



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.

## 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.

## 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



## 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.

## SAMPLE ORGANIZATIONAL PLATES



# 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 **will not** 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](mailto:dmvfinancialservices@delaware.gov).

**DOVER**

P. O. BOX 698 DOVER,  
DE 19903 (302) 744-  
2500

**DELAWARE CITY**

2101 MID COUNTY DRIVE  
NEW CASTLE, DE 19720  
(302) 326-5000

**GEORGETOWN**

23737 DUPONT BLVD.  
GEORGETOWN, DE 19947  
(302) 853-1000

STATE OF DELAWARE  
**DEPARTMENT OF TRANSPORTATION**  
DIVISION OF MOTOR VEHICLES

**WILMINGTON**

2230 HESSLER BLVD. NEW  
CASTLE, DE 19720 (302)  
434-3200

**NICOLE MAJESKI**  
SECRETARY

**JANA SIMPLER**  
DIRECTOR

December 1, 2022

Greetings!

As the Chief of Vehicle Services for the Delaware Division of Motor Vehicles, I want to inform you we recently improved the process for specialty tags Legislative requests. Your support in adhering to this process is greatly appreciated and will positively impact your constituents for years to come.

By streamlining the steps to create an organizational or background plate, as outlined in this packet, all parties benefit. Specifically:

- Organizations who propose legislation for the plate will save time and money by communicating with the Division at the beginning of the process.
- Sponsors of draft legislation will be fully equipped with a step-by-step process, consistent bill templates, Division contacts, specialty plate FAQs, and more (enclosed).
- The Division will operate with increased efficiency, reduce unnecessary expense, and fulfill its responsibility
- to offer accessible and uniform specialty plates.
- Constituents who purchase the specialty plate will avoid potential issues with law enforcement or toll reader technology due to design flaws.

While implementing change can be challenging at times, it has proven crucial, and the Division is eager to observe these improvements going forward. Please feel free to reach out to me personally at [Valerie.Carey@delaware.gov](mailto:Valerie.Carey@delaware.gov) with any questions or concerns you encounter within the specialty plate process.

I look forward to working with you as we serve the Delaware public together!

Sincerely,

Valerie Carey  
Delaware Division of Motor Vehicles  
Chief of Vehicle Services

VC:mmc





SPONSOR:

HOUSE OF REPRESENTATIVES

151<sup>st</sup> GENERAL ASSEMBLY

HOUSE BILL NO. ( )

AN ACT TO AMEND TITLE 21 OF THE DELAWARE CODE RELATING TO SPECIAL LICENSE PLATES.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF DELAWARE (Three-fifths of all members elected to each house thereof concurring therein):

1 Section 1. Amend Chapter 21, Title 21 of the Delaware Code by making deletions as shown by strike through and  
2 insertions as shown by underline as follows:

3 § 2140 (next number) Special registration plates supporting (name of organization)

4 (a) The owner of any vehicle described in subsection (b) of this section may apply to the Division of Motor  
5 Vehicles for a special (name of plate, ex: pollinator) registration plate. The Division shall issue the plate if it receives at  
6 least 200 of such applications.

7 (b) This section applies to:

Required DMV vehicle  
information for background plate

8 (1) A private passenger vehicle; or

9 (2) Subject to paragraph (b)(2)(b) of this section, a motor vehicle, including a truck or trailer, with a  
10 manufacturer's gross vehicle weight rating (GVWR) of 26,000 pounds or less.

11 a. The motor vehicle described in this paragraph may be owned by an individual or an artificial entity,  
12 including corporation, company, association, firm, partnership, society, or joint-stock company.

13 b. A truck that qualifies to register for the International Registration Plan (IRP), individually, or as part  
14 of a combination of vehicles, as defined section 101 of this Title, may not be issued a special plate under this section.

15 (c) Upon the initial application for a plate to be issued pursuant to this section, a 1-time fee of ( \$ the organization  
16 wants to charge, ex: \$50.00), which includes an administrative fee of \$ 15.00, is required in addition to the annual  
17 registration fee required by this title. This additional fee is required for all persons applying for a special plate pursuant

18 to this section, including members of nonprofit organizations, even if members are exempt from registration fees under  
19 §2159 of this title. A replacement plate may be obtained upon payment of a fee to be set by the Division, which shall  
20 cover the cost of the plate.

21 (d) The 1-time administrative fee collected pursuant to subsection (c) of this section shall be deposited into a  
22 special fund and used by the Division of Motor Vehicles for the purpose of promoting the sale of the plate and  
23 administering this section. Proceeds remaining after the Division of Motor Vehicles has covered the costs of promoting  
24 and administering this section shall be applied pursuant to subsection (e) of this section.

