MV-904SO (7-21)

pennsylvania
DEPARTMENT OF TRANSPORTATION
www.dmv.pa.gov

# APPLICATION FOR SPECIAL ORGANIZATION REGISTRATION PLATE

**For Department Use Only**
Bureau of Motor Vehicles • P.O. Box 68266 • Harrisburg, PA 17106-8266

**Check One:** Leased Vehicle: ❑ **YES** ❑ **NO**

**NOTE:** If the vehicle is a leased vehicle, Form MV-1L, "Application for Lessee Information," must be completed and attached. Form MV-1L is available on our website at www.dmv.pa.gov.

## A VEHICLE DESCRIPTION AND APPLICANT INFORMATION - *Complete this section exactly as information appears on current registration card.*

| Title Number | Registration Plate Number | Expiration Date | Make of Vehicle | Year |
|---|---|---|---|---|
| | | | | |

| Last Name (Or Full Business Name) | First Name | Middle Name | PA DL/Photo ID# or Bus. ID# | Date of Birth |
|---|---|---|---|---|
| | | | | |

| Street Address - Must list a street address. P.O. Box # alone is not acceptable. | City | State | Zip Code | Telephone Number Home: ( ) _____ Work: ( ) _____ |
|---|---|---|---|---|
| | | | | |

**NOTE**: In conjunction with replacement of your registration plate, you will receive one registration card. If additional registration cards are desired, the fee is $2 for each card. **Number of duplicate registration cards requested @ $2 each: _____.**

## B TO BE COMPLETED BY ORGANIZATION OFFICIAL

**NAME OF ORGANIZATION:** University of Delaware (M6)

| Name of Organization, Chapter, Post, Lodge, Employer, etc. | Telephone Number |
|---|---|
| | |

| Street Address | City | State | Zip Code |
|---|---|---|---|
| | | | |

## C TO BE COMPLETED BY ORGANIZATION OFFICIAL - *See special instructions below.*

I certify that the individual named in Section A is a member in good standing of the organization listed in Section B.

_____ _____ _____
Name of Organization Official | Title | Signature

## D APPLICANT SIGNATURE

I certify that all information given on this application is TRUE AND CORRECT and that when I cease to be a member of the above named organization, I will immediately return the registration plate to PennDOT.

_____ _____
Applicant's Signature in Ink | Date

### GENERAL INFORMATION REGARDING A SPECIAL ORGANIZATION PLATE

- PennDOT charges an issuance fee of $28. Participating organizations may charge an initial fee above the $28 PennDOT fee. The organization fee is $_____. Therefore, the total fee due with this application is $_____. Fees must be made payable to the organization name of _____.

  **NOTE:** Special organizations with more than 2,000 organization registration plates may charge a renewal fee for authorization of or continued use of the special organization registration plate. This fee is separate from PennDOT's registration renewal fee. The renewal fee is at the organization's discretion and is not related to PennDOT.
- Payment is to be made by check or money order payable to Commonwealth of Pennsylvania. **DO NOT SEND CASH. NO REFUND** of the fee will be issued when an applicant cancels a request after an order is placed.
- No special organization registration plate will be duplicated. If your registration plate is lost, stolen or defaced you will need to reapply for a special organization registration plate by completing this application and submitting with the appropriate fees. Should you need an immediate replacement registration plate, please complete and submit Form MV-44, "Application for Duplicate Registration Card, Replacement of Registration Plate or Weight Class Sticker," with a fee of $11. A standard issued registration plate will be issued until the replacement special organization registration plate can be provided. (**NOTE:** Form MV-44 is available on our website at www.dmv.pa.gov.)
- Requests for special organization registration plates are restricted to passenger vehicles or trucks with a registered gross weight of not more than **14,000 lbs.,** trailers, motorcycles and motor homes. **NOTE:** Motorcycles registration plates are only available if the organization has an approved motorcycle special organization registration plate.
- This application, completed in full, along with a check or money order should be mailed to: Bureau of Motor Vehicles, Special Organization Plate Program, P.O. Box 68266, Harrisburg, PA 17106-8266.
- When the applicant ceases to be a member in the organization or ceases to be a notary public as listed in Section B, the registration plate must be returned to PennDOT. Complete Form MV-44 and submit a fee of $11 for the issuance of a regular series registration plate.
- This special organization registration plate is issued in number sequence only and may not be personalized.
- All telephone numbers will be held in confidence and used only in the event of a problem with your application.
- To avoid possible problems with citations with your old registration plate, return it to: Bureau of Motor Vehicles, Return Tag Unit, P.O. Box 68597, Harrisburg, PA 17106-8597 after you have received your special organization registration plate.

### SPECIAL INSTRUCTIONS - SECTION C

- If the applicant is a notary applying for a notary public registration plate, the applicant's notary seal must be affixed in this section instead of an official's signature.

**Visit us at www.dmv.pa.gov or call us at 717-412-5300. TTY callers — please dial 711 to reach us.**