



ORGANIZATIONAL VEHICLE TAGS

General Information

Thank you for seeking information on the District of Columbia's Organizational Tag Program. Organizational tags are a marvelous way for an organization to promote itself while allowing its' members to demonstrate a commitment of pride.

Only members of participating organizations can apply for the organizational tags. Organizational tags will only be issued for use on private passenger vehicles registered in the District of Columbia. Once approved, organizational tags will be available at any DMV [service location](#).

If there are any questions contact the Vehicle Services Administrator's Office at 202-727-5450 or visit the DMV website: www.dmv.dc.gov

Packet Includes:

- 1. General Information**
- 2. Membership Application**
- 3. Members Information List**
- 4. Sample of Design Format**
- 5. Tag Information Sheet**
- 6. Member Authorization Letter**

How To Become A Participating Organization For Organizational Vehicle Tags:

An organization seeking the Director's approval of an organizational tag must be a non-profit corporation, as that term is defined in § 501(c)(3) of the Internal Revenue Code (46 U.S.C. §501(c) (3)), and must submit a membership application to the Director.

Provide the following:

- **Membership Application**
- One Hundred Dollar (\$100) Application Fee
- A sample of proposed tag design
- Copy of organization's charter or articles of incorporation
- Proof of organization's non-profit status and
- Signatures from at least 25 organization members attesting to their intent to display the proposed tag

The Director of the Department of Motor Vehicles reserves the right to reject any proposed organizational tag that conveys a message or displays an image that is offensive to the general public.

Individuals Requirements To Obtain Organizational Tags:

You must bring in the following to any **DMV locations:**

- **Authorization letter** from the organization stating that you qualify to receive the organizational tags
- Proof of Insurance (if changed)
- One Time Application Fee
- Valid Identification of the Registered Owner(s)
 - Valid DC driver license
 - Valid DC Learner permit
 - Valid DC Identification card

If applicant cannot appear in person, the following additional documents are required for the person representing the owner:

- **Vehicle Power of Attorney**
- A copy of the vehicle owner's DC driver license, DC learner permit, or DC identification card
- Valid DC or out of state driver license, learner permit, or identification card of the person processing the transaction

Note: It is required to surrender both of your current vehicles tags prior to receiving organizational tags.

Associated Fees*:

Member Application Tag Fee	\$100.00
Tag Replacement	\$25.00

*** Fees are subject to change**

Ownership:

The Department of Motor Vehicles retains ownership of the tags and shall rescind or revoke an organizational tag from any person who is no longer a member of the organization.



ORGANIZATIONAL VEHICLE TAG MEMBERSHIP APPLICATION

To obtain a membership, you must:

- ✓ Complete all parts of this form
- ✓ Mail form to:
 DC Department of Motor Vehicles
 95 M Street, SW - Vehicle Services Administration
 Washington, DC 20024

Please visit the DMV website: www.dmv.dc.gov or please call 202-727-5450 for additional information.

ACCOUNT INFORMATION (please print clearly or type in your information)

Is the organization Non-Profit as defined as defined § 501(c): Yes No

PART 1: Organization Information

Name

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Primary Contact Person

Telephone Number

Fax Number

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Street Address (Physical location)

City

State

Zip Code

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Mailing Address (if different)

City

State

Zip Code

--	--	--

E-mail Address

Web Site Address

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Remarks:



ORGANIZATIONAL VEHICLE TAG MEMBERSHIP APPLICATION (PAGE 2)

PART 2: ORGANIZATION AGREEMENT

Organization Agrees To:

1. Comply with all applicable statutes and regulations of the District of Columbia. Please note that regulations are subject to change, and that compliance with regulations as provided in this paragraph means compliance with the regulations as they are amended from time to time and not just as they exist at the time of the signing of the Application.
2. Comply with provisions of this Application, and with DMV guidelines, instructions, and directives issued to the Participant from time to time, for the purpose of processing members for organizational tags.

PART 3: NON-PROFIT INFORMATION

If your business is required to be licensed by any local, state or other federal governmental entity (e.g. Department of State), provide the licensing information as indicated and attach a copy of the license.

