Please check the current library hours on the library's website.

The library is not responsible for errors in information provided by the visitor. The library cannot process renewals for vehicles with expired registrations beyond the Illinois Secretary of State's allowable grace period, or vehicles with outstanding fines or compliance issues. The library acts only as a facilitator for the Illinois Secretary of State's license plate sticker renewal system and is not responsible for delays,

system outages, or issues arising from incorrect information provided by the visitor. The library is unable to issue replacement vehicle stickers, or refunds for stickers previously purchased.

Library staff are restricted from processing their own sticker renewals or renewals for their friends or family.

Required Documentation

Patrons seeking license plate sticker renewals must be present in person with all of the following documents:

- Illinois Vehicle Registration Renewal Notice, current registration card, or vehicle identification number (VIN)
- A valid, unexpired, government-issued driver's license
- License plate number

Fees

The standard renewal fee for license plate stickers is set by the Illinois Secretary of State and varies based on vehicle type, license plate type, and other factors. An additional processing fee of \$9.50 will be charged per transaction. The processing fee supports the library's administrative costs. Fees are nonrefundable and nontransferable.

All payments must be made in full at the time of transaction. The library does not issue refunds for completed transactions under any circumstances. Accepted payment methods include:

- Cash
- Credit or debit card
- Apple Pay, Google Pay, and other digital payments, subject to change

The Hillside Public Library does not accept checks.

Approval

Approved by the Hillside Public Library Board of Trustees
May 21, 2025