MV-904SP (1-18)

pennsylvania
DEPARTMENT OF TRANSPORTATION
www.dmv.pa.gov

APPLICATION FOR SPECIAL ORGANIZATION REGISTRATION PLATE

(PLEASE ALLOW 4-6 WEEKS FOR DELIVERY)

For Department Use Only
Bureau of Motor Vehicles • PO Box 68266 • Harrisburg, PA 17106-8266

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	Telephone
					Home ( ) _____ Office ( ) _____

Street Address - Must list a street address. P.O Box # alone is not acceptable.	City	State	Zip Code

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: West Chester University (M5)

Name of Organization, Chapter, Post, Lodge, Employer, etc.

Street Address	City	State	Zip Code

C TO BE COMPLETED BY ORGANIZATION OFFICIAL - See special instructions on reverse.

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 OPTIONAL PERSONALIZATION REQUEST - **NOTE:** Additional $104 Fee Required.

Personalized registration plate choices may contain up to **FIVE** letters or numbers in combination. **ONLY** one hyphen or space is permitted, but not both as part of the available spaces for personalization. No other special characters are available. Please use capital letters and print clearly. Additional instructions and fees are listed on the reverse side of this application. **NOTE:** The shaded boxes contain a pre-printed letter configuration that is specific to this registration plate and cannot be changed. These letters will appear on your personalized registration plate.

FIRST CHOICE

W					
C					

SECOND CHOICE

W					
C					

THIRD CHOICE

W					
C					

E 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 REGISTRATION PLATE

- **PLEASE ALLOW 4-6 WEEKS FOR DELIVERY.**
- **This application**, with Sections A, D (if applicable), and E, completed in full, **must be returned to the organization official for submission to PennDOT.** No applications sent directly to PennDOT by the organization member will be processed. The organization must complete Sections B and C. **NOTE:** Only applications for Volunteer Fire Fighter and Emergency Medical Services special organization registration plates may be mailed directly to PennDOT by the customer.
- **The applicant listed in Section A must be a registered owner of the vehicle as indicated on the vehicle's registration credential.** If the vehicle is a leased vehicle, Form MV-1L, "Application for Lessee Information," must be completed and attached. (**NOTE:** Form MV-1L is available on our website at www.dmv.pa.gov.)
- PennDOT charges an issuance fee of $26. Participating organizations may charge an additional fee above the $26 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 _____.
- No special organization registration plate will be duplicated. If your plate is lost, stolen or defaced you will need to reapply for a special organization registration plate by completing this application and submitting it 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," along with a fee of $11. A standard 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, trucks with a registered gross weight of not more than **14,000 lbs**., trailers and motor homes. **Motorcycles do not qualify for special organization registration plates.**
- **NO REFUND** of the fee will be issued when an applicant cancels a request after the order is placed.
- When the applicant ceases to be a member in the organization 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.
- Special organization registration plates are issued in number sequence unless requesting personalization in Section D.
- 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.
- If applying for a Fraternal Order of Police registration plate, the PA State Lodge Seal and the PA State Lodge Recording Secretary signature must be affixed to this application.

IF PERSONALIZING YOUR SPECIAL ORGANIZATION REGISTRATION PLATE

- Personalized special organization registration plates may contain up to **FIVE** letters and numbers in combination. **NOTE:** A preprinted letter configuration will precede your personalized configuration on your registration plate and cannot be changed.
- If a hyphen or space is used as part of the registration configuration, it counts as one of the available spaces for personalization. Only one hyphen or space is permitted, but not both. **NOTE:** No additional special characters are available.
- When requesting a numeric character of zero, please list as " Ø" instead of the alpha character of "O".
- PennDOT reserves the right to limit or reject requests.
- The registration on your vehicle must be current in order for PennDOT to process your request. The fee to personalize your special organization registration plate is an additional $104. **The additional $104 fee covers the cost of your personalized registration plate order only and will not renew your vehicle's registration.** To renew your registration, please include your completed renewal application, Form MV-105, "Pennsylvania Registration Renewal Application," or Form MV-140, "Request for Registration," and **a separate check or money order in the amount of your registration renewal fee.** Payment is to be made by check or money order payable to the Commonwealth of Pennsylvania. **PLEASE DO NOT SEND CASH.**
- 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. Personalized registration plates will not be reserved until PennDOT receives payment and a completed application, and approves your requested registration plate configuration [number(s) and/or letter(s)]. Please note that registration plate requests are processed on a first-come, first-served basis. Although a requested registration plate configuration may show as being available on the website, it is possible that a request for the same registration plate configuration may have already been submitted by another customer and may not be available when making application.
- Personal registration plates will be manufactured on the basis of this application. **NO REFUND** of the fee will be issued when an applicant cancels a request after the order is placed with the manufacturer.
- Allow eight to 10 weeks for delivery of personalized special organization plate.