



DEPARTMENT OF TRANSPORTATION
DRIVER AND MOTOR VEHICLE SERVICES
1905 LANA AVE NE, SALEM OREGON 97314

APPLICATION FOR APPROVAL OF A SPECIAL REGISTRATION PLATE

REFER TO INFORMATION ON BACK

Evidence that supports the organization's qualification must be **attached** to this application. Evidence must consist of:

- a. If this is a non-profit group, written documentation that the group is registered with the Internal Revenue Service (IRS); (must include the non-profit group's articles of incorporation and the non-profit group's federal or IRS identification number for the 501(c)(3) non-profit corporation or foundation).
- b. If this is an institution of higher education, a written certification on the institution's letterhead stating that the institution meets the definition as defined in OAR 735-040-0040.
- c. If this is a public body, written certification on the public body's letterhead stating they are authorized by law to apply for a special registration plate. The public body must provide the citation of the applicable law in its certification.
- d. Proof that the organization is physically located in Oregon.
- e. \$5,000 in fees to cover any costs DMV incurs to begin approval of the plate.

NAME OF ORGANIZATION

IRS EMPLOYER IDENTIFICATION NUMBER

THIS ORGANIZATION IS:

- AN INSTITUTION OF HIGHER EDUCATION A NON-PROFIT 501(c)(3) AUTHORIZED BY AN INSTITUTION OF HIGHER EDUCATION
 A PUBLIC BODY A NON-PROFIT 501(c)(3)

CURRENT DIRECTORS / OFFICERS - (REFER TO INFORMATION ON REVERSE)

NAME	ADDRESS	
EMAIL ADDRESS	DAYTIME TELEPHONE NUMBER	
NAME	ADDRESS	
EMAIL ADDRESS	DAYTIME TELEPHONE NUMBER	

ACCOUNT INFORMATION

PLATE PROCEEDS SHOULD BE DEPOSITED INTO THE FOLLOWING ACCOUNT NAME:

BANK/FINANCIAL INSTITUTION

ADDRESS	ACCOUNT NUMBER (PLEASE ATTACH VOIDED CHECK)
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REQUESTED PLATE DESIGN

Requested plate design must be submitted electronically in PDF and Adobe Illustrator format.

SIGNATURE OF AUTHORIZED REPRESENTATIVE OF ORGANIZATION X	TITLE	DATE
SIGNATURE OF INSTITUTION REPRESENTATIVE (SEE INFORMATION ON REVERSE) X	TITLE	DATE

To Qualify for special registration plates to be issued, the organization must be:

- An institution of higher education as defined in OAR 735-040-0040; or
- Representing an institution of higher education to obtain special registration plates for that institution; or
- A non-profit organization that is registered with the IRS as a 501(c)(3) non-profit corporation or foundation.
- An eligible non-profit group must be physically located in Oregon or have a chapter that is physically located in Oregon.
- A public body under ORS 174.109

NAMES OF DIRECTORS/OFFICERS

- If the organization is an institution of higher education, list the name, address, phone number and email address of the official authorized to speak on behalf of the institution on matters affecting special registration plates.
- If the organization is a non-profit group authorized by an institution of higher education, list the name and address of the current directors or officers of the group, and the person authorized to speak for the non-profit group on matters affecting special registration plates.
- If the organization is a non-profit group or public body, list the name, address, phone number and email address of the current directors or officers of the group or public body, and the person authorized to speak for the group or public body on matters affecting special registration plates.

All organizations must notify DMV anytime there is a change in the name or address of the person(s) authorized to speak for the organization on matters related to special registration plates.

If the organization is an authorized representative of an institution of higher education, the institution shall notify DMV if for any reason the organization ceases to have authorization to act on behalf of the institution on matters affecting special registration plates.

ACCOUNT INFORMATION

A surcharge will be collected by DMV upon sale of these plates. Organizations may specify an account into which the net proceeds from the sale of the plates should be deposited. If no account is specified (i.e., this area is left blank), DMV will deposit the proceeds into the Passenger Rail Transportation Account. If your organization chooses to receive the net proceeds from the plates, you must attach a voided check from the account into which these proceeds may be electronically deposited.

PLATE SALE MINIMUMS

In order to qualify to have your special registration plate approved, you must pre-sell 3,000 sets of plates beginning after the initial approval of the plate. In addition, if at least 2,000 sets of plates are not sold annually, DMV will cease manufacturing additional plates.

PLATE DESIGN

Provide the design which is to appear on your organization's plate. This design may not contain expressions of political opinion or religious belief. Your design is subject to DMV approval, which in part includes review by law enforcement and the plate manufacturer.

SALE OF PLATES

Any individual eligible for registration will be allowed to apply for the special registration plate for a passenger vehicle.

FEES

Each organization must pay a \$5,000 pre-approval fee to cover DMV's costs to review the application and requested plate design. Once DMV approves the plate, the organization will have to pre-sell 3,000 sets of plates in the form of vouchers prior to production. Once successful, the organization will submit the vouchers and surcharge fees of at least \$120,000 (minimum of 3,000 vouchers x \$40 plate surcharge fee). At this point you will also pay the balance of the plate start-up costs – it is \$45,000 in addition to the \$5,000 pre-approval fee for a total of \$50,000 (for a flat or embossed plate) or \$66,500 in addition to the \$5,000 for a total of \$71,500 (for a Print to Emboss plate). DMV will only keep their administrative costs for start-up and issuance of the plates, and then the balance of these fees will be returned to the organization.

SIGNATURE OF INSTITUTION REPRESENTATIVE *

A signature in this area authorizes the organization to apply for special registration plates and to make plate related decisions on behalf of the institution, including, but not limited to:

- a. Determining where any applicable funds generated from the sale of special registration plates are to go; and
- b. Working with DMV on what information will be placed on the plates.

* In lieu of a signature in this area, DMV may accept a statement on institution letterhead granting the above authorizations, signed by the appropriate institution representative.

SUBMITTING APPLICATIONS

Mail the completed application, fees and documentation to:

**DMV Vehicle Programs
1905 LANA AVE NE
SALEM OR 97314**

If you have any questions about completing the application or the special registration plate program, you may contact Vehicle Programs at: (503) 945-5243.

Do NOT submit this application to your local DMV office.