



# LICENSE PLATE APPLICATION

**Purpose:** Use this form to request souvenir, standard, personalized, or special license plates. Special license plate fees can be \$10, \$15, or \$25 annually or a one-time \$10, \$25 or \$50 fee based on the plate design, in addition to the registration fees. Personalization is an additional \$10 annually.

**Instructions:** Return this form, with the appropriate fees, to any DMV customer service center or DMV Select Center. You may also mail the application and fees to Special Plates at the address above or apply online at [www.dmvNOW.com](http://www.dmvNOW.com). For more information, review the Additional Information Section on the back of this form. All other inquiries can be answered by calling our customer contact center at 1-866-DMV-Line (1-866-368-5463) or 1-800-435-5137.

PLATE INFORMATION																																	
APPLICATION REQUEST: (check one) <input type="checkbox"/> VEHICLE LICENSE PLATE <input type="checkbox"/> SOUVENIR LICENSE PLATE <input type="checkbox"/> TRANSFER EXISTING LICENSE PLATE																																	
TYPE OF PLATE: (check one)																																	
<input type="checkbox"/> STANDARD (Blue and White) <input type="checkbox"/> LIGHTHOUSE <input type="checkbox"/> HERITAGE (Dogwood-Cardinal) <input type="checkbox"/> SCENIC (Mountain To Seashore) <input type="checkbox"/> SCENIC (Autumn) <input type="checkbox"/> SCENIC (Patriot) <input type="checkbox"/> COLLEGE: _____ Locality: <input type="checkbox"/> City <input type="checkbox"/> County _____ <input type="checkbox"/> MILITARY _____ <small>(No Initials or Abbreviations) <span style="margin-left: 200px;"></span> (No Initials or Abbreviations)</small> <input type="checkbox"/> SPECIAL INTEREST: _____ <input type="checkbox"/> CLEAN FUEL _____ <small>(If organization has more than one license plate, specify design type) <span style="margin-left: 200px;"></span> (If an application for these plates is received by DMV on or after July 1, 2006, the vehicle displaying these plates will not be eligible for occupancy exemptions in the I-95/395 HOV lanes.)</small> <input type="checkbox"/> OTHER _____ (Note: some special plates require certification) <small>(Any other plate not listed above)</small> <input type="checkbox"/> PERSONALIZED PLATES: (Check this box if you wish to personalize your vehicle or souvenir plate.) Indicate your choices in order of preference. The maximum number of characters allowed on standard and scenic plates is 7 ½. The maximum number of characters allowed on a heritage plate is 6 ½. Six characters are all allowed for all other plates bearing logos. Plates with logos may sometimes accommodate an additional ½ space when personalized. Ask a DMV representative or create a plate on our website listed above to determine availability. A blank space and a dash are the only two characters that are ½ characters. An ampersand is considered a full character. Spaces, dashes, and ampersands cannot be used consecutively.																																	
<b>CHOICE</b> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td>1st</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2nd</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3rd</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4th</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	1st								2nd								3rd								4th								<b>DMV USE ONLY</b> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">                         Enter Available Choice: _____                          Fee: \$ _____                     </div>
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APPLICANT INFORMATION			
OWNER'S NAME (last)	(first)	(mi)	DAYTIME TELEPHONE NUMBER ( )
CO-OWNER'S NAME (last)	(first)	(mi)	DAYTIME TELEPHONE NUMBER ( )
CURRENT MAILING ADDRESS	CITY	STATE	ZIP CODE
CURRENT PLATE NUMBER	PLATE TYPE	PLATE EXPIRATION DATE	
VEHICLE TITLE NUMBER	VEHICLE IDENTIFICATION NUMBER		
IF PAYING BY CREDIT CARD, ENTER CARD NUMBER AND EXPIRATION DATE			

CERTIFICATION/SIGNATURES	
I/We certify that (Check only <b>ONE</b> box)	
<input type="checkbox"/> This vehicle is insured with liability coverage by a company licensed to do business in Virginia. Coverage must be in effect at the time of application and must remain in effect as long as the vehicle is registered, even if the vehicle is not driven or is inoperable.	
<input type="checkbox"/> This vehicle is not insured; therefore, I am remitting the applicable uninsured motor vehicle fee. This fee provides NO insurance coverage.	
Failure to comply with Virginia's insurance requirements will result in suspension of your driver's license and vehicle license plates. I certify that all information contained herein is true and correct. For a corporation, an authorized representative must sign.	
APPLICANT'S SIGNATURE	DATE (mm/dd/yyyy)
CO-APPLICANT'S SIGNATURE	DATE (mm/dd/yyyy)

## **ADDITIONAL INFORMATION**

- The Department of Motor Vehicles (DMV) will not honor a change of choice or refund after the order has been sent to the manufacturer.
- When renewing early, registration, special license plate, and personalized plate fees are prorated for the months remaining on the current vehicle registration.
- You may purchase samples of most special plates.
- Personalized license plates require special handling; allow 60 days for delivery. Plates will be mailed directly to the applicant.
- The combination of characters used to personalize a license plate must not violate DMV's personalized plate policy. DMV reserves the right to refuse issuance of any combination of objectionable characters if they, in anyway, carry a connotation that may be reasonably seen by a person viewing a license plate as 1) profane, obscene, or vulgar in nature, 2) sexually explicit or graphic, 3) excretory related, 4) describing intimate body parts or genitals, 5) describing drug culture or use, 6) condoning or encouraging violence, 7) describing illegal activities or illegal substances, 8) socially, racially, ethnically offensive, or disparaging.

### **Clean Special Fuel License Plate**

- Vehicles registered with clean special fuel license plates issued by DMV on or after July 1, 2006, are not eligible for occupancy exemptions in the I-95/395 HOV lanes. However, they are exempt from occupancy requirements in all other HOV lanes throughout the state until the general exemption expires.
- A hybrid vehicle must qualify as a clean special fuel vehicle under the super ultra-low emission vehicle (SULEV) rating or the Environmental Protection Agency's (EPA) equivalent beginning with model year 2005 vehicles.
- Hybrid vehicle assessment standards were set by the Virginia Department of Environmental Quality (DEQ) and adopted by DMV to ensure that only the cleanest hybrid vehicles are eligible for clean special fuel plates.
- Not all hybrid vehicles qualify for the clean special fuel plate. For a list of qualifying hybrid vehicles, visit our website at [www.dmvNow.com](http://www.dmvNow.com). The list of vehicles is updated as new hybrids are introduced to the market and assessed by DEQ.

### **New Special Interest License Plate Development Information**

- All application and refund inquiries should be directed to the sponsor who is maintaining and facilitating collection of the 350 pre-paid applications for new plates through General Assembly authorization or currently under development.
- When the 350 pre-paid applications are being processed, personalized plate and special plate fees are not prorated. Your vehicle registration will not be renewed unless it is within two months of expiration. Should your vehicle registration require renewal, you will be billed by DMV for payment.
- The entire special license plate process could take up to two years depending on the direction of the sponsor. It generally takes about nine months to develop a new plate once the 350 prepaid applications are collected.

### **Special Plates That Require Certification**

- Antique plates require submission of the Antique License Plate Applicant Certification (VSA 10 B) with form VSA 10.
- Gold Star Plates require submission of the Gold Star License Plate Applicant Certification (VSA 10 A) with form VSA 10.