

FACT SHEET

Special Organization Plate Program

PURPOSE

The purpose of this fact sheet is to outline the procedures for PennDOT's Special Organization Plate Program. The program provides interested and qualified organizations an opportunity to help their members purchase a uniquely designed registration plate identifying the organization.

PROGRAM QUALIFICATIONS AND REQUIREMENTS

- ❖ The organization must be a non-profit organization according to the Internal Revenue Service.
- ❖ The organization must have, as one of its primary purposes, service to the community which results in a contribution to the welfare of others.
- ❖ The organization must be based, headquartered or have a chapter in Pennsylvania or be licensed in Pennsylvania.
- ❖ The organization must not be offensive in purpose, nature, activity or name as determined by PennDOT.

PROGRAM APPROVAL REQUIREMENTS

- ❖ The organization must sign and date an "Application to Participate in the Special Organization Plate Program." If your organization would like to be a part of the Special Organization Plate Program, please contact the Special Organization Plate Program Coordinator by email at SpecialOrganizationPlateProgram@pa.gov for a complete program packet.
- ❖ The organization must provide a copy of its charter or by-laws.
- ❖ The organization must provide examples of newsletters or other publications which reflect its community service activities.
- ❖ The organization must provide a copy of a letter from the Internal Revenue Service (Letter 947 or Determination Letter) as to the organization's qualification for exemption from taxation under Section 501 of the Internal Revenue Code.
- ❖ The organization must provide written consent to PennDOT indicating it is the owner of rights of the emblem or logo (if a copyright or trademark, please designate; if the copyright is formally registered with the copyright office, Pennsylvania Department of State and/or the U.S. Patent and Trademark Office, please designate) and granting permission to PennDOT to reproduce the emblem and name in the format indicated. This written approval must be on organization letterhead and signed by a duly authorized official of the organization.
- ❖ The organization must provide a proposed registration plate design.
- ❖ The organization must provide the name and telephone number of the representative who will serve as the point of contact between PennDOT and the organization, and who will be responsible for coordinating all activities related to registration plate design and issuance. All registration plate applications are required to be submitted from the organization's contact person to PennDOT.

PENNDOT REVIEW

- ❖ Upon receipt of the required information, the organization's application will be reviewed. PennDOT will send the organization written notification of PennDOT's approval or disapproval of the specialty registration plate.
- ❖ PennDOT reserves the right to deny any request for a special organization registration plate.

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SPECIAL ORGANIZATION REGISTRATION PLATE DESIGN INFORMATION

- ❖ Upon receiving approval from PennDOT, the organization must contact the Pennsylvania Department of Corrections, Correctional Industries for design services that meet PennDOT specifications.
- ❖ The organization will be responsible for the costs associated with the design and production of sample registration plates submitted for PennDOT's approval (approximately \$500 per registration plate type, i.e. passenger car vs. motorcycle).
- ❖ The organization will be responsible for the production costs for each registration plate manufactured (\$6 per registration plate).
- ❖ The organization must make payments in advance to Correctional Industries for registration plate design and manufacturing services.
- ❖ A signed letter of agreement with Correctional Industries must be completed.
- ❖ All registration plates must feature the standard blue-white-yellow canvas with PENNSYLVANIA printed across the top.
- ❖ For passenger car, truck, trailer and motor home registration plates, the organization's emblem or logo, as approved by PennDOT, will appear in an approximate 3" X 3" canvas area on the left side of the registration plate using graphic printing that offers color and intricate detail. For motorcycle registration plates, the organization's logo, as approved by PennDOT, will appear in an approximate 5/8" X 5/8" canvas area on the left side of the registration plate using a graphic printing method. offers color and intricate detail.
- ❖ Stacked letters, as chosen by PennDOT, will precede or follow the registration plate number to aid in registration plate identification.
- ❖ The organization name or an abbreviation of the organization name, as desired by the organization, and as approved by PennDOT, will appear across the bottom of the registration plate. This feature allows for identification of the organization; it is not intended to permit expression of ideas or points of view.

SPECIAL ORGANIZATION REGISTRATION PLATE ISSUANCE INFORMATION

- ❖ Special organization registration plates are available only for passenger cars, trucks with a registered gross weight of not more than 14,000 pounds, trailers, motorcycles and motor homes.
NOTE: Motorcycle registration plates are only available if the organization has an approved design for a motorcycle special organization registration plate.
- ❖ A one-time issuance fee is paid to PennDOT for each registration plate sold. Organizations may charge an initial fee in addition to the PennDOT fee. The additional fee must be paid directly to the organization and not submitted to PennDOT. For the current issuance fee for a special organization registration plate, refer to Form [MV-70S](#), "Bureau of Motor Vehicles Schedule of Fees," found on our website at www.dmv.pa.gov.
NOTE: Special groups with more than 2,000 registration plates may charge a renewal fee for authorization to renew a registration plate. The imposition or collection of initial or renewal fees for authorization to request or continued use of the special organization registration plate is at the special organization's discretion. **This fee is separate from PennDOT's registration fees.** The organization's imposition of initial or renewal fees (renewal fees for organizations with more than 2,000 registration plates) is at the organization's discretion and does not require any action by PennDOT.
- ❖ Special organization registration plates may be personalized for an additional fee. To check personalized registration plate availability, visit PennDOT's Driver and Vehicle Services website, www.dmv.pa.gov, and select Plate Availability from the list of services under the Online Services heading.