

**REQUEST FOR DEPARTMENT OF CONSERVATION DISTRICTS LICENSE PLATE**

Please complete the information below:

Vehicle Make	Vehicle Model	Vehicle Year	License Number
Printed Name of Vehicle Owner			
Signature of Vehicle Owner			Date

**Please read the instructions below and on the back of this form.**

In the table below, place an “X” in the box to the left of the plate you are requesting. The plates are available in person only in the Revenue Office listed in the column to the right. Any plate listed may be obtained by mail or in person at the addresses of the Revenue Office immediately following the table.

Plate Type Requested		Revenue Office Where Available In Person Only
<input type="checkbox"/>	Department of Conservation Districts	These Revenue Offices Only
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

The plates may be obtained by mail or in person at addresses of the following Revenue Office:

**By Mail**

Department of Finance and Administration  
 Central Revenue Office, Room 1040  
 P.O. Box 1272  
 Little Rock, AR 72203

**In Person**

Charles Ragland Taxpayer Services Center  
 Central Revenue Office, Room 1030  
 1900 West 7th Street  
 Little Rock, AR 72201

**INSTRUCTIONS FOR OBTAINING A DEPARTMENT OF CONSERVATION DISTRICTS LICENSE PLATE**

RESTRICTIONS – Issuance of Department of Conservation Districts license plates is restricted to passenger cars, all ½ ton and ¾ ton trucks, and 1 ton trucks used for private transportation only. One (1) ton trucks used for commercial purposes must be registered with a commercial license.

In addition to normal annual registration fees, there are additional **annual** fees in the amounts of ten dollars (\$10.00) for handling and administrative costs, and twenty-five dollars (\$25.00) special fee for the Department of Parks and Tourism plate.

**OBTAINING A DEPARTMENT OF CONSERVATION DISTRICTS PLATE FOR A VEHICLE ALREADY TITLED AND REGISTERED TO THE APPLICANT**

REQUIREMENTS – Two options are available when obtaining a Department of Conservation Districts plate when the vehicle is already titled and registered in the applicant’s name.

**Option 1** – If the applicant’s existing plate is current, it may be replaced with a Department of Conservation Districts plate. With this option, the Department of Conservation Districts plate will keep the same expiration date as the plate being replaced. Applicants will get the entire benefit of the full year registration fee paid for the plate being replaced. However, since the expiration date will remain the same, they will not get a full year’s benefit of the \$25.00 or \$10.00 special fees. When renewing, the applicant will be required to pay both additional fees again.

Fees for obtaining the plate using option 1 are as follows:

Special fee for Department of Conservation Districts .....	\$25.00
Fee for replacement of the regular tag.....	\$ 1.00
Special fee for administrative costs.....	\$ 10.00
Postage fee (if the transaction is done by mail).....	\$ 1.39 or if in person .39 cents
Total Fees (if the transaction is done by mail).....	\$ 37.39 or if in person 36.39

**Other requirements are:**

- Completed request for Department of Conservation Districts License Plate

**Option 2** – The applicant may request to pay the normal full year registration fee for the vehicle and start the Department of Conservation Districts plate with a full year’s registration. With this option, the applicant will get full benefit of the \$25.00 and \$10.00 additional fees. However, no credit will be given for the time remaining on the plate being replaced.

Fees for obtaining the plate using option 2 are as follows:

The full year registration fee normally due for the vehicle. For passenger cars, this fee will be \$17.00, \$25.00, or \$30.00 depending on the vehicle’s unladen weight. For qualifying pickups (see restrictions) the full year fee is \$21.00.

Special fee for Department of Conservation Districts	\$25.00
Validation decal fee is	\$2.50
Special fee for administrative costs is	\$10.00
Postage fee if the transaction is done by mail is	\$1.39
Postage fee if the transaction is done in person in the Special License Unit is	.39 cents.
Total fees depend on the normal registration fee for the vehicle and postage fees.	

**Other requirements are:**

- Completed Request for Department of Conservation Districts License Plate.
- Proof of current liability insurance.
- If the applicant’s existing license plate is expired, or will expire in the **current calendar year**, the following personal property tax information is required
  - o Proof of personal property assessment for the current year
  - o Proof of personal property tax payment of taxes due by October 15 of the previous year.

If the applicant’s existing license plate will expire the **next calendar year**, proof of personal property assessment and tax payment are not required.

**OBTAINING A DEPARTMENT OF CONSERVATION DISTRICTS PLATE FOR A NEWLY PURCHASED VEHICLE**

**If obtaining a Department of Conservation Districts plate is for a newly purchased vehicle, all normal documentation for title and registration is required. Applicants should contact their local Revenue Office for assistance.**