Attach a copy the following:

- Non-Profit Status Verification
- Certification Charter or Article of Incorporation
- DC Business License (if applicable)

PART 4: ORGANIZATION AUTHORIZATION LIST

List name, title and phone number of the person(s) authorized within the organization to approve tag issuance. Attach a list, if necessary. Member authorization letters must bear the signature of one of the listed authorized individuals.

Name (Last, First, MI)	Title	Phone Number



ORGANIZATIONAL VEHICLE TAG MEMBERSHIP APPLICATION (PAGE 3)

PART 5: CERTIFICATION STATEMENT AND SIGNATURES

You must sign in the presence of a Notary. Chapter Organizations require the signature of a corporate officer authorized to sign for the organization.

Any person using a fictitious name or address and/or knowingly making any false statement on this application is in violation of DC Law and subject to a fine of not more than \$1,000 or 180 days imprisonment or both. (DC Official Code §22-2405).

I certify under penalty of perjury that all answers and information contained within this application are true and correct.

X

Signature:

Date:

TO BE COMPLETED BY A NOTARY

State of _____ County of _____

on _____, before me personally came _____

Date

Person(s) who signed above

to me known and, who by me being duly sworn, deposes and says that he/she (check one):

works

resides at

Street address

City

State

Zip Code

Signature of Person Administering Oath

Notary Public

SEAL



MEMBERS INFORMATION LIST

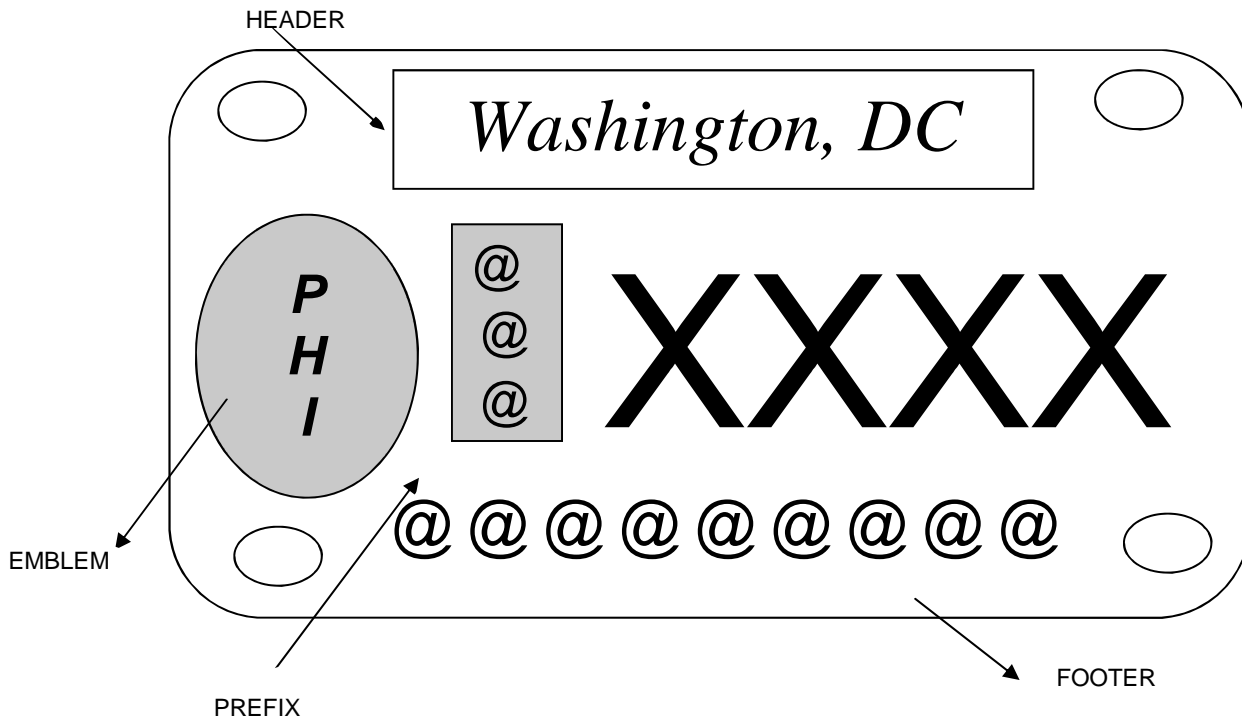
Name of Organization: _____

As a member of the Organization, I am applying for an organizational tag under the organization's name. I understand a one time \$100.00 member application fee is due at the time I pickup the tags. I understand that I must surrender the organizational tag upon demand by the above named organization to the District of Columbia Department of Motor Vehicles. I also understand that failure to comply with this agreement once it is signed will result in action against my vehicle registration.

