



Application for Nonprofit Organization Specialty License Plate

Instructions

Any nonprofit organization requesting the creation of a new specialty license plate through the Texas Department of Motor Vehicles (TxDMV) must complete this form. Do not use this form if creation of a new specialty license plate is requested through My Plates. Refer to page 2 for detailed instructions and required supporting documents. For questions, contact the TxDMV Special Plates Unit at (512) 374-5010.

Submit the completed application and supporting documents by email to specialtyplates@txdmv.gov or by mail to:
 Texas Department of Motor Vehicles
 Specialty Plates Unit
 4000 Jackson Avenue
 Austin, TX 78731

Nonprofit Organization Information

Proposed specialty license plate name (limited to 25 characters)

Organization name	Organization website
Total Texas membership	Estimated number of plates to be sold in first year

Has this plate been proposed or offered in other states? If so, which states?

Organization's mission and the marketing strategy for this specialty license plate:

Sponsoring State Agency Information

Texas state agency name and division to administer proceeds:

Proceeds will support:

Are there any qualifications to be met for an individual to obtain the plate? Note: Qualifications may restrict the number of purchasers.
 Yes No
 If yes, please explain:

Applicant Contact Information

First Name	Last Name	Title	
Address	City	State	Zip
Phone Number	Email		

 Signature _____
 Date

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Instructions and Required Documentation

1. **Visit TxDMV's website** at www.txdmv.gov. The License Plates web page has information for sponsoring organizations, a *Proposing a Specialty License Plate* brochure, and over 400 existing specialty license plate designs.
2. **Select a sponsoring state agency.** Applicants may request sponsorship of the license plate from a state agency or the TxDMV.
 - a) If a state agency agrees to sponsor the plate, a share of proceeds from plate sales can be directed to a nonprofit organization as long as a sponsoring state agency agrees to receive and appropriate the funds. A list of Texas state agencies can be found online at www.texas.gov.

State law requires a \$30 annual specialty plate fee, of which \$22 must be distributed to the sponsoring state agency and appropriated to the nonprofit organization. TxDMV will retain the remaining \$8 for administrative costs.
 - b) The TxDMV may sponsor the plate if no state agency agrees to sponsor the plate. If the TxDMV agrees to sponsor, the proceeds will go to the TxDMV Fund.
3. **Submit the following documentation with your application:**
 - a) Formal Internal Revenue Service (IRS) certification on IRS letterhead of your organization's nonprofit status.
 - b) An electronic file of the plate's design created with Adobe Photoshop software (saved in psd format). Submit raster or vector images with layers intact (not flattened) to allow for editing by the Texas Department of Criminal Justice during the manufacturing process.
4. **Submit the following documentation, only if applicable:**
 - a) A logo agreement is required to accompany the application. The agreement must be obtained from TxDMV.
 - b) A letter from the executive director of the sponsoring state agency indicating the agency is willing to receive and appropriate revenue from plate sales; use of the plate revenue will not violate a state statute or constitutional provision; and accounting codes from the Texas State Comptroller's Uniform Statewide Accounting System will be provided as needed for programming of TxDMV's automated systems.

Application Process

Following receipt of your completed application, the TxDMV will:

- Review your plate design to ensure it meets specifications and it is not similar to an existing plate design.
- If approved, provide a prototype plate for your review.
- Present your specialty license plate to the public for comment and to the TxDMV Board for their approval at a public meeting.

If the TxDMV Board approves your plate, the TxDMV will:

- Require an \$8,000 deposit. The deposit is refunded after 800 sets of plates are ordered or renewed.
- Display your plate on the TxDMV website. Accept plate orders through local county tax assessor-collector's offices and online.
- Distribute the funds from new orders and renewals of the specialty license plate through TxDMV automated systems.