Delaware Division of Motor Vehicles

GUIDE TO SPECIALTY PLATES

There are two types of specialty plates offered at the Delaware Division of Motor Vehicles (DMV): **background and organizational**. Due to their uniqueness, they can not be altered or combined.

BACKGROUND PLATES

Background plates support a cause and have a design different from the basic blue and gold Delaware plate.

This design is intended to represent a specific cause or organization and is created with a reflective backing.

DMV offers several background license plates that can be ordered from any DMV office, by mail, or online. Several plates have eligibility requirements that must be met before the plate can be ordered.

These plates are issued the registration number assigned to the vehicle or can be ordered as an approved vanity plate. Customers pay a one-time fee which includes a $15 administration fee. All fees above this amount are donated to the organization.

Plates can be displayed on any motor vehicle 26,000 lbs or less, on a commercial vehicle, but not on vehicles registered under the International Registration Plan (IRP).

In accordance with Section 2140 of Title 21 of the Delaware Code, a minimum of 200 applications are required from an organization before DMV may approve the issuance of the plate.

SAMPLE BACKGROUND PLATES

ORGANIZATIONAL PLATES

The Division has several organizational license plates for current or former members of certain groups or organizations. Specific eligibility restrictions apply when applying for one of these plates. The plate numbers are controlled by the organization and may be limited due to the design.

Organizational plates may be created for:
- Organizations
- Educational institutions
- Military establishments

SAMPLE ORGANIZATIONAL PLATES

Delaware Division of Motor Vehicles

ADDITIONAL INFORMATION ON ORGANIZATIONAL PLATES

These types of plates can only be displayed on passenger vehicles or trucks 10,000 lbs or less.

Non-profit organizations may apply for a special license plate for members of the organization. In accordance with Section 2140 of Title 21 of the Delaware Code, a minimum of 200 applications are required from a specific organization before the Division may approve the issuance of the plate.

There is a one-time administration fee of $10.00 for each organizational special license plate. Organizations may set an additional fee to apply for the plate. Organizations wishing to apply for a special license plate must appoint a member of the organization to work with the Division.

The organization must provide the Division with an IRS letter 947 to verify tax status. The organization must appoint an individual that will be the ongoing point of contact with the Division to supply necessary forms and applications to keep the Division notified of members that may fall out of good standing.

DMV POLICY FOR SPECIALTY LICENSE PLATES FOR ORGANIZATIONS

In accordance with Section 2140 of Title 21 of the Delaware Code, organizations applying for specialty registration plates are required to be non-profit in nature and provide 200 applications before the Division will issue the plate. They must also comply with the policies and regulations adopted by the Division of Motor Vehicles (DMV). A one-time administrative fee plus any additional fees set by the organization is charged for each specialty plate. The DMV may refuse to issue specialty registration plates when it is deemed not in the best interest of the State.

Prior to approval for an organization specialty plate, the following must be submitted to the DMV:

I. Proof your organization is non-profit as evidenced by a determination letter from the Internal Revenue Service (letter 947 or equivalent) as to the qualification for exemption from taxation under Section 501 of the Internal Revenue Code.

II. Specify whether your non-profit seeks an organizational or a background plate.

A. **Organizational plates** are limited to passenger vehicles and trucks with a 10,000 lbs or less manufacturer's weight rating. The vehicle must have a current Delaware registration and cannot be issued to a commercial vehicle. There is a $10 administration fee. Organizational plates are limited to blue/gold colors with a logo.

1. The organization will select the plate design subject to DMV approval. The plate scheme on an organizational plate can be either one (1) alpha and five (5) numeric (ex. P12345); two (2) alphas and four (4) numeric (ex. UD1234); or three (3) alphas and three (3) numeric ex. ELK123). A one alpha is limited to 99,999; a two alpha is limited to 9999; a three alpha is limited to 999 plates. Only block lettering and numbers will be authorized. Current vanity displaying alpha/ numeric characters **<u>will not</u>** be recalled allowing for an organizational design. During the authorization process, DMV will notify the representative of the availability of alpha/numeric designs.
2. For organizational plates, the organization's logo, subject to approval by the DMV, may be displayed on the left side of the plate. The organization must provide an authorization letter from the copyright owner of the logo, granting the DMV the authority to use the logo.
3. Organizations desiring a logo must provide the following:
   a. Artwork for the plate must be the actual size for printing. The maximum size for the logo is 3 inches in height and 2.5 inches in width. All letters and numbers are entered between the right edge of the logo and the right margin of the plate with no spaces between the letters and numbers.
   b. A digital sample of the plate must be submitted for approval. All design elements must be in a vector format including logos. The final design format should be sent as an .AI, .EPS. or .SVG file.
   c. Colors are limited to blue and gold on organizational plates.

B. **Background plates** are limited to any vehicle 26,000 lb. or less excluding vehicles registered under an International Register Plan (IRP). Vehicles must have a current Delaware registration and vanities are acceptable. There is a $15 administrative

fee. All applicants must adhere to stipulations to successfully obtain and display their specialty plate on their vehicle in question.

1. Colors on background plates may be multi-color but are subject to approval.

III. The organization must appoint a representative to act as the liaison between the organization and the DMV. Provide the name, address, telephone number, and email address of the representative for your organization on the submittal form and send it to:

Division of Motor Vehicles
Attn: Chief of Vehicle Services
P.O. Box 698
Dover, Delaware 19903

Your representative will be responsible for the following: certification of the organization members, providing the IRS Form 947, processing the minimum number of applications required on the DMV application form, collecting the appropriate administrative fee, excluding background plates, notifying the DMV of plate owners no longer affiliated with the organization, and providing the plate design or logo to the DMV.

IV. The organization representative must sign off on the design and scheme prior to the order being placed.

V. The DMV estimates a six (6) to eight (8) week processing time for the organizational and background plates to be produced and shipped once the order is complete. This may take longer for the initial application.

VI. It is the DMV's policy not to accept checks dated more than 90 days prior to the processing of any DMV transaction. If you have any questions regarding this policy, please contact DMV Financial Services at dmvfinancialservices@delaware.gov.