

Application for Organizational Plate

Thank you for your request in regard to special registration plates. Maryland Vehicle Law, Section 13-619, requires that an organization applying for special registration plates be non-profit in nature, have at least twenty-five (25) members who are Maryland registered drivers, and must comply with the regulations adopted by the MVA.

The following information pertains to the individual who will act as contact person and assume responsibility for signing the applications authorizing issuance of the organizational plate.

Name (Chairperson)

Address

Telephone Number

Email Address

Purpose of Organization

By completing this application, the president of the organization will be certifying the organization is a non-profit as evidenced by:

A. A determination letter from the Internal Revenue Service (Letter 947 or equivalent) as to qualification for Exemption from Taxation under Section 501(c) (7) of the Internal Revenue Code. Or...

B. A valid Certificate of Exemption issued by the Comptroller of the Treasury as to the qualification for Exemption from Sales Taxation under Article 80 of the Annotated Code of Maryland.

Please accompany either of these with a list of organizational members who are Maryland registered drivers. There must be a minimum of twenty-five (25) applications completed before approval of this request.

The Organization currently has _____ members.

If you are requesting an Organizational Logo Plate, a colored emblem must accompany this application.

Please be advised all emblems will be reviewed by a review panel for compliance of Maryland Vehicle Law TR 13-619 and COMAR 11.15.19.03 and subject to the provisions of COMAR 11.15.29.

I/we certify that the statements made are true and correct to the best of my/our knowledge, information and belief.

Signature (President of Organization)

Date

Printed Name

Organization

Date

This package contains information, instructions and the required MVA form “Application for Organizational Plates” for creating organizational plates. If you have any questions about this process please contact the MVA at (410) 787-2968, or by mail at: Motor Vehicle Administration, Specialty Plates Unit, Room 202, 6601 Ritchie Highway, N.E., Glen Burnie, Maryland 21062.

To Apply:

Please note, to qualify for organizational plates the organization must be a non-profit, with a minimum of 25 members.

The president of the organization will need to complete the MVA’s “Application for Organizational Plates” form (VR-039). By completing this form the president of the organization is certifying that the organization is a non-profit. The following document(s) must be submitted with the application:

- A Determination Letter from the Internal Revenue Service (letter 947 or equivalent), showing the organization meets the qualifications to be exempt from taxation, as stated in Section 501 of the Internal Revenue Code.

or

- A valid Certification of Exemption issued by the Comptroller of the Treasury, showing the organization meets the qualifications to be exempt from sales taxation, as stated in Article 80 of the Annotated Code of Maryland.

and

- An Organization Certification of Membership on your organization’s letterhead (see attached example in package), which must include each member’s name and their current license plate number.
- The name, address, telephone number and signature of each person assigned by the organization to act as representative to the MVA. All updates to assigned organization representatives must be done by email yearly.

Design of License Plate

The organizational license plate scheme will consist of a logo, followed by two (2) stacked alphas and four (4) numeric values.

The name of the organization may be displayed on the bottom of the plate (optional). This selection cannot be more than twenty-five (25) characters, including spaces.

Organizational license plates may be displayed on passenger cars, multi-purpose vehicles (Jeeps, Motor homes, Blazers, etc.) and trucks up to and including 1 ton. Motorcycle organizational license plates can only be displayed if the organization meets the required criteria.

Required Artwork to Produce the Plates

1. A sample of the logo, a patch or a decal, must be submitted for review in addition to color comparison.
2. Artwork for the logo must be submitted to the administration using Adobe Illustrator or Photoshop. If you are unable to upload using Adobe Illustrator or Photoshop, submit a PDF file of the logo with a minimum size of 5 inches.
3. Artwork must be actual size for printing. Maximum size that will appear on the license plate is 3 inches height and 3 inches in width.
4. Logo is limited to 4 colors.
5. If lettering is to go around the logo, it must be enclosed.

The organization's representative will coordinate with the MVA the processing of the application, which includes:

- Ensure each member's application is authorized and signed for issuance of the plate by the proper authority within the organization.
- Collect and submit with each member's application the appropriate fee: \$15.00 for a non-logo plate or \$25.00 for a logo plate.
- Advise each member of the organization to return the license plates originally issued back to the MVA upon the receipt of the new organizational license plates.
- The organization is responsible for notifying the MVA, in writing, of the appointment of subsequent representatives by email to organization@mdot.maryland.gov.