

# Historical Background Conversion Application

C.R.S. 42-3-20635

Personalized license plate application must be filled out in its entirety and signed by the applicant. Incomplete or unsigned applications will not be processed.

## Instructions

**Step #1** – Fill in all vehicle owner name(s) and phone number(s). Names must appear as listed on vehicle registration.

Fill in legal Colorado address. This address is your registration address that is used to determine County of residence. If mailing address is different from the legal address fill in the mailing address. All correspondence is sent to the mailing address.

**Step #2** – Select vehicle and by making an “X” in the box next to choice. Only one vehicle and may be chosen. Please refer to Vehicle Type, and Fees section for assistance in helping to make a choice.

**Step #3** – Indicate your choices (up to six). All choices must have a definition, explanation or meaning associated with it. Any that are missing or are too vague (nickname, personal) will not be considered. Please refer to The Personalization Standards section for assistance.

**Step #4** – Sign and date application.

## Vehicle Type

Vehicle type can be determined by looking at the vehicle registration and/or title. Certain vehicle types require special consideration and/or registrations before personalized plates can be issued. Please contact your County Motor Vehicle Office with any questions on vehicle types.

## Fees

In addition to taxes and fees assessed by your County Motor Vehicle Office the fees listed at [www.colorado.gov/dmv](http://www.colorado.gov/dmv) will be collected upon approval of the personalized license plate.

**NO REFUNDS WILL BE ISSUED.** The Department will not honor a change of choice or spacing or a request for refund after payment has been received.

## Personalization Standards

**The Department may refuse to issue any combination of letters or numbers that carry connotations offensive to good taste and decency, are misleading, or duplicate any other license plate.** C.R.S. 42-3-211(5)

The only characters allowed on personalized plates are:

- English alphabet (upper case only)
- English numbers (excluding zero\*)
- Blank spaces
- Dashes
- Periods

Only seven characters are allowed to include blank spaces, dashes and periods.

The minimum amount of characters allowed are:

- Five for plates with numbers only
- Two for any other plate (all letters or combinations of letters and numbers)

**Spaces, dashes, and periods count as a character.**

However, they do not change the configuration. Example: If ABC is taken, then A B C, A-B-C, and A.B.C. are also taken.

The following combinations are **NOT** allowed unless converting your currently issued, serialized configuration from another plate type to the Historical background (to be verified by the County DMV Office):

- 3 alpha, up to 4 numeric (AAA1234)
- Up to 5 numeric, 2 alpha (12345AA)
- 1 alpha, up to 6 numeric (A123456)
- 2 alpha, 2 numeric, 2 alpha (AA12AA)
- 2 numeric, 2 alpha, 3 numeric (12AA123)
- 1 alpha, up to 4 numeric, 1 alpha (A1234A)
- 1 numeric, 2 alpha, up to 4 numeric (1AA1234)
- Up to 5 numeric, 1 alpha, 1 numeric (12345A1)
- Up to 4 numeric, 2 alpha, 1 numeric (1234AA1)
- 1 alpha, 1 numeric, 1 alpha, 4 numeric (A1A1234)
- 2 numeric, 1 alpha, 2 numeric (12A12)
- Up to 6 numeric, 1 alpha (123456A)
- Up to 3 numeric, 3 alpha (123AAA)
- 3 alpha, up to 3 numeric (AAA123)
- 2 alpha, up to 4 numeric (AA1234)
- 4 alpha, and 2 numeric (AAAA12)

All emblems and/or logos will be removed from any personalized plate regardless of the number of characters allowed.

**\*The number zero (0) may be used for Call Letter plates only and the remanufacture of either 2/4 plates or other serialized plates as permitted by Statute.**

### **Completed Applications**

Completed applications must be taken in person to your County Motor Vehicle Office.

The Department will not honor a change of configuration or spacing after payment has been received.

If you move before you receive the license plates, give your new address to your County Motor Vehicle Office. Failure to notify your County DMV office may cause delay or the loss of your personalized plate.

The renewal fee for subsequent years (see Fees) will be included on your renewal notice from your County Clerk. The fee to renew or transfer personalized plates will be assessed by your local County Motor Vehicle Office.

### **Rejected Applications**

Notification will be sent to Requestor if application is rejected. Rejected configurations may be appealed to the Hearing Division of the Department.

#### Common Reasons for Denied Applications

- Offensive to the general public
- Misleading
- Duplicate Plate
- Conflicts with regular issued plate configurations unless converting a regularly issued configuration to an Historic Background plate
- Not an allowable combination
- Plate Issued to Someone Else
- Too Many Characters (up to 6 for Motorcycle, up to 7 all others)
- Special symbols (!, #, \$, %, \* etc...) not allowed
- Minimum of five numbers required on all numeric plates
- Applicant does not have a valid Colorado address
- Application Not Signed\*
- Incomplete Application\*
- Vehicle does not meet the qualifications for the plate type selected\*

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<b>Step #1—Vehicle owner information and signature</b>			
Owner 1 Name (as it appears on the vehicle registration) (last, first, middle)			Daytime Phone Number
Owner 2 Name (as it appears on the vehicle registration) (last, first, middle)			Daytime Phone Number
If more than two owners, write names as they appear on the vehicle registration (last, first, middle) on the bottom of this form or on an included DR 2444 Statement of Fact.			
Legal Colorado Address (P.O. Boxes are not accepted)		City	State ZIP
Mailing Address (if different from Legal above)		City	State ZIP
List Current license plate/Temp. Tag #		Last 8 digits of VIN	

<b>Step #2—Check only one vehicle type that will display the plate</b>	
<input type="checkbox"/> Passenger Vehicle <input type="checkbox"/> Light Truck <input type="checkbox"/> Motor Home	Passenger Vehicles may convert a personalized plate from one of the following types of personalized license plate categories: <ul style="list-style-type: none"> <li>• Regular (Green and White)</li> <li>• Designer License Plate (Green and Purple)</li> <li>• Group Special License Plates</li> <li>• Alumni License Plates</li> <li>• Street Rod</li> <li>• Collector License Plates</li> <li>• Commercial / Amateur Call Letter License Plates</li> </ul>
<input type="checkbox"/> Motorcycle	Motorcycles may convert a personalized plate from <b>one</b> of the following types of personalized license plate categories: <ul style="list-style-type: none"> <li>• Regular (Green / White)</li> <li>• Group Special License Plates</li> <li>• Collector License Plates</li> </ul> <p style="text-align: right;"><b>Note: Motorcycle personalized license plates may have a maximum of up to 6 characters.</b></p>
<input type="checkbox"/> Recreational Truck*	Recreational Trucks* may convert a personalized plate from one of the following types of personalized license plate categories: <ul style="list-style-type: none"> <li>• Regular (Green / White)</li> <li>• Group Special License Plates</li> <li>• Alumni License Plates</li> <li>• Street Rod</li> </ul>

<b>Step #3—Please print in block lettering using blue or black ink</b>	
Indicate your first through fifth choices in the boxes below. It is not necessary to fill in all empty spaces. Your choices will be considered in the order listed. A definition or explanation of your choices <b>must</b> be listed for each choice, and must be SPECIFIC in meaning. If too vague, it may be rejected. All characters are centered on the plate (logos and symbols are always removed). <b>Motorcycles may have a maximum of 6 (six) characters.</b>	

	One letter and/or number per space per choice below							Explain the meaning of the characters you have chosen:
#1								
#2								
#3								
#4								
#5								
#6								

<b>Step #4—Vehicle owner signature</b>	
Signature of Applicant	Date Signed