

# 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."
- ❖ 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 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 plate design and issuance. All 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 plate.
- ❖ PennDOT reserves the right to deny any request for a special organization 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 plates submitted for PennDOT's approval (approximately \$500).
- ❖ The organization will be responsible for the production costs for each plate manufactured (\$4 per plate). Price may vary for complex designs.
- ❖ The organization must make payments in advance to Correctional Industries for plate design and manufacturing services.
- ❖ A signed letter of agreement with Correctional Industries must be completed.
- ❖ All plates must feature the standard blue-white-yellow canvas with PENNSYLVANIA printed across the top.
- ❖ 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 plate using graphic printing that offers color and intricate detail.
- ❖ Stacked letters will precede or follow the registration plate number to aid in plate identification, as chosen by PennDOT.
- ❖ The organization name 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 and motor homes.
- ❖ Special organization registration plates are not available for motorcycles.
- ❖ A one-time fee of \$25 is paid to PennDOT for each plate sold. Organizations may charge a fee in addition to the \$25 PennDOT fee. The additional fee must be paid directly to the organization and not submitted to PennDOT.
- ❖ The \$25 fee is separate from the annual registration renewal fee.
- ❖ Special organization registration plates may be personalized for an additional fee of \$100. To check personalized registration plate availability, visit PennDOT's Driver and Vehicle Services website, [www.dmv.state.pa.us](http://www.dmv.state.pa.us), and select the Personalized Registration Plate Availability link from the list of services under the Online Driver and Vehicle Services heading.
- ❖ PennDOT recommends the organization obtain a minimum of 300 applications on the initial order of plates to offset the organization's administrative and production costs. A lesser number of plate applications will be considered.