ORGANIZATION MEMBER NAME	DC ADDRESS	SIGNATURE
1.		
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ORGANIZATION MEMBER NAME	DC ADDRESS	SIGNATURE
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Organizational Vehicle Tag Design (Sample)



DESCRIPTION OF ORGANIZATION TAG

- Header:** The header on the organizational tags reads “*Washington, DC.*”
- Emblem:** The emblem appears on the left side of the organizational tag. The emblem will vary by organization. For example, a University may use its Official Seal or a graphic layout of its initials.
- Tag No.** The Tag No. consists of seven characters, including three (3) prefix letters and four (4) digits. The prefix letters are listed vertically and appear to the right of the emblem. The letters represent the first three (3) characters of the Tag No. and must be used whenever writing a Notice of Infraction (or ticket) for parking or moving violation. The prefix letters will vary by organization. The digits are listed horizontally and appear to the right of the prefix letters. The digits on the organizational tags for each group will begin with 0001 and end with 9999. Therefore, the prefix letters and digits must be used when identifying an organizational tag!
- Footer:** The footer of the organizational tags is the name of the organization. The length of the organization’s name may be up to 40 characters and separated into two (2) rows.
- Colors:** The background of the organizational tags is white and the foreground (letters and numbers) is black or blue. The color of the emblems may be multi-colored and will vary depending on the organization.

TAG INFORMATION SHEET

COLORS:

Foreground (Letter & Numbers)	Standard Background Color
Black or Blue	White

Footer (Maximum 40 letters including spacing)

PREFIX LETTERING (Maximum of three (3) letters)

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Name of the Organization:

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I, _____, President of the above named organization, authorized our chapter(s) in the District of Columbia to use our organization's emblem for the purpose of developing an organizational vehicle tag that will be issued to interested members of our organization who are District of Columbia residents. I also consent to the tag design layout as described above.

President Signature: _____ Date: _____

Address: _____
Street
State
Zip Code

Telephone Number with Area Code: () _____
() _____

(Organizational Letterhead)

ORGANIZATIONAL VEHICLE TAG MEMBER AUTHORIZATION LETTER

Member Information:

Applicant's Name: Last	First	Middle

Applicant's Address: Street	State	Zip Code

Vehicle Identification: Tag Number:	VIN:	
Vehicle Make:	Vehicle Model:	Year:

Applicant's Certification:

Name of Organization: _____

I, _____, certify that I am a member of the above named organization and applying for an organizational tag under the organization's name. I understand that I must submit a \$100.00 payment for a one-time application fee in addition to any applicable renewal fee. Upon demand by the above-named organization or the Department of Motor Vehicles, I understand the organizational tag must be returned to the Department of Motor Vehicles within thirty (30) days. I further understand that failure to return the tags in a timely manner shall result in the rescission or revocation of the registration by the Department of Motor Vehicles.

I understand it is unlawful to willfully make a false statement in so doing, is subject to criminal charges. I certify under penalty of perjury that all answers and information contained within this application are true and correct.

Applicant's Signature: _____ Date: _____

Co-Owner's Signature: _____ Date: _____
(Co-owner must sign application before it will be processed for an organization tag)

Organization Authorization:

I, _____, do by affixing my signature hereby certify that the above named individual is a member of our organization and that he/she is authorized to apply for an organizational tag in the organization's name. I understand it is unlawful to willfully make a false statement in so doing, is subject to criminal charges. I certify under penalty of perjury that all answers and information contained within this application are true and correct.

Official Signature: _____ Date: _____

Print Name: _____

Official Telephone Number: _____