25 (e) The funds derived by the State from that portion of the 1-time fee of (dollar amount listed above by  
26 organization) that is not defined as an administrative fee pursuant to subsection (c) and (d) of this section shall be  
27 deposited by the Division of Motor Vehicles with the State Treasurer and shall be specifically set aside and deposited for  
28 (the organization's cause) deposit in the (the organization name) Fund.

29 (f) All registration plates issued pursuant to this section shall be of the colors and design as determined by the  
30 Division and the (organization's name). The numbers and/or letters assigned will be the same as the current license plate  
31 assigned to the vehicle. The committee may, at its discretion, drop the wording "The First State" and substitute in place  
32 thereof the wording (name of plate) example Support Pollinators.

33 (g) The Division of Motor Vehicles shall have the power to refuse any design which it believes would cause a  
34 public safety enforcement problem. The Division of Motor Vehicles may promulgate rules and regulations as required to  
35 administer this section.

#### SYNOPSIS:

This bill creates a special license plate for (organization and brief description).

- A specialty "background plate" supports any cause and is open to the public with a vehicle type eligible to apply (listed above).
- This template includes the required DMV language for a background plate.
- The design is added to the background of existing numbers.
- The organization must have a primary contact person for funding and contact of any changes.
- The template's purpose is to demonstrate DMV's requirements for this type of specialty plate, vehicle eligibility, consistent DMV language, and other DMV rules.



SPONSOR:

HOUSE OF REPRESENTATIVES

151<sup>st</sup> GENERAL ASSEMBLY

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BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF DELAWARE (Three-fifths of all members elected to each house thereof concurring therein):

1 Section 1. Amend Chapter 21, Title 21 of the Delaware Code by making deletions as shown by strike through and  
2 insertions as shown by underline as follows:

3 § 21 (insert next number) Special registration plates supporting (organization's name)

4 (a) The owner of any vehicle described in subsection (b) of this section may apply to the Division of Motor  
5 Vehicles for a special (name of the plate, example valor) registration plate.

6 (b) This section applies to:

7 (1) A private passenger vehicle; or

8 (2) A truck or van with a three-quarter ton or less manufacturers rated capacity; GVWR of 10,000  
9 pounds or less.

10 (c) Upon the initial application for a plate to be issued pursuant to this section, a 1-time administrative fee of  
11 \$10 is required in addition to the annual registration fee required by this title. The additional fee is required for members  
12 of non- profit organizations even if the members are exempt from registration fees under § 2159 of this title. A  
13 replacement plate may be obtained upon payment of a fee set by the Division of Motor Vehicles to cover the cost of the  
14 plate. The organization can add language of types of documents required for eligibility. Example: DD214, type of war,  
15 or application signed by the appointee of the organization.

16 (d) The 1-time administrative fee collected pursuant to subsection (c) of this section shall be deposited into a  
17 special fund and used by the Division of Motor Vehicles for administrative costs and promoting the sale of the plate.

18 (e) The Division shall reserve sufficient license plates starting with the prefix (add approved DMV prefix) and



numbered consecutively beginning with the numeral (approved DMV starting number) as required for this section.

(f) All registration plates issued pursuant to this section shall be the colors and design of blue/gold with the organization logo placed to the left side of the plate and Delaware listed at the top or bottom of the plate as determined by the Division of Motor Vehicles in conjunction with the (name of the organization). The Division of Motor Vehicles shall have the power to refuse any design which it believes would cause a public safety enforcement problem.

(g) The Division of Motor Vehicles may promulgate rules and regulations as required to administer this section. A minimum of 200 applicants for this plate shall be required prior to issuance of the plate.

#### SYNOPSIS

This bill creates a special license plate for: Add the organization's name and a brief description of what it supports.

- This specialty plate is for members only supporting their organization.
- This template includes the required DMV language for an organizational plate.
- Blue/gold with alpha/numeric with the organization's logo to the left.
- The organization must have a primary contact person responsible for approving, tracking, and assigning the plate numbers to its eligible members.
- DMV will not review documents for eligibility of these plates.
- All Prefixes to represent the organization must be approved by DMV to avoid conflicts with vanities and other specialty plates.
- See instructions included in this package for additional information.
- The template's purpose is to demonstrate DMV's requirements for this type of specialty plate, vehicle eligibility, consistent DMV language, and other DMV rules.

Additional information: the organization can add the language required, such as what type of documents (example DD214) for approval. They can also include specific numbers reserved for certain members in the bill if they choose.

Example: (b) special registration may be issued by the Department under this section if the United States Department of Defense certifies that the applicant is a veteran of World War I, World War II, the Korean Conflict, the Vietnam Conflict, Operation Desert Storm, or other military conflict on foreign soil in which United States armed forces were formally engaged in battle. They can include what documents are needed to determine the eligibility described in this section.