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STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES

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2230 HESSLER BLVD.
NEW CASTLE, DE 19720
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SHAILEN P. BHATT
SECRETARY

DMV REGULATIONS FOR SPECIAL LICENSE PLATES FOR NON-PROFIT ORGANIZATIONS AND COLLEGE ALUMNI

Non-Profit Organization Special License Plates

Delaware Title 21, Section 2140 requires that an organization applying for special registration plates to be non-profit in nature; provide a minimum of 200 applicants for the plate before the Division will issue the plate and must comply with rules and regulations adopted by the Division of Motor Vehicles (DMV). A one-time fee of \$10.00 is charged for each special plate. The DMV may refuse to issue special registration plates when it is deemed not in the best interest of the State.

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

1. Proof your organization is non-profit as evidenced by a determination letter from the Internal Revenue Service (letter 947 or equivalent) as to qualification for exemption from taxation under Section 501 of the Internal Revenue Code.
2. Special plates are limited to passenger vehicles, trucks with a three-fourth ton or smaller manufacturer's rated capacity. The vehicle must have current Delaware registration.
3. Appoint an organization representative to act as liaison between the organization and the DMV. Provide in writing the name, address, telephone number and email address of the representative for your organization to:

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

Your representative will be responsible for: certification of organization members; providing IRS Form 947; processing minimum of 200 registration applications (Form MV613); collecting \$10 special plate fee; assigning license plate numbers to applicants; notifying the



DMV of plate owners no longer affiliated with the organization; and provide the plate design to the DMV.

4. The organization will select the plate scheme subject for approval by the DMV. The plate scheme can be either one (1) alpha and five (5) numeric (example: P12345); two (2) alphas and four (4) numeric (example: UD1234); or (3) alphas and three (3) numeric (example: ELK123). A one (1) alpha plate is limited to 99,999; a two (2) alpha plate is limited to 9,999 plates; a three (3) alpha plate is limited to 999 plates. Only block lettering and numbers will be authorized. Vanity plates displaying your selected alpha/numeric characters will not be recalled. These plate numbers will not be available for your organization. Upon request, the DMV will provide you with a list of numbers which are not available to your organization. It will be the responsibility of the representative for your organization to keep a record of the numbers which have been assigned and to whom he/she has assigned the specific numbers.
5. The organization 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.
6. Organizations desiring a logo must provide the following:
 - a. Artwork for the plate must be actual size for printing. Maximum size for logo is 3 inches in height and 2 ½ inches in width. All letters and numbers are centered between the right edge of the logo and the right margin of the plate with no spaces between the letters and numbers.
 - b. A sample of the plate design must be submitted for approval. An electronic copy in Adobe Illustrator format is preferred, but a paper copy is also acceptable.
 - c. Colors are limited to Blue and Gold.
 - d. Organization representative must sign off on the design and scheme prior to ordering.
7. The DMV estimates a six (6) to eight (8) week processing time for the plate to be produced. The organization representative will be notified when the plates are ready.
8. It is the policy of the DMV not to accept checks dated more than 60 days prior to the processing of any DMV transaction. If you have any questions regarding this policy, please contact DMV Financial Services at (302) 744-2512.